Please incorporate the pages contained in this issue or revision pack, as described in the table below, into your copy of the BGC Insulation Site Safety Manual. This will update your copy to the latest version.

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Receipt Acknowledgement

Issue/Revision Number:  Revision 1
Issue/Revision Date:  30/06/10

I hereby acknowledge, as an authorised representative of the company or organisation stated below, that I have been provided with the latest issue or revision (as identified above) of the BGC Insulation Site Safety Manual.

I further acknowledge that I have incorporated the issue or revision into my copy of the BGC Insulation Site Safety Manual.

Manual Number:

Name (please print): …………………………………………………………………………………
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BGC Insulation

Site Safety Manual
Revision Register

The revision register records the incorporation of updated pages issued by BGC for this manual.

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Section 1

Introduction

1.1 Introduction ........................................................................................................ 1-2
1.1 Introduction

This Site Safety Manual is designed for use by BGC employees, subcontractors and contract labour visiting or working on a commercial or residential building site in the business of BGC Insulation.

All following general references to BGC in this Manual apply to BGC Insulation.

This Site Safety Manual is designed to be used in conjunction with BGC's Safety & Health Management System. The purpose of the Site Safety Manual is to clearly define the strategies, systems and responsibilities for effectively managing safety and health for our employees, subcontractors and contract labour on a commercial or residential building site.

This Manual is intended as a reference for all BGC personnel and subcontractors who are required to visit or operate on a commercial or residential building site, and is to be used as a management tool for achieving the safety targets and objectives.

The primary sources leading to the development of this Manual include the Occupational Safety and Health Act 1984 (and amendments), Occupational Safety and Health Regulations 1996, relevant Australian Standards, Codes of Practice and Guidance Notes.

The development of this Manual has also drawn on the knowledge of experienced trades personnel to ensure practical application of occupational safety and health requirements on commercial or residential building sites.

BGC's primary objective is to create an environment which shall ensure the safety, health and welfare of all personnel associated with BGC activities.

This shall be achieved through the provision of resources, training and demonstrated commitment to approved policies.

BGC shall:

1. Provide and maintain workplaces, plant and systems of work that do not expose employees to hazards.
2. Provide information, instruction, training and supervision to personnel so that they can perform their work safely.
3. Achieve best practice through consultation and co-operation.
4. Ensure the correct use of protective clothing and equipment where required.
5. Ensure safe use, cleaning, maintenance, transportation and disposal of substances and plant used in the workplace.

Our aim is to have no accidents and injuries.
## Section 2
Overview of Occupational Safety and Health Act 1984, and Regulations 1996

<table>
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<td>2.7 Penalties under the Occupational Safety and Health Act</td>
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2.1 Overview of the Act

The Occupational Safety and Health Act 1984 sets objectives to promote and improve occupational safety and health standards. General duties are laid down in the Act, and are supported by other requirements in the Act and Regulations.

The Act describes the behaviour required of persons who can affect safety and health at work. It imposes a General Duty Of Care to protect persons from hazards and maintain safe and healthy workplaces.

2.2 Overview of General Duty or Care

- Employers must provide a workplace where employees are not exposed to hazards
- Employers must provide a safe system of work
- Employees must take reasonable care for their own safety and health and that of others affected by their work
- Employers and Self Employed persons must as far as practicable, look after their own safety and health and ensure that their work does not affect the safety and health of others
- Designers, manufacturers, importers and suppliers must provide plant that is safe to install, maintain and use in workplaces
- All plant must be installed so it can be used safely
- Safety and health information must be supplied with all plant and substances used at work
- Employees and safety and health representatives must consult and co-operate in matters relating to safety and health at work
- Employees must be provided with information, instruction and supervision to allow them to work in a safe manner

2.3 Overview of General Duties Towards Subcontractors

When in the course of business, BGC engages a subcontractor to carry out work, BGC has the responsibility of an employer towards the subcontractor and any employees of the subcontractor (or other persons engaged by the subcontractor). This applies as if the subcontractor and his or her employees were employees of BGC. However, BGC’s duty applies only in relation to matters over which BGC has control, or the capacity to have control.

Subcontractors having their own employees retain the duties of employers towards those employees. The duties of the Act overlap in these circumstances. Both the subcontractor and BGC have duties to the subcontractor’s employees.

2.4 Overview of General Duties Towards Labour Hire Personnel

When a Labour Hire worker is engaged in a BGC business, whether directly or through a contractor, BGC has the responsibility of an employer towards the worker. However, BGC’s duty applies only in relation to matters over which BGC has control, or the capacity to have control.
2.5 Overview of Construction Induction Training Requirements

The following extract is taken from Part 3 Workplace Safety Requirements, Division 11 Construction Industry Induction Training (formally Safety Awareness Training), of the Occupational Safety and Health Regulations 1996:

3.136 Construction induction training requirements

(1) An employee or self-employed person must not do construction work at a workplace unless he or she holds a construction induction training certificate.

Penalty: the regulation 1.15 penalty

(2) A person who is an employer, the main contractor or a person having control of the workplace must not permit an employee or self-employed person to do construction work at the workplace unless that other employee or self-employed person holds a construction induction training certificate.

Penalty: the regulation 1.16

(3) For the purpose of this regulation, a person who, immediately before this regulation came into operation, held a current safety awareness training certificate (as defined in regulation 3.135 as in force at that time) is to be taken to hold a construction induction training certificate.

3.135 Terms Used

Construction induction training certificate means a certificate, card or other document that -

a) was issued by the provider of a construction industry training course that is, or was at the time the document was issued, a recognised construction induction training course; and

b) contains information to the effect that the person named in the document satisfactorily completed the course on the date specified in the document.

Construction induction training course means a course or training program that includes instruction in -

a) the rights and responsibilities under the Act and these regulations of persons who do construction work or employ people do such work; and

b) the hazards to which a person is likely to be exposed while doing construction work at a workplace; and

c) how to apply risk management principles when doing construction work at the workplace;
2.6 WorkSafe Inspectors

In Western Australia, WorkSafe inspectors have the power to:

- enter and inspect any workplace
- take samples, photographs and copies of any document
- interview any employee in private and require them to answer questions

An inspector may visit a workplace:

- when the employer, the occupational safety and health representative or an employee (if there is no safety and health representative) has notified the inspector after unsuccessfully attempting to resolve a safety and health issue according to the Act, and where there is risk of imminent and serious injury or harm to health
- to investigate incidents involving death, injuries or dangerous situations involving possible breach of the Act and Regulations or non-compliance with an improvement notice, prohibition notice, prosecution action or verbal direction
- as part of other prevention and workplace assessment programs

2.7 Penalties under the Occupational Safety and Health Act

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| 3.5 Industrial Relations Policy                   | 3-6 |
3.1 Safety and Health Policy

BGC recognises it has a moral and legal responsibility to ensure that all work activities undertaken will achieve and maintain a high standard of occupational safety and health for all employees, subcontractors and visitors. All employees have a reciprocal responsibility to ensure that they assist management in achieving an injury free workplace.

Senior Management have authorised the development of an Occupational Safety and Health Management System to be integrated into management across the Group of Companies. The goal of the Occupational Safety and Health Management System is to eliminate work related injuries and illnesses by achieving measurable objectives and targets.

We are committed to achieving these objectives and targets through:

- Proactively seeking to eliminate unacceptable risks through a systematic risk identification and assessment process that is an integrated part of day to day operations.
- Providing a level of leadership and training to ensure that work is managed to achieve a safe, efficient and productive outcome.
- Gaining the total involvement and commitment of all BGC employees to achieving an accident free and healthy workplace.
- The provision of adequate funding and resources to ensure that the requirements of the Safety Management System are implemented.
- Comply with all applicable legislation, acts, regulations, codes of practice and standards.
- Internally and externally auditing safety performance in all areas.
- To provide effective injury management and rehabilitation for all employees.
- Ensuring the Safety and Health Policy is available to all BGC employees, contractors, visitors and interested parties, and that they are informed of and understand their obligations in respect to the policy.

_Through implementation of this policy and the total commitment of BGC management and employees our Safety and Health objectives and targets will be achieved._

Eric Thomson
General Manager       February 2006
3.2 Equal Employment Opportunity and Harassment Policy

BGC is committed to maintaining a professional standard of conduct in all of our business practices and ensuring that all personnel (employees and the public) are treated in a fair and equitable manner.

Discrimination is defined as when a person or group of people receives less favourable treatment than another person in same or similar circumstances on any of the grounds covered in the Equal Opportunity Act (Direct) or when a person is adversely impacted by an apparently neutral rule, policy or practice which is not reasonable (Indirect).

Harassment is defined as unwelcome and unacceptable behaviour directed to a person or group of people, where such behaviour offends, humiliates, intimidates or annoys the recipient(s).

Grounds for unlawful discrimination and harassment include: age, family responsibility, gender history, impairment, marital status, political conviction, pregnancy, race, religious conviction, sex, sexual orientation and spent convictions.

BGC complies with the relevant equal employment opportunity and discrimination legislation including all state and federal acts and regulations. To that extent, all employees, contractors, suppliers and the general public will be treated equally and are assured that management will not tolerate people being subjected to any form of workplace harassment or discrimination. We are also committed to providing a pleasant working environment for all employees and encouraging good working relationships between employees.

The undersigned is responsible for overall management of the program, supported by the EEO Committee to assist with its co-ordination. BGC has established a grievance procedure under which absolute confidentiality can be assured and which is available from an Equal Opportunity Officer or your Manager.

Eric Thomson
General Manager        February 2006
3.3 Workplace Bullying Policy

Workplace Bullying Policy

BGC considers bullying an unacceptable workplace behaviour and will not tolerate it under any circumstances.

Workplace bullying is ‘repeated, unreasonable behaviour directed to an employee, or group of employees, that creates a risk to health and safety’. Examples include:

- verbal abuse, yelling, screaming, inappropriate language
- excluding or ignoring someone
- singling someone out to do unpleasant tasks
- humiliating or belittling someone through sarcasm, teasing or insults
- intimidating, threatening abuse, physically abusing someone
- initiation practices
- ridiculing someone’s professional or personal opinions
- excessive supervision or monitoring of an individual’s work
- blocking applications for training, leave or promotion without valid reason
- threatening job security without valid reason
- setting impossible work targets and deadlines
- spreading malicious rumours or gossip
- unexplained job changes, removing key areas of responsibility without valid reason
- sabotaging someone’s work
- unwanted practical jokes

Workplace bullying may cause the loss of trained and talented employees, reduce productivity, adversely impact on health and morale, and create legal and financial risks under statute and common law.

BGC expects all employees to behave in an appropriate manner and to treat other employees, clients and customers with dignity and respect.

BGC shall ensure that all employees are aware of their rights and obligations under this policy through awareness and knowledge training.

Under the Western Australia Occupational Safety & Health Act 1984, BGC has a legal obligation to provide a safe and healthy workplace. Where BGC becomes aware of bullying, the matter shall be investigated even if no complaint has been received.

BGC has grievance and investigation procedures to deal with workplace bullying. Anyone who is bullied or witnesses bullying should report it as soon as possible. When bullying is reported, it shall be treated seriously and investigated promptly, confidentially and impartially in accordance with our procedures.

Disciplinary action shall be taken against anyone who is found to have bullied an employee.

Managers and supervisors shall ensure that employees who make complaints, or who are witnesses to a complaint, are not victimised. Employees shall not victimise complainants, witnesses or an alleged bully. Victimisation shall be regarded as a serious breach of discipline and incur disciplinary action.

False or malicious complaints of bullying shall be regarded as a serious offence and shall incur disciplinary action.

Eric Thomson
General Manager
February 2006
3.4 Fitness for Work Policy

Fitness for Work Policy

BGC is committed to the safety of its employees and subcontractors in their performance of work activities, and has a duty of care to provide a safe working environment. Employees and subcontractors have a reciprocal duty of care for their own safety and the safety of their fellow workers and the public. BGC recognises that the misuse of drugs and alcohol is a significant community problem that can have an impact upon the safety, health and decision making capabilities of its employees and thereby upon the safety of the company’s operations.

In line with BGC’s commitment to providing a safe place of work and to protecting the safety and health of employees and subcontractors, the management has put in place stringent controls to manage the misuse of drugs and alcohol in all areas of the company’s operations.

Random screening in the workplace of personnel and subcontractors for substance abuse is company policy and, at its discretion, BGC may make a favourable result to pre-employment substance abuse screening a necessary condition for engagement as an employee or subcontractor. An initiative to provide information regarding education and rehabilitation programs, outside of working hours, to access counselling services will be made available to all employees and subcontractors.

BGC is committed to fostering a fitness for work behaviour amongst our employees and subcontractors whereby it is unacceptable to present for work under the influence of drugs or alcohol.

Eric Thomson
General Manager February 2006
### 3.5 Industrial Relations Policy

<table>
<thead>
<tr>
<th>Industrial Relations Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGC is committed to maintaining sound employee and industrial relations throughout all operations. Managerial decisions will be made with the ethical approach of being fair, honest and consistent with all parties.</td>
</tr>
<tr>
<td>Underlying this policy are the following objectives:</td>
</tr>
<tr>
<td>• compliance with all relevant Employee and Industrial legislation</td>
</tr>
<tr>
<td>• employing suitably qualified and competent personnel</td>
</tr>
<tr>
<td>• the implementation of Safety and Health policies and supporting procedures to provide a safe work environment for all</td>
</tr>
<tr>
<td>• the provision of leadership and innovation in the management of industrial relations</td>
</tr>
<tr>
<td>• the support of Freedom of Association</td>
</tr>
<tr>
<td>Eric Thomson</td>
</tr>
<tr>
<td>General Manager</td>
</tr>
<tr>
<td>February 2006</td>
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</tbody>
</table>
## Section 4

### Structure and Responsibilities

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<tr>
<td>4.2.3 Individual Responsibilities</td>
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</table>
4.1 Structure

A commercial or residential building site is a workplace and as such requires an organisational structure for the safety and health of all persons employed on the site. The structure of BGC Insulation for site operations is as follows:

![Site Organisation Structure Diagram]

Figure 4.1  BGC Insulation Site Organisation Structure

4.2 Responsibilities

4.2.1 The Site Principal

The Site Principal may be the owner of the site, or the principal building contractor who has overall control of the site. The Site Principal may appoint a site manager or supervisor as his representative.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of the Site Principal as primary employer are:

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and other site visitors are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and other site visitors
- To communicate the requirements of the safety and health management system to employees, subcontractors and other site visitors
- To provide adequate resources for the implementation of the safety and health management system
- To ensure through supervision that all employees, subcontractors and other site visitors comply with the safety and health management system for the site
- To ensure competency training of all employees and subcontractors
- To ensure safe working procedures are determined through Job Safety Analyses and implemented through supervision
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation
4.2.2 BGC Insulation

BGC manufactures, supplies and installs Celltherm™ (Cellulose fibre) and other types of insulation to a wide range of customers. In the course of this, managers and supervisors, sales and estimating personnel, delivery personnel, installation and service personnel may have to enter a building site to ensure that the business of BGC is completed to the highest standard of the industry.

BGC directly employs and subcontracts for the supply and installation of building materials. BGC recognises that by legislation it is considered to be the employer of any subcontractor or labour hire personnel it has engaged.

Under the provisions of the Occupational Safety and Health Act (1984), the responsibilities of BGC are:

- To provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees, subcontractors and labour hire personnel attending a construction or building site are not exposed to hazards
- To implement and maintain a management system for the safety and health of employees, subcontractors and labour hire personnel attending a construction or building site. This requires a consultative procedure between BGC and the Site Principal to ensure an agreed cohesive safety and health management system operates for all BGC employed personnel
- To communicate the requirements of the safety and health management system to employees, subcontractors and labour hire personnel
- To provide adequate resources for the implementation of the safety and health management system including personal protective equipment
- To ensure through supervision that all employees, subcontractors and labour hire personnel comply with the safety and health management system for the site
- To ensure competency training of all employees, subcontractors and labour hire personnel
- To ensure safe working procedures are developed through Job Safety Analyses and implemented
- To facilitate consultation on matters of safety and health on site as required
- To report and investigate any accident or incident occurring on site as required by legislation
- To provide feedback on matters of safety and health to employees, subcontractors and labour hire personnel
- To mediate in any dispute concerning safety and health on a construction or building site involving employees, subcontractors or labour hire personnel
- To review site safety and health audits
- To monitor the implementation of the safety and health management system and manage change as appropriate
4.2.3 **Individual Responsibilities**

4.2.3.1 **General Manager**
- Prescribed responsibility as an employer under the OSH Act for the provision and practice of safety and health for all employees, including subcontractors, wherever located
- Determines policies and procedures relating to the BGC safety and health management system
- Monitors and reviews all safety and health management policy and procedures

4.2.3.2 **Divisional Manager**
- Reports to General Manager
- Approves contract agreements with subcontractors
- Manages subcontractor schedules
- Co-ordinates with Site Principal in the development of a cohesive safety and health management system for all BGC employees, subcontractors and labour hire personnel who will attend a site on behalf of BGC
- Monitors and reviews the safety and health management system for the site
- Supervises employees and subcontractors in the implementation and working of the agreed safety and health management system for a site
- Consults with Site Principal in matters of dispute

4.2.3.3 **Safety Manager**
- Reports to General Manager
- Identifies and applies legislation appropriate to the construction industry and advises managers of legislative changes
- Implements the BGC safety and health management system including incident management, audit and record keeping

4.2.3.4 **Subcontractor (General)**
- Reports to Divisional Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for site
- Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site

4.2.3.5 **Subcontractor (Sole Operator)**
- Reports to Divisional Manager
- Works in accordance with contractual conditions relating to safety and health in the workplace
- Works under the provisions of the agreed safety and health management system for the site
• Takes reasonable care to ensure his own safety and health at work and avoid adversely affecting the safety and health of any other person in the workplace

• Complies as far as he is reasonably able with instructions given by his employer for his own safety and health or for the safety and health of others in the workplace. This requires working in accordance with the safety and health management system, including any Job Safety Analyses, agreed between the Site Principal and BGC

• Uses personal protective equipment as provided in a manner he has been instructed to use it

• Reports any situation on site that he believes is a hazard to safety or health and that he cannot correct himself. This report may be to the site manager or supervisor, or, if none present, to the BGC Divisional Manager

• Reports to the BGC Divisional Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work

• Ensures that all site-required competencies are current

• Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables

• Supervises any labour hire employees in matters of safety and health on site

4.2.3.6 Subcontractor (Employer)

• Reports to Divisional Manager

• Works in accordance with contractual conditions relating to safety and health in the workplace

• Works under the provisions of the agreed safety and health management system for site

• Responsible to supervise subcontractor employees and labour hire employees in matters of safety and health on site

• Provides and maintains workplaces, plant, and systems of work such that, so far as is practicable, employees and labour hire personnel attending a construction or building site are not exposed to hazards

• Implements and maintains a management system for the safety and health of employees and labour hire personnel attending a construction or building site. This requires a consultative procedure between subcontractor and BGC to ensure an agreed cohesive safety and health management system operates for subcontractor employees and labour hire personnel

• Communicates the requirements of the safety and health management system to employees and labour hire personnel

• Provides adequate resources for the implementation of the safety and health management system including personal protective equipment

• Ensures through supervision that all employees comply with the safety and health management system for the site

• Ensures competency training of all employees and labour hire personnel

• Ensures all equipment used on site is constructed, maintained and used according to regulation for industrial use - this includes vehicles, ladders, hoists, electrical tools and cables
• Ensures safe working procedures are determined through Job Safety Analyses and implemented through supervision
• Facilitates consultation on matters of safety and health on site as required
• Reports to WorkSafe and BGC Divisional Manager and investigates any accident or incident occurring in the course of his work as prescribed by legislation
• Provides feedback on matters of safety and health to employee and labour hire personnel

4.2.3.7 Subcontractor (Supervisor)

Where a subcontractor has labour hire personnel allotted to him by BGC, the subcontractor as a supervisor:

• Reports to Divisional Manager
• Ensures that workplaces, plant, and systems of work are such that, so far as is practicable, labour hire employees attending a construction or building site are not exposed to hazards
• Inducts labour hire employees to the construction or building site safety requirements
• Ensures training is provided to enable labour hire employees to complete their task in a manner that does not expose them to hazards
• Confirms the currency of any competency required by labour hire personnel
• Ensures that all plant, tools and equipment required by labour hire personnel are maintained and operated according to legislative requirements
• Reports to the BGC Divisional Manager any injury or harm to health of which he is aware that arises in the course of, or in connection with, his work
• Is available for consultation on matters of safety and health on site

4.2.3.8 Subcontractor Employee

• Reports to Subcontractor
• Works as an employee under the provisions of the Occupational Safety and Health Act

4.2.3.9 Labour Hire Personnel

• Reports to Subcontractor
• Works as an employee under the provisions of the Occupational Safety and Health Act
Section 5 Consultative Mechanisms

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  5.1.2 Matters of Dispute on Site ..................................... 5-2
  5.1.3 The Unsafe Site ................................................. 5-2
5.1 Consultative Mechanisms

5.1.1 General

Within its manufacturing divisions BGC has a structure for consultation on matters of occupational safety and health as follows:

- Safety and Health Management Committee
  
  A monthly meeting of management and employees which consults on all matters relating to safety and health. The agenda for this meeting now includes a section on subcontractor issues. Subcontractors are encouraged to list matters for consideration.

- Toolbox Meetings
  
  A monthly meeting of small groups of employees to discuss matters of safety and health that arise in the course of their work. Matters that cannot be resolved directly are referred to the Management Committee.

  Subcontractors are encouraged to participate in a toolbox meeting whenever possible, either joining a group within the manufacturing divisions, or by agreement with other subcontractors. Minutes of any toolbox meeting will be recorded and forwarded to the Safety Manager for action.

- Safety and Health Representatives
  
  Safety and Health Representatives are elected from the employees, are available to consult at any time and to represent the employees in matters of safety and health in the Management Committee.

  Subcontractors are encouraged to consult with the manufacturing plant Safety and Health Representatives or to elect a Safety and Health Representative from among their own numbers. This is a legislated position which requires registration and specific training.

- Safety and Health Manager
  
  BGC has appointed a Safety and Health Manager who is available at any time for consultation and as a resource in matters of safety and health.

5.1.2 Matters of Dispute on Site

Any matter of dispute with the Site Principal or his representative which arises in the course of a subcontractor's work must be referred immediately to the BGC Divisional Manager for resolution.

5.1.3 The Unsafe Site

When a subcontractor considers that a site is unsafe to work on, and cannot effect the changes necessary to correct the unsafe conditions, the subcontractor must immediately consult with the BGC Divisional Manager.

The subcontractor must remain at the site until the BGC Divisional Manager resolves the matter, or advises the subcontractor to leave.
Figure 5.1 Issues Resolution Flowchart
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<td>6.1.3 Completion of Task ................................ 6-3</td>
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</table>
6.1 Site Deliveries

BGC employed drivers or subcontracted drivers delivering building products to a commercial or residential site will follow an established procedure to ensure that their own safety and health is maintained, and the safety and health of any other person who will be in the proximity of either the offloading process, or the offloaded materials.

6.1.1 Arrival at Site

- Before entering site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Where the Site Principal, his representative or associated tradesperson is present, the delivery driver will identify himself and request direction about where the delivered materials will be offloaded.
- The delivery driver will assess the designated area for access, ground surface condition and adequacy of area for operation.

Where there is no Site Principal, representative or associated tradesperson, the following shall apply:

- Before entering the site, the delivery driver will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE shall be worn at all times on site by the delivery driver and any associate.
- Unless the delivery driver has received prior instruction about the offloading location on site, he will contact his Divisional Manager for instruction.
- Where there is no specific instruction, the delivery driver will conduct a site safety inspection and select a location for offloading that will not obstruct the safe access of other vehicles or personnel onto the site or impede other site activity.
- Where the site is unsecured and where no lock-up facility has been provided, the delivery driver will not offload any hazardous substances and will report this to his Divisional Manager.

Where there is no suitable or available access to the site, the following shall apply:

- The delivery driver will confirm through his Divisional Manager that he can offload onto a public area, a verge or sidewalk.
- The delivery vehicle will be kerb or verge parked according to local council requirements.
- The delivery driver will clearly demarcate, by signage and / or barricade, the operational area of the offloading process warning other vehicles or pedestrians of the hazard.
- The delivery driver will not offload any hazardous substance onto a public area, verge or sidewalk unless a suitable lock-up facility has been provided by the Site Principal, his representative or associated tradesperson. The delivery driver will report this non delivery to his Divisional Manager.

6.1.2 Offloading Process

- The delivery driver will ensure that the operational area for offloading is restricted to essential personnel and machinery for the duration of the operation.
6.1.3 Completion of Task

- The delivery driver will ensure that all offloaded materials are stored and / or stacked in such a manner that they do not pose a hazard to other persons, plant or equipment.
- Any offloaded material that may shift by wind movement will be firmly secured.
- Any material offloaded onto a public area will be made as safe as practicable and clearly marked to advise pedestrians and / or other vehicles of the hazard.
- On completion of task the delivery driver will advise the Site Principal, his representative, or tradesperson (if present) that he, and any associate, is leaving the site.
- The driver will finalise a site safety inspection list and return it to his Divisional Manager.

The full version of this form, to be photocopied and completed as necessary, can be found on page 14-2 of Section 14 Forms.

**Figure 6.1 Sample Form: Site Inspection for Deliveries**
Section 7

Site Visits

7.1 Site Visits ............................................................................ 7-2
7.1 Site Visits

BGC employees, sales representatives, estimators and other personnel ensure that customer orders are manufactured and installed to specification and satisfaction. These persons may be required to make a site visit in the course of their customer service, and the following safety procedures will apply.

Where there is a prior arrangement to meet a customer or customer representative on site:

- The site visitor will not enter the site until the representative is present.
- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- As far as it is practicable, the site visitor will be accompanied by the customer or customer representative at all times.
- As is required by legislation, the site visitor will report to the customer any situation he believes is a hazard.
- The site visitor will not leave the site without first advising the customer or customer representative.

Where there is no prior arrangement to meet a customer on an active site:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise the Site Principal, his representative, or tradesperson of his presence and purpose of visit.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards, nor will his presence and work cause a hazard to others on site.
- As is required by legislation, the site visitor will report to the Site Principal, his representative or tradesperson, any situation he believes is a hazard.
- On completion of work the site visitor will advise the Site Principal, his representative or tradesperson of his intention to leave the site.

Where the site is vacant or unattended:

- Before entering the site, the site visitor will look for any displayed safety information, particularly with reference to Personal Protective Equipment which is mandated for the site. This PPE will be worn at all times on the site by the site visitor.
- The site visitor will advise his supervisor / manager of his intention to enter the vacant or unattended site.
- The site visitor will not work in an area of the site where he will be exposed to trip, knock, fall, electrical or machinery / plant hazards.
- As is required by legislation, the site visitor will report to his supervisor / manager any situation he believes is a hazard.
- On completion of work, the site visitor will advise his supervisor / manager that he has left the site.
Section 8
Site Safety Inspections

8.1 Site Safety Inspections .............................................. 8-2
8.1 Site Safety Inspections

As an integral part of the safety management system, a site safety inspection is to be completed by the subcontractor before commencing work on any site. The inspection will cover the key areas of site safety as listed in the Site Safety Inspection form.

A BGC supervisor may have already visited the site and completed a Site Safety Inspection. However, as conditions may have changed by the time the subcontractor is ready to commence work, the subcontractor is required to complete a further inspection.

Where an unsafe condition is present, the subcontractor will attempt to remove the unsafe condition either through the actions of other on-site personnel, or by his own corrective measures.

If an unsafe condition persists on site and cannot be corrected, the subcontractor must immediately contact the BGC Divisional Manager for further direction.

A sample of the Site Inspection Form follows.

**Figure 8.1 Sample Form: Site Safety Inspection**

This form must be completed and returned with job paperwork. The full version of this form, to be photocopied and completed as necessary, can be found on page 14-4 of Section 14 Forms.
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<td>9.1.2 Medical</td>
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<tr>
<td>9.1.3 Fire</td>
<td>9-2</td>
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<td>9.1.5 Threat</td>
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<tr>
<td>9.1.6 Useful Telephone Numbers</td>
<td>9-3</td>
</tr>
</tbody>
</table>
9.1 Emergency Procedures

9.1.1 General

It is against the Occupational Safety and Health Act for an individual to be working alone in a workplace - including a building site. If you do go on site as an individual worker, notify either the site foreman or other personnel of your presence and establish a means of communication in the event of an emergency.

9.1.2 Medical

If someone is injured:

• immediately notify a colleague with First Aid experience
• apply First Aid where possible
• notify the Site Principal (or representative if present)
• transport the injured person to an emergency health centre or hospital
• if there is any doubt about moving the injured person, call for an ambulance
• notify the BGC Divisional Manager

9.1.3 Fire

If a fire breaks out:

• control the fire - but only if it is safe to do so
• identify the source of the fire - but only if it is safe to do so
• notify the Fire Brigade
• inform all site personnel
• leave the site by the safest exit route

9.1.4 Chemical Spill

If a chemical spills:

• inform all site personnel and check for injuries
• isolate and ventilate spill area if possible
• try to identify chemical
• seek advice from Fire Brigade or EPA
• put on protective clothing as advised and clean spill if possible
• if not, exit area and await arrival of Fire Brigade
9.1.5 Threat

If someone telephones a bomb or other threat:

• keep the person talking and note down as many details as possible
• if a bomb threat, ask when the bomb is set to go off
• if possible, advise police immediately on another phone
• advise the Site Principal or his representative if present
• advise all site personnel and exit the site
• advise Divisional Manager and await further instruction

9.1.6 Useful Telephone Numbers

Prime Health Centre
(Canning Vale) 9455 2403

Fire Brigade
(for advice) 9323 9300

Police
(for advice) 9222 1111

CALM (EPA) 9334 0333

IF IN DOUBT - EVACUATE THE SITE
DIAL 000 TO CALL THE POLICE, FIRE OR AMBULANCE

REMEMBER - IF YOU ARE USING A MOBILE PHONE OUTSIDE YOUR SERVICE PROVIDER’S AREA YOU MAY CALL EMERGENCY SERVICES ON 112
Section 10

Job Safety Analyses

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  10.1.2 Generic JSA .......................................................... 10-2
10.1 **Job Safety Analysis (JSA)**

A Job Safety Analysis is the process of reviewing job methods, uncovering hazards and redesigning the job to eliminate those hazards. A Job Safety Analysis may be performed as part of an initial survey, or form part of an ongoing process.

A Job Safety Analysis breaks down the job tasks into simple steps and identifies the hazards or potential injuries in each step. Control methods are determined that will remove the hazard or lessen the likelihood of an injury outcome.

The key questions in deciding if a JSA is to be completed are:

1. What is the potential for an incident to occur
2. At what frequency could the incident occur
3. What is the probable outcome - what loss or damage

Job Safety Analyses are monitored and reviewed by the Divisional Manager and amended as required for increased safety.

10.1.1 **Hazard Management**

Hazards which are identified are managed under a hierarchy of control as follows:

1. Eliminate the hazard completely
2. Substitute an alternative piece of machinery or tool or substance
3. Engineer change by modifying machinery or tool
4. Administer change through signage or alternative work practices to reduce exposure to hazard
5. Wearing Personal Protective Equipment as appropriate

10.1.2 **Generic JSA**

A generic Job Safety Analysis has been prepared for each trade subcontracted by BGC. However, in certain instances, a Builder may require a JSA specific to a particular job. This JSA will be produced by the Divisional Manager in consultation with the trade subcontractor.

The generic Job Safety Analysis is as follows:
## JOB HAZARD ANALYSIS

**JOB/TASK:** Supply and Install Celltherm (Cellulose) Insulation  

**DATE:**

**CLIENT NAME:**

**CLIENT ADDRESS:**

**TELEPHONE:**

**ORDER NUMBER:**

**IS**

**PREPARED BY:** Kirk Jones; Craig Perry; Joe Stillitano; Moffat Lindsay

<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>SAFE WORK / CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare and deliver to site</td>
<td>a) Vehicle safety</td>
<td>(a) Vehicle will be maintained in a roadworthy condition. Scheduled maintenance will be carried out according to vehicle requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Manual handling</td>
<td>(b) Insulation bags weigh approximately 10kg. Bags will be lifted one at a time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Equipment check</td>
<td>(c) All hand tools and plant will be maintained in a safe working order according to manufacturer’s specification. Electrical tools and electrical extension leads will be industrial quality, inspected quarterly, and checked for damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Labour Hire Personnel</td>
<td>(d) Where labour hire personnel are used, a site induction will be conducted by contractor to ensure safety awareness on site</td>
</tr>
<tr>
<td>2</td>
<td>Site assessment</td>
<td>a) Access &amp; egress</td>
<td>a) A site inspection checklist incorporating stated potential hazards will be completed prior to work commencing. Hazards will be noted and managed where possible. The site principal or owner will be advised of any hazard that cannot be managed by the BGC subcontractor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Obstruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Electrical Supply</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Other trades or persons in locality</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>e) Weather conditions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>f) PPE requirements</td>
<td></td>
</tr>
</tbody>
</table>
## JOB HAZARD ANALYSIS

**JOB/TASK:** Supply and Install Celltherm (Cellulose) Insulation  
**DATE:**

<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>SAFE WORK / CONTROL MEASURES</th>
</tr>
</thead>
</table>
| 3  | Work site set up| a) Fall from height             | a) Single and extension ladders used to gain access will be according to Australian Standard and maintained in good condition. The ladders will be placed on an even surface, leaned at a 1 in 4 slope, secured to prevent slippage, and extended 1 metre above roof access point. A three point of contact will be maintained on the ladder at all times.  
   |                 | b) Manual handling              | Appropriate footwear will be worn to prevent slippage on tile or metal roof surfaces.  
   |                 | c) Finger crush or laceration    | Roof space will not be accessed through roof cover in wet weather  
   |                 | d) Electrical shock             | b) Product delivery tube to be handled with care to avoid strain and causing a trip hazard  
   |                 | e) Unsafe ceiling               | c) Roof tiles must be removed with care, or metal sheets unscrewed and propped with care. Protective gloves may be used where practicable  
   |                 |                                 | d) All electrical installations in roof space will be inspected. Any installation which appears to be hazardous will result in work being stopped until safety assurance is obtained.  
   |                 |                                 | Electrical extension leads must be in good condition and connected to a circuit that is RCD protected  
<p>|                 |                                 | e) Ceiling condition will be inspected. Any indication that a hazardous situation exists will result in work being stopped until safety assurance is obtained. |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>SAFE WORK / CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Install barriers to down light fittings</td>
<td>a) Trip and fall hazard</td>
<td>a) Attention and awareness at all times</td>
</tr>
<tr>
<td>5</td>
<td>Delivery pump operation</td>
<td>a) Manual hazard</td>
<td>a) Bags of insulation weigh approximately 10 kg. Proper lifting method will be used</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Dust hazard</td>
<td>b) Use appropriate dust mask</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Machine operation</td>
<td>c) Machine will be maintained to manufacturer’s specifications. Operator will have received full training on operation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d) Communication</td>
<td>d) Machine operator will have adequate means of communication with installer during installation process</td>
</tr>
<tr>
<td>6</td>
<td>Install insulation</td>
<td>a) Trip danger from delivery pipe and / or electrical extension lead</td>
<td>a) Attention and awareness at all times</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Fall from height</td>
<td>b) Attention and awareness at all times</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Dust</td>
<td>c) Use appropriate PPE</td>
</tr>
</tbody>
</table>
## JOB HAZARD ANALYSIS

**JOB/TASK:** Supply and Install Celltherm (Cellulose) Insulation

<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>SAFE WORK / CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Site clean up</td>
<td>a) Fall from height</td>
<td>a) Single and extension ladders used to gain access will be according to Australian Standard and maintained in good condition. The ladders will be placed on an even surface, leaned at a 1 in 4 slope, secured to prevent slippage, and extended 1 metre above roof access point. A three point of contact will be maintained on the ladder at all times. Appropriate footwear will be worn to prevent slippage on roof tile or metal roof surfaces.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b) Manual handling</td>
<td>b) Proper lifting and handling methods will be observed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) Finger crush or laceration</td>
<td>c) Roof tiles or metal sheets must be replaced with care, protective gloves may be used where practicable.</td>
</tr>
<tr>
<td>8</td>
<td>Site exit</td>
<td></td>
<td>a) An identifying sticker will be attached in the meter box for reference.</td>
</tr>
</tbody>
</table>

**APPROVED BY:** Joe Stillitano - Divisional Manager

**SIGNATURE:**

**DATE:** 26.08.05
## JOB SAFETY ANALYSIS: QUOTATION PROCESS & / OR JOB ASSESSMENT

### PERMITS REQUIRED (PLEASE SPECIFY):
- Blue Card

### CLIENT/BUILDER SITE ADDRESS:

### Analysis by: Rod Fancote, Joe Stillitano

### EQUIPMENT/TOOLS REQUIRED:
- First Aid Kit
- Camera
- Tape Measure
- Note pad & pen
- calculator
- Step Ladder

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED:
- [Footwear icon]
- [Gloves icon]
- [Protective Eyewear icon]
- [High Visibility Apparel icon]
- [Protective Headwear icon]

### RISK LEVEL

<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>RISK LEVEL</th>
<th>SAFE WORK / CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAGE 1 -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1  | General Planning  | • Incorrect address                         | N          | 1. Ensure PPE is worn at all times  
|    |                   | • Incorrect Tools & Materials               |            | 2. Ensure you have the correct tools and Materials.  
|    |                   | • Children and Pets                        |            | 3. Make contact with client / builder prior to entering site.  
|    |                   |                                             |            | 4. Ensure occupants are aware of the safety of themselves and children.  
|    |                   |                                             |            | 5. Pets must be restrained from being an obstacle or from inflicting bites.  |
| 2  | Site Inspection   | • No Mobile Phone                           |            | 1. Conduct site inspection  
|    |                   | • Trips/ slips                              |            | a) Assess the access and egress of the job  
|    |                   | • Protrusions from ground                   |            | b) Ensure all hazards have been assessed and determine how the job will need to be completed  
|    |                   | • Sprains/ strains                          |            | 2. Communicate with owners when items need to be relocated for safe access or as a preventative measure.  
|    |                   | • Lacerations                               |            | 3. When approached by an angered client and unable to dissipate the situation – leave site immediately and contact your superiors.  
<p>|    |                   | • Obstructions                              |            |                              |
|    |                   | ➢ Piles of sand                             |            |                              |
|    |                   | ➢ Landscaping                               |            |                              |
|    |                   | ➢ Walls too close to dwelling               |            |                              |
|    |                   | ➢ Scaffolding                               |            |                              |
|    |                   | ➢ Steep driveways                           |            |                              |
|    |                   | ➢ Builders Waste materials                  |            |                              |</p>
<table>
<thead>
<tr>
<th>JOB/TASK:</th>
<th>QUOTATION PROCESS &amp; / OR JOB ASSESSMENT</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Ladders</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>• Falls from Ladders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4m high</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1m out</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Ladders to conform to AS/NZS 1892.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Ladder is to be used for access and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>egress ONLY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Ladder is to extend 900mm above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>access / egress point for safe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>platform entrance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Ladder is to be secured at all</td>
<td></td>
</tr>
<tr>
<td></td>
<td>times</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Ladders must be in good working</td>
<td></td>
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<td></td>
<td>order</td>
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</tr>
<tr>
<td></td>
<td>2. Working from ladders is</td>
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</tr>
<tr>
<td></td>
<td>prohibited at all times</td>
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</tr>
<tr>
<td></td>
<td>3. Refer Code of Practice “Preventing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Falls at Workplaces” - Site OHSMP</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Carrying out the work inside and</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>outside of residence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sprains/ strains</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cuts / lacerations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Falls</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Trips / slips</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Injury to 2nd party</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Impact from falling objects</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manual handling</td>
<td></td>
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<tr>
<td></td>
<td>back</td>
<td></td>
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<tr>
<td></td>
<td>spine</td>
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<tr>
<td></td>
<td>muscular</td>
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<tr>
<td></td>
<td>strains/ sprains</td>
<td></td>
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<tr>
<td></td>
<td>torn muscles</td>
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<tr>
<td></td>
<td>1. Ensure all workers have PPE on</td>
<td></td>
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<tr>
<td></td>
<td>at all times</td>
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<tr>
<td></td>
<td>2. Clear pathway of obstacles before</td>
<td></td>
</tr>
<tr>
<td></td>
<td>proceeding</td>
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<tr>
<td></td>
<td>3. Potential injury to 2nd Party (eg</td>
<td></td>
</tr>
<tr>
<td></td>
<td>visitors or the public) seal off work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>area.</td>
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<tr>
<td></td>
<td>4. Work being carried out above you</td>
<td></td>
</tr>
<tr>
<td></td>
<td>with the potential of being struck by</td>
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</tr>
<tr>
<td></td>
<td>falling objects – STOP WORK – report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>immediately to site supervisor.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Ensure the Manual Handling steps</td>
<td></td>
</tr>
<tr>
<td></td>
<td>are used:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Assess the lift</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Ask for assistance in order to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>lift item</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(c) Ensure the destination route is</td>
<td></td>
</tr>
<tr>
<td></td>
<td>clear from debris and obstructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to prevent slips and trips</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(d) Place feet shoulder width apart</td>
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</tr>
<tr>
<td></td>
<td>(e) Bend at knees and hips</td>
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</tr>
<tr>
<td></td>
<td>(f) Grip firmly with both hands</td>
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<tr>
<td></td>
<td>using the appropriate PPE</td>
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</tr>
<tr>
<td></td>
<td>(g) Keep load close to the body</td>
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</tr>
<tr>
<td></td>
<td>(h) Lift using your leg and thigh</td>
<td></td>
</tr>
<tr>
<td></td>
<td>muscles</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Keep back as straight as possible for the duration of the lift</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Ensure isles are clear from</td>
<td></td>
</tr>
<tr>
<td></td>
<td>obstructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Pay attention to the required task</td>
<td></td>
</tr>
<tr>
<td></td>
<td>of measuring or notation of job for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>completion or regarding a complaint.</td>
<td></td>
</tr>
<tr>
<td>JOB/TASK:</td>
<td>QUOTATION PROCESS &amp; / OR JOB ASSESSMENT</td>
<td>DATE:</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------</td>
<td>-------</td>
</tr>
</tbody>
</table>
| 6 Roof space | • Unsafe workmanship from preceding trades.  
• Injuries to  
  ■ head  
  ■ eyes  
  ■ hands  
  ■ feet  
  ■ respiratory  
  ■ falling through ceiling | H | 1. Estimator & Job assessor to look out for:  
a) protruding nails or screws  
b) sharp edges on steel or timber frames  
c) timber ends protruding into work area  
2. Any potential hazards are to be reported to supervisors and work not be completed until it is made safe.  
3. Check the joist for what width either 430 or 580. |
| 9 Electricity | • Electrocution  
• Burns | H | 1. All Electrical tools must be inspected and have a current tag attached.  
Every three monthly inspection.  
2. Ensure all tools are plugged into an RCD protected circuit box.  
3. Never assume every house is protected.  
4. Ensure power supply to house is turned off when working in roof spaces. |
| 10 Leaving site | • Slips/ Trips  
• Sprains/ Strains  
• Falling items from other trade workers | L | 1. Pick up all tools to prevent a trip hazard  
2. Place any items moved in order to complete your task. |
I, ........................................................................................................ hereby confirm that I have read and been instructed on the Job Safety Analysis and understand how the safe work / control measures are used in this task.

Signed: ........................................................................................................ Date: ..............................................................................................
# Job Safety Analysis: Installation and Maintenance for Celltherm

**JOB/TASK:** INSTALLATION/MAINTENANCE FOR CELLHERM  
**DATE:**

**PERMITS REQUIRED (PLEASE SPECIFY):** BLUE CARD, BGC SITE SAFETY MANUAL, Current DL  
**Job/Order #:**

**CLIENT/BUILDER SITE ADDRESS:**

Analysis by: Nadia Bradfield, Joe Stillitano

<table>
<thead>
<tr>
<th>EQUIPMENT/TOOLS REQUIRED:</th>
<th>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOBILE PHONE</td>
<td>![Footwear]</td>
</tr>
<tr>
<td>LADDER</td>
<td>![Helmet]</td>
</tr>
<tr>
<td>UTILITY KNIFE</td>
<td>![Gloves]</td>
</tr>
<tr>
<td>FIRST AID KIT</td>
<td>![Ear Protection]</td>
</tr>
<tr>
<td>PAD &amp; PEN</td>
<td>![Safety Glasses]</td>
</tr>
<tr>
<td>STEP LADDER</td>
<td>![High Visibility]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RISK LEVEL</th>
<th>H = high</th>
<th>M = med</th>
<th>L = low</th>
<th>N = negligence</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>JOB/TASK STEP</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1. Ensure you have the correct address.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2. Ensure you have the correct PPE prior commencing work.</td>
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<tr>
<td></td>
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<td></td>
<td>3. All employees and subcontractors are to be fully trained and competent in completing the task.</td>
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<td>4. Supervision to be provided on site.</td>
</tr>
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<td></td>
<td>5. Instruction to be provided on all job steps listed in this JSA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>N</td>
<td>6. Ensure contact has been established with Builder and/or Client prior to commencing work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7. Ensure you have the correct product.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8. When dealing with unhappy builder/client, stay calm and advise them who they need to contact.</td>
</tr>
</tbody>
</table>

1. Installation_Maintenance of Celltherm.odt

1 OF 7

Issue 30-06-09  
Rev. 10-08-09
<table>
<thead>
<tr>
<th>JOB/TASK:</th>
<th>INSTALLATION/MAINTENANCE FOR CELLTHERM</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Loading Truck from Factory</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>• Check daily job schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manual Handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Falling Bags during loading process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Slips / Trips</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sprain / Strain</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Unloading materials on site</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>• Blocking Access or egress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manual Handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Falling Bags during transport process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Slips / Trips</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Sprain / Strain</td>
<td></td>
</tr>
</tbody>
</table>

1. Ensure access and egress is clear with no obstacles.
2. Ensure you choose the correct batch number/date.
3. Load truck in factory with Celltherm to complete daily jobs schedule.
4. Fill documentation on the daily production sheet stating the number of bags loaded.
5. Sort out daily scheduled jobs in order of site location.

1. Park truck at job site
   (a) Ensure park brake is applied and truck turned off
   (b) DO NOT leave keys in ignition
   (c) place warning cones around truck so that pedestrians and traffic are aware of your presence.
2. Ensure location of material on site will not block access or egress for others at site.
3. Ensure you do not twist or jerk when removing the bags of insulation from the transport vehicle. Weights for insulation bag approximately 9 kg each bag.
4. Ensure you use the correct lifting methods:
   (a) Access the lift – should you need assistance
   (b) Ensure your access and egress path is clear
   (c) Place feet shoulder width apart
   (d) Bend at the hips and knees
   (e) Lift with your thigh and leg muscles
   (f) Keep the item close to your body
   (g) Keep your back as straight as possible through the duration of the lift.
   (h) Move your feet DO NOT twist.
   (i) Establish any resting points along the pathway.
5. Ensure when opening rear of truck you keep clear in order to allow loosened bags to fall.
<table>
<thead>
<tr>
<th>JOB/TASK:</th>
<th>INSTALLATION/MAINTENANCE FOR CELLTERM</th>
<th>DATE:</th>
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</table>
| 4 Site Inspection | • You must identify hazards on site  
  i. Slips/Trips  
  ii. Strain/Sprains  
  iii. Lacerations  
  iv. Obstacles  
  v. Blocked access or egress  
  vi. Falling objects  
  vii. Falling through  
  viii. Eyes, hands, skin, respiratory system  
  ix. Children and Pets | M |
| 5 Using Ladders | • Falls from ladders | H |
| | ![Diagram](image)  
  4m High  
  1m Out | | |
| 6 Access to Roof Space | • Falls  
  • Slips/Trips  
  • Sprain/Strain | H |
| | 1. Access the roof for Celltherm  
  i. Via the outside of dwelling  
  ii. A complete inspection of the roof shall include a record of any broken tiles, ridge capping, sagging or any other damage prior to installation.  
  iii. Where possible, entry into a tile roof shall be made away from ridge capping to avoid damage. | | |

1. Ensure you have the correct PPE on  
2. Ensure a site assessment has been completed in order to identify all hazards.  
3. Ensure when a hazard cannot be rectified immediately you notify the supervisor as soon as possible.  
4. Ensure the occupier is aware of the dangers especially when children and pets are present.

1. Ladders to conform to AS/NZS 1892.1  
(a) Ladder is to be used for access and egress ONLY  
(b) Three point contact must be kept at all times  
(c) Ladder is to extend 900mm above access/egress point for safe platform entrance  
(d) Ladder is to be secured at all times  
(e) Ladders must be in good working order  
2. Working from ladders is PROHIBITED at all times  
3. Ensure ladder is 1:4 Ratio and on firm level ground.  
4. Refer Code of Practice “Preventing Falls at Workplaces”- BGC Site Safety Manual
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<tr>
<td></td>
<td>• Preceding trades</td>
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<td></td>
<td>• Injury to:</td>
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<td>v. Skin</td>
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<td></td>
<td>vi. Respiratory System</td>
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<td></td>
<td>vii. Falling through Ceiling</td>
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<tr>
<td></td>
<td>• Restricted work area</td>
<td></td>
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<tr>
<td></td>
<td>• Electrocution</td>
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</table>

1. Ensure you are wearing the correct PPE
2. Ensure assess all areas of the roof space are free from:
   (a) protruding nails and screws
   (b) sharp edges on steel frames
   (c) rough edges on timber frames
   (d) Timber ends protruding into work area
   (e) Any exposed wires or any risk of electrocution with the electrical works in roof.
3. Ensure all electrical tools and equipment have a current inspection tag. If not this item CAN NOT be used until it has been inspected by a licensed electrician.
4. Ensure power supply is turned off when working in roof space
5. Check all ceilings prior to install.
   (a) If any ceilings are found to be damaged, no insulation work shall be carried out.
   (b) Note that ceilings are damaged on site safety report. BGC Insulation will notify owner/builder to repair ceilings and to re-schedule the job when the required work is completed.
6. Ceiling joists height shall be checked to confirm insulation thickness to be installed.
   (a) If the joists height is the same as the specific depth of insulation, this this shall be used as a gauge to confirm the filling is adequate.
   (b) Where the depth differs from the joists heights it must be checked using a steel ruler.
   (c) If necessary more insulation shall be blown until the specific R values are achieved.
   i. R 1.5  60 mm depth coverage
   ii. R 2.0  80 mm depth coverage
   iii. R 2.5 100 mm depth coverage
   iv. R 3.0  120 mm depth coverage
   v. R 3.5 140 mm depth coverage
   vi. R 4.0 160 mm depth coverage
<table>
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</table>
| 8 Preparing Installation | • Manual handling  
• Restricted work area  
• Cuts  
• Falls from ladder  
• Slips/trips  
• Strain/Sprain | H |
| Preparing hose   |                                       |       |
| Preparing roof tiles & tin roof |                                       |       |
| 9 Installation | • Restricted breathing  
• Manual handling  
• Restricted work area  
• Cuts  
• Falls from ladder  
• Slips/trips  
• Strain/Sprain | H |
| 10 Completion of Job | • Manual handling  
• Restricted work area  
• Cuts  
• Falls from ladder  
• Slips/trips  
• Strain/Sprain | M |

1. Ensure you have the correct PPE on
2. Ensure transport vehicle is turned off with handbrake applied.
3. Use the correct manual handling techniques as in Step 3.
4. As far as practicable, ensure you have enough room to move with out restrictions.
5. Ensure all electrical equipment has current tag
6. Ensure bag count for each job as reference to installation.
7. Ensure metal bag tie off does not enter Krendl machine
8. Ensure hose has a safety line or belt clip or any other device which will enable you to have a **three point contact** on the ladder.
9. Prior to removal of roof tiles or tin and inspection of the entire roof is needed as in Step 6
10. Ensure removal of roof tile and tin is done in a correct manner to prevent breakage or bending.

1. Operator must wear dust mask and avoid toughing wires or potentially live structures.
2. Retaining barriers (foil surrounds) be provide and installed around recessed light fittings, ceiling vents, ceiling fans, flume vents, perimeter of manhole and any areas adjacent to ventilated or open eaves.
3. In general, these barriers shall be reflective foil laminate suitably shaped and fixed to ceiling.
4. Place pillow bag containing insulation on top of manhole cover. Do not loose fill over them.

1. After insulation is installed, return roof tiles/ metal roofing sheets to its original state.
2. Carry out a visual inspection of the whole roof area ensuring that no areas are left open.
3. The actual m² quantities provided at the time of insulation shall be entered by the installer on the job sheet including amount bags used, batch dates of product and the number of recessed barriers installed.
4. Place BGC Identification sticker inside the meter box.
<table>
<thead>
<tr>
<th>JOB/TASK:</th>
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<tbody>
<tr>
<td>11 Housekeeping</td>
<td>• Falls</td>
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<td></td>
<td>• Slips/Trips</td>
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<td>• Sprain/Strain</td>
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<td></td>
<td>• Eye irritation</td>
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<td>• Skin irritation</td>
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<td></td>
<td>• Upper respiratory problems</td>
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<td></td>
<td>• Airborne fibres</td>
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<tr>
<td></td>
<td>1. Ensure all PPE is kept on until the end of the job.</td>
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<td></td>
<td>2. Pack up all equipment and leave site tidy.</td>
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<td></td>
<td>3. Ensure all rubbish has been placed in designated areas or bin/skips.</td>
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<td>4. Access is not obstructed by rubbish.</td>
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<td>5. Regular clean-ups occur throughout the working day and at the conclusion of daily work.</td>
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<td>12 Contractors Responsibilities</td>
<td>• Not following BGC instructions</td>
<td>N</td>
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<tr>
<td></td>
<td>1. Ensure all mechanical blowing equipment is cleaned and maintained at all times.</td>
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<td>2. Ensure company supplied truck is kept in a presentable and roadworthy condition at all times.</td>
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<td></td>
<td>3. Notify management of maintenance required on company plant and vehicle.</td>
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<td></td>
<td>4. Load and install BGC Celltherm insulation as directed. The contractor shall be responsible for installing the correct quantities and 'R' values to the job as indicated on the JOB SHEET.</td>
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<td>5. Be responsible for the completion of any work subsequently found to be incomplete or found unsatisfactory.</td>
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<td>6. Make good any damage caused during the installation.</td>
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<td></td>
<td>7. Make good any damage caused by incorrect installation.</td>
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<td>8. Co-operate with management in the execution of the company quality system procedures and training.</td>
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<td>10. Notify management of any changes in drivers license status and insurance.</td>
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<td>11. Be truthful and confirm facts and not hide information.</td>
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<td></td>
<td>12. Provide a friendly and courteous service to our customers. If you should be in an unresolved issue, do not display any form of violent behavior and contact management as soon as possible.</td>
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<tr>
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<td>INSTALLATION/Maintenance FOR CELLTHERM</td>
<td>DATE:</td>
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<td>Approved by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kim Duffy, Divisional Manager</td>
<td>DATE: 01/06/2010</td>
<td></td>
</tr>
<tr>
<td>Rod Fancote, OHS</td>
<td>DATE: 01/06/2010</td>
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</tr>
</tbody>
</table>

▶ SHOULD THIS JSA NOT BE APPROPRIATE FOR THE WORK SITE, PROVIDE ADJUSTMENTS OR NEW JSA ✶

I, .................................................................................................................. hereby confirm that I have read and been instructed on the Job Safety Analysis and understand how the safe work / control measures are used in this task.

Signed: ........................................................................................................ Date: .........................................................................................................
## JOB SAFETY ANALYSIS: INSTALLATION & MAINTENANCE FOR GLASSWOOL BATTs

**Ref:** 04

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>PERMITS REQUIRED (PLEASE SPECIFY):</td>
<td>BLUE CARD, BGC SITE SAFETY MANUAL, Current DL</td>
<td>Job/Order #</td>
</tr>
<tr>
<td>CLIENT/BUILDER SITE ADDRESS:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Analysis by:** Rod Fantocote, Joe Stilitanos

### EQUIPMENT/TOOLS REQUIRED:
- MOBILE PHONE
- LADDER
- FIRST AID KIT
- PAD & PEN
- UTILITY KNIFE
- STEP LADDER

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

<table>
<thead>
<tr>
<th><strong>No</strong></th>
<th><strong>JOB/TASK STEP</strong></th>
<th><strong>POTENTIAL HAZARDS</strong></th>
<th><strong>RISK LEVEL</strong></th>
<th><strong>SAFE WORK / CONTROL MEASURES</strong></th>
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</thead>
<tbody>
<tr>
<td>STAGE 1 -</td>
<td></td>
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</tbody>
</table>
| 1 | General Planning | • Inadequate training, instruction and supervision can result in personal injury.  
• Contact with Builder and/or Client  
• Incorrect Address  
• Incorrect product | N | 1. Ensure you have the correct address.  
2. Ensure you have the correct PPE prior commencing work.  
3. All employees and subcontractors are to be fully trained and competent in completing the task.  
4. Supervision to be provided on site.  
5. Instruction to be provided on all job steps listed in this JSA.  
6. Ensure contact has been established with Builder and/or Client prior to commencing work.  
7. Ensure you have the correct product.  
8. When dealing with unhappy builder/client, stay calm and advise them who they need to contact.  
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<tbody>
<tr>
<td>2</td>
<td><strong>Loading Truck from Factory</strong></td>
<td><strong>H</strong></td>
</tr>
<tr>
<td></td>
<td>- Check daily job schedule</td>
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<td></td>
<td>- Manual Handling</td>
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<td>- Falling Bags during loading process</td>
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<td></td>
<td>- Slips / Trips</td>
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<td>- Sprain / Strain</td>
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<td>3</td>
<td><strong>Unloading materials on site</strong></td>
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<td></td>
<td>- Blocking Access or egress</td>
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<td>- Sprain / Strain</td>
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1. Ensure access and egress is clear with no obstacles.
2. Ensure you choose the correct batch number/date.
3. Load truck in factory with glasswool batts to complete daily jobs schedule.
4. Sort out daily scheduled jobs in order of site location.

1. Park truck at job site
   (a) Ensure park brake is applied and truck turned off
   (b) DO NOT leave keys in ignition
   (c) place warning cones around truck so that pedestrians and traffic are aware of your presence.
2. Ensure location of material on site will not block access or egress for others at site.
3. Ensure you use the correct lifting methods:
   (a) Access the lift – should you need assistance
   (b) Ensure your access and egress path is clear
   (c) Place feet shoulder width apart
   (d) Bend at the hips and knees
   (e) Lift with your thigh and leg muscles
   (f) Keep the item close to your body
   (g) Keep your back as straight as possible through the duration of the lift.
   (h) Move your feet DO NOT twist.
   (i) Establish any resting points along the pathway.
4. Ensure when opening rear of truck you keep clear in order to allow dislodged bags to fall.
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   iii. Lacerations  
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   v. Blocked access or egress  
   vi. Falling objects  
   vii. Falling through  
   viii. Eyes, hands, skin, respiratory system  
   ix. Children and Pets | M |
| 5 Using Ladders | • Falls from ladders | H |

1. Ladders to conform to AS/NZS 1892.1  
   (a) Ladder is to be used for access and egress ONLY  
   (b) Three point contact must be kept at all times  
   (c) Ladder is to extend 900mm above access/egress point for safe platform entrance  
   (d) Ladder is to be secured at all times  
   (e) Ladders must be in good working order  
2. Working from ladders is PROHIBITED at all times  
3. Ensure ladder is 1:4 Ratio and on firm level ground.  
4. Refer Code of Practice “Preventing Falls at Workplaces”- BGC Site Safety Manual |

| 6 Access to Roof Space | • Falls  
   • Slips/Trips  
   • Sprain/Strain | H |

1. Access the roof for glasswool batts  
   i. Via the internal manhole or if required, outside of dwelling  
   ii. A complete inspection of the roof shall include a record of any broken tiles, ridge capping, sagging or any other damage prior to installation.  
   iii. Where entry into a tile roof be required, it shall be made away from ridge capping to avoid damage.
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<td>4. Ensure power supply is turned off when working in roof space</td>
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<td>5. <strong>Check all ceilings prior to install.</strong></td>
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<td>(a) If any ceilings are found to be damaged, no insulation work shall be carried out.</td>
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<td>(b) Notate that ceilings are damaged on site safety report. BGC Insulation will notify owner/builder to repair ceilings and to re-schedule the job when the required work is completed.</td>
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<td>6. Ceiling joists spacings shall be checked to confirm insulation product is the correct width (580 or 430).</td>
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<td>Preparing Installation</td>
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<td>Preparing roof tiles &amp; tin roof</td>
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<td>• Restricted work area</td>
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<td>• Cuts</td>
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<td>6. Ensure bag count for each job as reference to installation.</td>
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<td>7. Ensure you have a <strong>three point contact</strong> on the ladder.</td>
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<td>8. Prior to removal of roof tiles or tin an inspection of the entire roof is needed as in Step 6 (if required)</td>
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<td>9. Ensure removal of roof tile and tin is done in a correct manner to prevent breakage or bending.</td>
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| 9 Installation | • Restricted breathing  
                  • Manual handling  
                  • Restricted work area  
                  • Cuts  
                  • Falls from ladder  
                  • Slips/trips  
                  • Strain/Sprain | H     |
| 10 Completion of Job | • Manual handling  
                           • Restricted work area  
                           • Cuts  
                           • Falls from ladder  
                           • Slips/trips  
                           • Strain/Sprain | M     |
| 11 Housekeeping | • Falls  
                         • Slips/Traps  
                         • Sprain/Strain  
                         • Eye irritation  
                         • Skin irritation  
                         • Upper respiratory problems  
                         • Airborne fibres | H     |

1. Operator must wear dust mask and avoid touching wires or potentially live structures.  
2. Cut around and leave a minimum 50mm clearance around all recessed light fittings, ceiling fans, & flume vents.  
3. Ensure all transformers have a minimum 50mm clearance for all recessed light fittings.  
4. After insulation is installed, return manhole cover to its original position, and if required roof tiles/metal roofing sheets to its original state.  
5. Carry out a visual inspection of the whole roof area ensuring that no areas are left open.  
6. The actual m² quantities provided at the time of insulation shall be entered by the installer on the job sheet including amount bags.  
7. Place BGC Identification sticker inside the meter box.  
8. Ensure all PPE is kept on until the end of the job.  
9. Pack up all equipment and leave site tidy.  
10. Ensure all rubbish has been placed in designated areas or bin/skips.  
11. Access is not obstructed by rubbish.  
12. Regular clean-ups occur throughout the working day and at the conclusion of daily work.
<table>
<thead>
<tr>
<th>JOB/TASK: Contractors Responsibilities</th>
<th>INSTALLATION/MAINTENANCE FOR GLASSWOOL BATTs</th>
<th>DATE:</th>
</tr>
</thead>
</table>
| 12 | 1. Ensure company supplied truck is kept in a presentable and road worthy condition at all times.  
2. Notify management of maintenance required on company plant and vehicle.  
3. Load and install glasswool batts insulation as directed. The contractor shall be responsible for installing the correct quantities and 'R' values to the job as indicated on the JOB SHEET.  
4. Be responsible for the completion of any work subsequently found to be incomplete or found unsatisfactory.  
5. Make good any damage caused during the installation.  
6. Make good any damage caused by incorrect installation.  
7. Co-operate with management in the execution of the company quality system procedures and training.  
8. Fulfill duties as required under the Occupational Safety and Health Act 1984.  
9. Notify management of any changes in drivers license status and insurance.  
10. Be truthful and confirm facts and not hide information.  
11. Provide a friendly and courteous service to our customers. If you should be in an unresolved issue, do not display any form of violent behavior and contact management as soon as possible. |
# JOB SAFETY ANALYSIS: INSTALLATION & MAINTENANCE FOR GLASSWOOL BATTs

<table>
<thead>
<tr>
<th>JOB/TASK:</th>
<th>INSTALLATION/MAINTENANCE FOR GLASSWOOL BATTs</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by:</td>
<td>Joe Stillitano, Divisional Manager</td>
<td>DATE: 01/06/2010</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rod Fancote, OHS</td>
<td>DATE: 01/06/2010</td>
</tr>
</tbody>
</table>

- **SHOULD THIS JSA NOT BE APPROPRIATE FOR THE WORK SITE,**
- **PROVIDE ADJUSTMENTS OR NEW JSA**

I, ........................................................................................................... hereby confirm that I have read and been instructed on the Job Safety Analysis and
understand how the safe work / control measures are used in this task.

Signed: ........................................................................................................... Date: ...........................................................................................................
Section 11

Hazardous Materials

11.1 Hazardous Substances............................................. 11-2
11.1 Hazardous Substances

The Occupational Safety and Health Regulations 1996 requires employees, main contractors and self-employed persons to obtain and provide information about hazardous substances used in the workplace.

5.11 Employers, main contractors and self-employed persons to obtain and provide information

(1) If a hazardous substance is to be used at a workplace then a person who, at the workplace, is an employer, the main contractor or a self-employed person must -

(a) before, or upon, the first occasion on which the hazardous substance is supplied to the workplace -
   (i) obtain from the supplier of the hazardous substance an MSDS for the hazardous substance; and
   (ii) consult with all persons who might be exposed to the hazardous substance at the workplace and the safety method of using the hazardous substance;

(b) ensure that the MSDS for the hazardous substance is readily available to any person who might be exposed to the hazardous substance in the workplace; and

(c) ensure that no alteration is made to an MSDS except where -
   (i) the person who is the employer, the main contractor or the self-employed person, as the case requires, is also the person who imported the hazardous substance; and
   (ii) an overseas document described as an MSDS requires alteration in order to conform with the definition of MSDS in these regulations [r.5.11(1)]

BGC requires that all chemical substances to be used on a building site must have the supporting Material Safety Data Sheet (MSDS). Copies of the MSDS of any chemical substance to be used on a site may be required by the Site Principal.

A full catalogue of MSDS for the chemical substances required by subcontractors is retained by the Safety Manager.

MSDS for commonly used substances follow.
MATERIAL SAFETY DATA SHEET

1. IDENTIFICATION OF MATERIAL/SUPPLIER

Product Name: BORAX DECAHYDRATE
Other Names: SODIUM TETRABORATE DECAHYDRATE, DISODIUM TETRABORATE DECAHYDRATE, BORAX
Chemical Formula: Na2B4O7.10H2O

Uses
This product is used in industrial manufacturing, in particular in: ceramics, detergent, borosilicate glass, insulation fibreglass.

Contact Details
Redox Pty Ltd
2 Swettenham Road Minto NSW 2566 Australia
Telephone 0297333000 Ask For Technical Officer

Poisons Information Centre
Westmead NSW
Telephone 131126 or 1800 251 525

2. HAZARDS IDENTIFICATION

NOT Hazardous according to criteria of Worksafe Australia
No Data Available

Risk Phrases
No Data Available

Safety Phrases
No Data Available

3. COMPOSITION/INFORMATION ON INGREDIENTS

<table>
<thead>
<tr>
<th>Chemical Entity</th>
<th>C.A.S. No.</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORAX DECAHYDRATE</td>
<td>[1303-96-4]</td>
<td>99.9%</td>
</tr>
</tbody>
</table>

Form 2147 Rev 2
BORASA74 Page : 1 of 7
4. FIRST AID MEASURES

Description of necessary measures according to routes of exposure

Ingestion
If large amounts are swallowed (i.e. more than one teaspoon), give two glasses of water or milk to drink and seek medical attention.

Eye
Use eyewash fountain or clean water to cleanse eye. If irritation persists for more than 30 minutes, seek medical attention.

Skin
No treatment necessary because non-irritating.

Inhaled
If symptoms such as nose or throat irritation are observed, remove to fresh air.

Advice to Doctor
Observation only is required for adult ingestion of less than 9 grams of borax decahydrate. For ingestion in excess of 9 grams, maintain adequate kidney function and force fluids. Gastric lavage is recommended for symptomatic patients only. Haemodialysis should be reserved for massive acute ingestion or patients with renal failure. Boron analyses of urine or blood are only useful for documenting exposure and should not be used to evaluate severity of poisoning or to guide treatment.

Aggravated medical conditions caused by exposure
No information available on medical conditions which are aggravated by exposure to this product.

5. FIRE FIGHTING MEASURES

Extinguishing Media
Product is non-flammable.

In case of fire, use appropriate extinguishing media most suitable for surrounding fire conditions.

Hazard from Combustion Products
None known as this product itself, is a flame retardant.

Special protective precautions and equipment for fire fighters
Fire fighters should wear a self contained breathing apparatus and full protective clothing along with protective equipment.

Hazchem Code : N/A
6. ACCIDENTAL RELEASE MEASURES

Emergency Procedures
Personnel involved in the clean up should wear full protective clothing. Avoid raising dust. Ensure adequate ventilation.

Methods and materials for containment and clean up
Scoop/shovel up spilled product, avoid raising dust and transfer to a suitable, labelled container for safe disposal.
Spillage into water: Where possible, remove any intact containers from the water. Advise local water authority that none of the affected water should be used for irrigation or for the abstraction of potable water until natural dilution returns the boron value to its normal environmental background level.

7. HANDLING AND STORAGE

Precautions for safe handling
Ensure an eye bath and safety shower are available and ready for use. Avoid contact with skin and eyes. Wash thoroughly with soap and water after handling.

Conditions for safe storage, including any incompatibles
Store in a cool, dry, well-ventilated area. Keep containers tightly closed when not in use. Inspect regularly for deficiencies such as damage or leaks. Protect from physical damage. Store away from any incompatible materials.

Container Type
No information available on container types for this product.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

National Exposure Standards
TWA: - ppm 5 mg/mm3
STEL: - ppm - mg/m3

Biological Limit Values
No information available on biological limit values for this product.

Engineering Controls
Use local exhaust ventilation to keep airborne concentrations of borax dehydrate dust below permissible exposure levels.

Personal Protection
RESPIRATOR: Where airborne concentrations are expected to exceed exposure limits, an approved respirator should be worn.
EYES: Wear safety goggles to prevent eye exposure.
HANDS: Wear rubber gloves to prevent skin exposure.
9. PHYSICAL AND CHEMICAL PROPERTIES

Appearance: Crystalline solid.
Colour: White
Odour: Odourless
Vapour Pressure: N/A
Vapour Density: N/A
Boiling Point: 1575
Melting Point: 62
Solubility in water: Soluble.
Specific Gravity: 1.71
Flash Point: Not Applicable
pH: No Data
Flammability Limits (as percentage volume in air):
  Lower Explosion Limit: N/A
  Upper Explosion Limit: N/A
Ignition Temperature: N/A
Specific Heat Value: N/A
Particle Size: N/A
Volatile Organic Compounds (VOC) Content: N/A
Evaporation Rate: N/A
Viscosity: N/A
Percent Volatile: N/A
Octanol/Water partition coefficient: N/A
Saturated Vapour Concentration: N/A
Additional Characteristics:
  Flame Propagation/Burning Rate of Solid Materials: N/A
  Properties of materials that may initiate or contribute to fire intensity: N/A
  Potential for Dust Explosion: N/A
  Reactions that Release Flammable Gases: N/A
  Fast or Intensely Burning Characteristics: N/A
  Non-flammables that could contribute unusual hazards to a fire: N/A
  Release of invisible flammable vapours and gases:
  Decomposition Temperature:
  Additional Information
  Molecular Weight: 381.37

10. STABILITY AND REACTIVITY

Chemical Stability
Stable under normal conditions of use and storage.

Conditions to Avoid
Avoid extreme heat and high temperatures.

Incompatible Materials
Oxidizing agents, reducing agents and sources of ignition.

Hazardous Decomposition Products
None known.
Hazardous Reactions
Hazardous polymerization will not occur.

11. TOXICOLOGICAL INFORMATION

Toxicity Data
Acute toxicity:
Ingestion: Low acute oral toxicity; LD₅₀ in rats is 6.000 mg/kg of body weight.
Skin: Low acute dermal toxicity; LD₅₀ in rabbits is greater than 2.000 mg/kg
of body weight. Borax decahydrate is poorly absorbed through intact skin.
Inhalation: Low acute inhalation toxicity; LC₅₀ in rats is greater than 2.0
mg/l (or g/m³).
Skin irritation: Non-irritant.
Eye irritation: Mild eye irritant in rabbits. Fifty years of occupational
exposure to borax decahydrate indicate no adverse effects on human eye.
Borax decahydrate is a constituent of eye lotions.
Sensitisation: Borax decahydrate is not a skin sensitisier.
Not a carcinogen.
Not a mutagen.

Ingestion
Products containing borax decahydrate are not intended for ingestion. Borax
decahydrate has low toxicity. Small amounts (e.g. a teaspoonful) swallowed
accidently are not likely to cause effects; swallowing amounts larger
than that may cause gastrointestinal symptoms.

Eye
Borax decahydrate is a mild eye irritant.

Skin
Dermal exposure is not usually a concern because borax decahydrate is
poorly absorbed through intact skin. Borax decahydrate does not cause
irritation to intact skin.

Inhaled
Occasional mild irritation effects to nose and throat may occur from inhalation
of borax decahydrate dust of levels greater than 10 mg/m³.
12. ECOLOGICAL INFORMATION

Ecotoxicity
Ecological information:
Boron occurs naturally in sea water at an average concentration of 5mg/B/1 or less. In dilute aqueous solutions the predominant boron species present is undissociated boric acid.
Phytotoxicity:
Boron is an essential micronutrient for healthy growth of plants, however, it can be harmful to boron sensitive plants in higher quantities. Care should be taken to minimise the amount of borate released to the environment.
Alga toxicity: Green algae, Scenedesmus subspicatus. 96-hr IC10 = 24mg B/1 test substance: Sodium tetraborate. Invertebrate toxicity: Daphnia, daphnia magna straus: 24-hr IC50 = 242 mg B/1 - test substance: Sodium tetraborate.
Fish toxicity: Sea water, Dab, limanada limanada 96-hr LC50 = 74 mg B/1 test substance: Sodium tetraborate. Fresh water rainbow trout, oncorhynchus mykiss (embryo-larval stage) 24-day LC50 = 88 mg B/1 test substance: Sodium tetraborate.

Persistence and degradability
No information available on persistence/degradability for this product.

Mobility
No information available on mobility for this product.

Environmental Fate
No information available on environmental fate for this product.

Bioaccumulative potential
No information available on bioaccumulation for this product.

13. DISPOSAL CONSIDERATIONS

Disposal
Dispose of in accordance with all local, state and federal regulations.

Special Precautions for land fill or incineration
Small quantities of Borax decahydrate can usually be disposed of at landfill sites.
14. TRANSPORT INFORMATION

UN No. : N/A
Shipping Name : BORAX DECAHYDRATE
Dangerous Goods Class : N/A
Subsidiary Risk : None Allocated
Pack Group : 0
Special Precaution for user : No Data Available
Hazchem Code : N/A

15. REGULATORY INFORMATION

Poisons Schedule : 5
EPG : N/A
AICS Name : BORAX (Na2(B4O7).10H2O)
NZ Toxic Substance : N

No Data Available

Additional Information
No Data Available

16. OTHER INFORMATION

Revision Date : Jun 2004
Legend to abbreviations and acronyms
N/A = Not Available.

Literature references
No Data Available

Sources for data
No Data Available
MATERIAL SAFETY DATA SHEET

1. IDENTIFICATION OF MATERIAL/SUPPLIER

Product Name : BORIC ACID
Other Names : BORACIC ACID
               ORTHOBORIC ACID
Chemical Formula : H3BO3

Uses
For heat resistant glass, glass fibers, porcelain emamels, boron chemicals,
metallurgy (welding flux, brazing copper), flame retardant in cellulosic
insulation, mattress batting and cotton textile products.

Contact Details
Redox Pty Ltd
2 Swettenham Road Minto NSW 2566 Australia
Telephone 0297333000 Ask For Technical Officer

Poisons Information Centre
Westmead NSW
Telephone 131126 or 1800 251 525

2. HAZARDS IDENTIFICATION

Hazardous according to criteria of Worksafe Australia
IRRITANT

Risk Phrases
R22 Harmful if swallowed.
R38 Irritating to skin.

Safety Phrases
S45 In case of accident or if you feel unwell, seek medical advice immediately
S26 In case of contact with eyes, rinse immediately with plenty of water and
S36/37/39 Wear suitable protective clothing, gloves and eye/face protection.
S22 Do not breathe dust.
3. COMPOSITION/INFORMATION ON INGREDIENTS

<table>
<thead>
<tr>
<th>Chemical Entity</th>
<th>C.A.S. No.</th>
<th>Proportion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORIC ACID</td>
<td>[10043-35-3]</td>
<td>&gt; 99.9%</td>
</tr>
</tbody>
</table>

4. FIRST AID MEASURES

Description of necessary measures according to routes of exposure

Ingestion
Drink water to dilute material in stomach. Observe individual; if symptoms develop seek medical attention.

Eye
Flush eyes with plenty of water for at least 15 minutes, occasionally lifting the upper and lower lids. Seek medical attention if irritation persists.

Skin
Flush skin with plenty of soap and water for at least 15 minutes while removing contaminated clothing and shoes. Get medical aid if irritation develops or persists.

Inhaled
Get medical aid immediately. Remove from exposure to fresh air immediately. If not breathing, give artificial respiration. If breathing is difficult, give oxygen.

Advice to Doctor
Treat symptomatically based on judgement of doctor and individual reactions of patient.

Aggravated medical conditions caused by exposure
Prolonged or repeated skin contact may cause dermatitis. Prolonged or repeated exposure may cause gastrointestinal irritation and kidney damage. Persons with medical conditions generally aggravated by mechanical irritants in the air or on skin may be at increased risk.

5. FIRE FIGHTING MEASURES

Extinguishing Media
Product is non-flammable.

In case of fire, appropriate extinguishing media is water, foam, carbon dioxide or dry chemical.
Hazard from Combustion Products
Reacts with basic materials to form borate salts.

Special protective precautions and equipment for fire fighters
Fire fighters should wear a self contained breathing apparatus and full protective clothing along with protective equipment.

Hazchem Code : N/A

6. ACCIDENTAL RELEASE MEASURES

Emergency Procedures
Personnel involved in the clean up should wear full protective clothing. Eliminate all sources of ignition. Increase ventilation. Avoid generating dust.

Methods and materials for containment and clean up
For land spills - scoop up or vacuum material and put into suitable container for disposal as non-hazardous waste. For water spills - this material will dissolve in water. For air release - this material will settle out of the air. It can then be scooped up or vacuumed for disposal as non-hazardous waste. Non-hazardous to the environment, decomposes to natural borate.

7. HANDLING AND STORAGE

Precautions for safe handling
Ensure an eye bath and safety shower are available and ready for use. Wash thoroughly after handling.

Conditions for safe storage, including any incompatibles
Store in a cool, dry, well ventilated area. Keep containers tightly closed when not in use. Inspect regularly for deficiencies such as damage or leaks. Protect from physical damage.

Container Type
Plastic film bags.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

National Exposure Standards
No exposure standard established by Worksafe Australia

Biological Limit Values
No Data Available

Engineering Controls
Use local exhaust ventilation to keep airbourne concentrations at a minimum. Dust collection systems may be necessary in some operations.
Personal Protection
Respiratory protection: Not required unless there is heavy dust occurrence in which case a protective mask is recommended.
Skin protection: loose-fitting long sleeved shirt, long pants, rubber gloves.
Eye protection: Safety goggles with side shields or goggles.
Wash hands and face thoroughly after handling and before work breaks, eating, drinking, smoking and using toilet facilities.
If in contact with skin and eyes, wash with plenty of water.

9. PHYSICAL AND CHEMICAL PROPERTIES

- Appearance: crystalline odourless solid.
- Colour: White
- Odour: odourless.
- Vapour Pressure: N/A
- Vapour Density: N/A
- Boiling Point: 171
- Melting Point: 1.51
- Solubility in water: 4.7%
- Specific Gravity: Not Applicable
- Flash Point: 5.10 (1% solution @ 20 deg)
- pH: N/A
- Flammability Limits (as percentage volume in air):
  - Lower Explosion Limit: N/A
  - Upper Explosion Limit: N/A
- Ignition Temperature: N/A
- Specific Heat Value: N/A
- Particle Size: N/A
- Volatile Organic Compounds (VOC) Content: N/A
- Evaporation Rate: N/A
- Viscosity: N/A
- Percent Volatile: N/A
- Octanol/Water partition coefficient: N/A
- Saturated Vapour Concentration: N/A
- Additional Characteristics: N/A

Flame Propagation/Burning Rate of Solid Materials: N/A
Properties of materials that may initiate or contribute to fire intensity: N/A
Potential for Dust Explosion: N/A
Reactions that Release Flammable Gases: N/A
Fast or Intensely Burning Characteristics: N/A
Non-flammables that could contribute unusual hazards to a fire: N/A
Release of invisible flammable vapours and gases:
Decomposition Temperature: N/A

Additional Information
Molecular Weight: 61.83

10. STABILITY AND REACTIVITY

Chemical Stability
Stable under normal conditions of use and storage.
Conditions to Avoid
Avoid extreme heat and high temperatures.

Incompatible Materials
Acetic anhydride and potassium. Reacts with basic materials to form borate salts. Avoid oxidizing agents and sources of ignition.

Hazardous Decomposition Products
When heated above 100 deg C, it loses water and gradually turns into metabolic acid HBO2, and on further heating it is converted into boric oxide B2O3.

Hazardous Reactions
Hazardous polymerization will not occur.

11. TOXICOLOGICAL INFORMATION

Toxicity Data
Ingestion: Low acute oral toxicity; LD50 rat: 3500-4100mg/kg of body weight.
Skin: Low acute dermal toxicity; LD rabbit: < 2000mg/kg of body weight.
Inhalation: Low acute inhalation toxicity: LC50 rat: > 2.0mg/l (or g/m3).

Ingestion
Harmful if swallowed. May cause mouth, throat and gastrointestinal tract irritation.

Eye
May cause mild irritation, redness, tearing and blurred vision.

Skin
May cause mild skin irritation.

Inhaled
May cause respiratory tract irritation.

12. ECOLOGICAL INFORMATION

Ecotoxicity
Ecotoxicity: Mosquito fish (fresh water) TLm = 1800 ppm/24hr
The environmental effects of boron are minimal and are most noticeable in the world of plants. Minimal quantities of this element is essential for plant growth and hence boron is added to fertilisers, used in boron deficient soils. However concentrations as low as 1 ppm boron could be critical for sensitive plants (lemon etc) and 10 ppm for semi tolerant plants (mustard, radish). There is no permanent effects as boron is readily soluble in water.

Persistence and degradability
No Data Available

Mobility
No Data Available
**Environmental Fate**  
No Data Available

**Bioaccumulative potential**  
No Data Available

## 13. DISPOSAL CONSIDERATIONS

**Disposal**  
Dispose of in accordance with all local, state and federal regulations.

**Special Precautions for land fill or incineration**  
No Data Available

## 14. TRANSPORT INFORMATION

<table>
<thead>
<tr>
<th>UN No.</th>
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<tbody>
<tr>
<td>Shipping Name</td>
<td>: BORIC ACID</td>
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<tr>
<td>Dangerous Goods Class</td>
<td>: N./A</td>
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<tr>
<td>Subsidiary Risk</td>
<td>: None Allocated</td>
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<td>Pack Group</td>
<td>: 0</td>
</tr>
<tr>
<td>Special Precaution for user</td>
<td>: IRRITANT</td>
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<tr>
<td>Hazchem Code</td>
<td>: N/A</td>
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## 15. REGULATORY INFORMATION

<table>
<thead>
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<th>Poisons Schedule</th>
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<tbody>
<tr>
<td>EPG</td>
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</tr>
<tr>
<td>AICS Name</td>
<td>: BORIC ACID (H3BO3)</td>
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<tr>
<td>NZ Toxic Substance</td>
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</table>

No Data Available

**Additional Information**  
No Data Available

## 16. OTHER INFORMATION

**Revision Date:** Mar 2004  
**Legend to abbreviations and acronyms**  
N/A = Not Available.

**Literature references**  
No Data Available

**Sources for data**  
No Data Available
MATERIAL SAFETY DATA SHEET

Section 1: Chemical Product and Company Information

Product Name(s): Basic glasswool insulation SFG Insulation, UBB, UB, FSO, FKP, CRB, WFO, FRO, FLO, DLN, GTB, HIGH-TEMP Insulation, Pipe Cover Insulation (PCI), Green Wool, ARMAX, GC Acoustic board, Stay Cool, Supercool, Roof Batt, Green Batt, SFG Home Insulation, Cyience Batt, AGI Thermal Batt, AGI Acoustic Batt.

Use: Thermal and acoustic insulation, including energy conservation. Used in homes, public and commercial buildings, warehouses, industrial and petrochemical plants, Motor vehicles, ships, etc.

Manufacturer: Siam Fiberglass Co., Ltd
39 Moo 9 Siam Cement Industrial Land, Nongkhae, Saraburi 18140 Thailand.
Tel.: 66-36-373-444
Fax: 66-36-373-445, 66-36-373-446
www.siamfiberglass.com

Emergency Contact: Siam Fiberglass Co., Ltd
Building 33, No. Siam Cement Rd. Bangsue Banagkok 10800 Thailand
Tel.: 66-2-586-5098, 66-2-586-5099
Fax: 66-2-586-2225

Section 2: Composition / Information on Ingredients

<table>
<thead>
<tr>
<th>CAS No.</th>
<th>Component</th>
<th>Percent by Wt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>65997-17-3</td>
<td>Fiberglass, Glasswool</td>
<td>85-96</td>
</tr>
<tr>
<td>25104-55-6</td>
<td>Urea, Polymer with formaldehyde and phenol</td>
<td>4-15</td>
</tr>
</tbody>
</table>

Component Related Regulatory Information: This product may be regulated, have exposure limits or other information identified as the following: Fiber Glass wool, fibrous glass, insulation glasswool (respirable size) and nuisance particulates.

Component Information / Information on Non-Hazardous Components: No additional information available.

Section 3: Hazards Identification

Appearance and Odour: Yellow, Green, Grey and White fibrous material with faint resin odour. Some products have a foil, vinyl, polypropylene, polyethylene, glass tissue and/or glass cloth.

Emergency Overview: Exposure to dust may be irritating to eyes, nose, and throat. Hydrogen chloride may be released from vinyl faced products during a fire.

Potential Acute Health Effects

Inhalation: Dusts and fibers from this product may cause mechanical irritation of the nose, throat, and respiratory tract.

Skin Contact: Dusts and fibers from this product may cause temporary mechanical irritation to the skin.

Eye Contact: Dusts and fibers from this product may cause temporary mechanical irritation to the eyes.

Ingestion: Ingestion of this product is unlikely. However, ingestion of product may produce gastrointestinal irritation and disturbances.

Medical Condition Aggravated by Exposure: Chronic respiratory or skin conditions may temporarily worse than exposure to this product.

Chronic Conditions: See Section 11 for additional information.
Section 4: First Aid Measures

Inhalation:
If inhaled, remove the affected person to fresh air. If irritation persists get medical attention.

Skin Contact:
For skin contact, wash with mild soap and running water. Use a washcloth to help remove fibers. To avoid further irritation, do not rub or scratch affected areas. Rubbing or scratching may force fibers into the skin. If irritation persists get medical attention.

Never use compressed air to remove fibers from the skin. If fibers are seen penetrating from the skin, the fibers can be removed by applying and removing adhesive tape so that the fibers adhere to the tape and are pulled out of the skin. For the best way to remove the fiber is immersing your organ in warm water long enough for letting skin hole expand and fiber come out. After that clean it with mild soap.

Eye Contact:
Immediately flush eyes with plenty of the water for at least 15 minutes. If irritation persists get medical attention.

Ingestion:
Ingestion of this product is unlikely. If it does occur, watch the person of several days to make sure that partial or complete... intestinal obstruction does not occur. Do not induce vomiting unless directed to do so by medical personnel.

Section 5: Fire Fighting Measures

Flash Point: None
Upper Flammability Limit: Not applicable
Flammability Classification: Nonflammable
Flash Point Method: Not applicable
Lower Flammability Limit: Not applicable

Extinguishing Media: Dry chemical, foam, carbon dioxide, water fog.

Unusual Fire & Explosion Hazards: Vinyl faced products will release hydrogen chloride in a fire.

Fire-Fighting Instructions: In a sustained fire use self-contained breathing apparatus (SCBA) and full bunker turnout gear.

Hazardous Combustion Products: Primary combustion products are carbon monoxide, carbon dioxide, ammonia, and water. Other undetermined compounds could be released in small quantities.

Section 6: Accidental Release Measures

Containment Procedures: This material will settle out of the air. If concentrated on land, it can then be scooped up for disposal as a non-hazardous waste. This material will sink and disperse along the bottom of waterways and ponds. It cannot easily be removed after it is waterborne, however, the material is non-hazardous in water.

Clean-Up Procedures: Scoop up material and put into a suitable container for disposal as a non-hazardous waste.


Special Procedures: None

Section 7: Handling and Storage

Handling Procedures: Keep product in its packaging until use to minimize potential dust generation. Keep work areas clean. Avoid unnecessary handling of scrap material.

Storage Procedures: Material should be kept dry and undercover.
Section 8: Exposure Controls / Personal Protection

Exposure Guidelines:
A: General Product Information
Follow all applicable exposure limits.

B: Component Exposure Limits
ACGIH and OSHA exposure limit lists have been checked for those components with CAS registry numbers.
Fiberglass Wool ((Fibrous Glass (65997-17-3))
ACGIH: 0.1 f/cc TLV-TWA for respirable fibers longer than 5 microns with a diameter less than 3 microns; (Listed under "Synthetic vitreous fibers") (listed as glass wool fibers) (related to particulates not otherwise classified (PNC)).
OSHA: 1 fiber/cc (respirable) TWA (a) (See Note Below)

Note: (a) A voluntary PEL was established by the North American Insulation Manufactures Association (NAIMA) and OSHA per the Health and Safety Partnership Program (HSPP) agreement for Synthetic Vitreous Fibers (SVF).

Ventilation:
General dilution ventilation and/or local exhaust should be provided as necessary to maintain exposures below regulatory limits. Dust collection systems should be used in operations involving the use of power tools.

Personal Protective Equipment
Respiratory Protection:
Use a properly fitted NIOSH or MSHA approved disposable dust respirator when you: 1) install or remove loose fill, 2) install or remove any of these products in poorly ventilated spaces such as attics or crawlspaces. As an extra precaution you may choose, but are not required, to wear a disposable dust respirator at all times.

Skin Protection:
Normal work clothing (long sleeved shirt, long pants, and gloves) is recommended. Skin irritation is known to occur chiefly at the pressure points such as around the neck, wrists, waist and between the fingers.

Eyes/Face Protective Equipment:
Wear safety glasses or goggles.

Section 9: Physical & Chemical Properties

| Appearance: Fibrous | Odor: Organic |
| Physical State: Solid | pH: Not applicable |
| Vapor Pressure (mm Hg @ 20°C): Not applicable | Vapor Density (Air = 1): |
| Boiling Point: Not applicable | Solubility (H2O): |
| Specific Gravity (Water = 1): Not applicable | Freezing Point: |
| Evaporation Rate (n-Butyl Acetate = 1): Not applicable | Viscosity: Not applicable |
| Physical Properties: No additional information available. |

Section 10: Chemical Stability & Reactivity Information

Stability: This is a stable material.

Conditions to Avoid: None expected.

Incompatible Materials: None expected.

Hazardous Decomposition Products: Primary combustion products are carbon monoxide, carbon dioxide, ammonia, and water. Other undetermined compounds could be released in small quantities.

Hazardous Polymerization: Will not occur.
Section 11: Toxicological Information

Acute Effects:

General Product Information
Dust may cause mechanical irritation to eyes and skin. Ingestion may cause transient irritation of throat, stomach and gastrointestinal tract. Inhalation may cause coughing, nose and throat irritation, and sneezing. Higher exposure may cause difficulty breathing, congestion, and chest tightness.

Component Analysis - LD50/LC50
Urea, Polymer with formaldehyde and phenol (25104-55-6)
Oral LD50 Rat: 7 mg/kg
Oral LC50 Mouse: 7 mg/kg

Carcinogenicity:
Fiber Glass Wool: In October 2001, the International Agency for Research on Cancer (IARC) classified fiber glass wool as Group 3, "not classifiable as to its carcinogenicity to humans." The 2001 decision was based on human studies and animal research that have not shown an association between inhalation exposure to dust from fiber glass wool and the development of respiratory disease. This classification replaces the IARC finding in 1987 of a Group 2B designation "Possibly carcinogenic to humans."

In May 1997, the American Conference of Governmental Industrial Hygienists (ACGIH) adopted an A3 carcinogen classification for glass wool fibers. The ACGIH A3 classification considers glass wool to be carcinogenic in experimental animals at relatively high doses, by routes of administration, at sites, or by mechanisms that it does not consider relevant to worker exposure. It also reviewed the available epidemiological studies and concluded that they do not confirm an increased risk of cancer in exposed humans. Overall, the ACGIH found that the available medical/scientific evidence suggests that glass wool is not likely to cause cancer in humans except under uncommon or unlikely routes or levels of exposure.

In 1994, the National Toxicology Program (NTP) classified glass wool (respirable size) as "reasonably anticipated to be a human carcinogen." This classification was primarily based upon the 1987 IARC classification. NTP is currently considering reclassifying this material.

Component Analysis
Fiber Glass Wool (Fibrous Glass) (65997-17-3)
IARC: Group 3, "not classifiable as to its carcinogenicity to humans."

Section 12: Ecological Information

No data available for this product.

Section 13: Disposal Consideration

The components of this product are identified as Non-hazardous wastes. Dispose of waste material according to Local, State, Federal, and Provincial Environmental Regulations and Guidelines.

Section 14: Transportation Information

This product are identified as Non-hazardous material. No special regulation for delivery and transportation.
Section 16: Regulatory Information

US Federal Analysis
A: General Product Information
No additional information available

B: Component Analysis
This material contains one or more of the following chemicals that are identified under SARA Section 302 (40 CFR 355 Appendix A),
SARA Section 313 (40 CFR 372.65) and/or CERCLA (40 CFR 302.4)

The following is provided to aide in the preparation of SARA Section 311 and 312 reports.

SARA 311/312
Acute Health Hazard: Yes
Chronic Health Hazard: Yes
Fire Hazard: No
Sudden Release of Pressure Hazard: Yes
Reactive Hazard: Yes

Australian Regulations:
- The product has been classified as Non Hazardous substance according to the criteria of the National Occupational Health and Safety Commission (NOHSC)

Section 16: Other Information

This information is reasonable cared and correct at the date of preparation (as below date), the update of this MSDS will be made when necessary as part of foregoing reviews of published data. The manufacturer makes no warranty, expressed or implied, with respect to this information.

SFG Insulation has been certified "Green Label" from Thailand Environment Institute (http://www.tei.or.th) due to our commitment on environmental conservation. SFG Insulation has been used more than 80% of recycle glass plate and bottle as our raw material.
Section 12 Accident Notification and Investigation

12.1 Accident Notification and Investigation ......................... 12-2
  12.1.1 Requirement Under the Act ................................... 12-2
  12.1.2 Accident Reporting Procedure .................................. 12-2
  12.1.3 Forms .......................................................... 12-4
  12.1.4 Workers Compensation ........................................ 12-6
12.1 Accident Notification and Investigation

12.1.1 Requirement Under the Act

The Occupational Safety and Health Act of 1984 states that:

If, at a workplace, an employee incurs an injury, or is affected by a disease that -
(a) results in the death of an employee; or
(b) is of a kind prescribed in the regulations for the purposes of this subsection,

the employer of that employee shall forthwith notify the Commissioner in the
prescribed form giving such particulars as may be prescribed. [s.19(3)]

The Occupational Safety and Health Regulations state that:

For the purposes of section 19(s) of the Act, the kinds of injury incurred by an
employee to be notified to the Commissioner are -
(a) a fracture of the skull, spine or pelvis;
(b) a fracture in any bone -
   (i) in the arm, other than in the wrists or hand;
   (ii) in the leg, other than a bone in the ankle of foot;
(c) an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe
   joint;
(d) the loss of sight of an eye;
(e) any injury other than an injury of a kind referred to in paragraphs (a) to (d)
   which, in the opinion of a medical practitioner, is likely to prevent the
   employee from being able to work within 10 days of the day on which the
   injury occurred. [s.2.4(1)]

If you are a subcontractor who employs your own workforce, you are required to notify
the Commissioner as an employer. BGC will also notify the Commissioner as an employer
under contracting provisions.

You may notify the Commissioner by telephone - (08) 9327 8800 or 1800 198 118 or by
using the prescribed form which may be downloaded from the Regulations file of
www.safetyline.wa.gov.au

An employer who contravenes the requirements of the Act and Regulations commits an
offence and is liable to a fine of $25,000.

12.1.2 Accident Reporting Procedure

All accidents must be reported to BGC for investigation, and the reporting procedure
follows:
PROCEDURE FOR REPORTING AN INCIDENT or INJURY or HAZARD

What you must do if: An accident occurs causing an injury
   An accident or near miss occurs but there is no injury
   You spot a hazard that could cause you or someone else an injury

   ↓

Immediately report the injury or the incident or the hazard to the Site Manager or to the Site Manager’s representative

   ↓

If there is no Site Manager or representative available, report to your BGC Divisional Manager or to the Safety Manager

   ↓

If you are injured, you must see a First Aider and / or a Doctor on the same day if practicable.

   Your BGC Divisional Manager or Safety Manager will arrange for you to see a doctor through Prime Occupational Health. All medical certificates must be passed as soon as practicable to the Safety Manager

   ↓

You will be asked to complete an EMPLOYEE/SUBCONTRACTOR STATEMENT. This should be sent to the Safety Manager as soon as practicable. The Safety Manager will initiate an INVESTIGATION to assess the cause(s) of the hazardous incident or of your accident, to assess what safety procedures may have failed and to assess what corrective actions will be needed to help avoid similar accidents

   ↓

If a Workers Compensation claim is to be made, the Safety Manager will arrange for the appropriate documentation to be issued. When you complete this, the Safety Manager will forward it to BGC Insurance

   ↓

If your accident prevents you from returning immediately to your normal job, you will be contacted by the BGC Group Injury Manager to discuss alternative duties in a return to work program. This will be done in full consultation with your medical practitioner

IMPORTANT

All accident and claim forms must be fully completed and submitted as soon as practicable. Failure to do so may slow down the claim process, or render it invalid.

Note that all medical bills including radiology and physiotherapy, incurred by an individual and that are refused as a valid Workers Compensation claim will be returned to the claimant for personal payment.

Table 12.1 Procedure for Reporting an Incident or Injury or Hazards

BGC Safety Manager  Telephone: 9334 4605  Fax: 9334 4507
12.1.3 Forms

12.1.3.1 Employee/Subcontractor Statement

The full version of this form, to be photocopied and completed as necessary, can be found on page 14-6 of Section 14 Forms.

![Employee / Subcontractor Statement Form]

---

**Figure 12.1** Sample Form: Employee/Subcontractor Statement
12.1.3.2 Accident/Incident Investigation Form

The full version of this three page form, to be photocopied and completed as necessary, can be found on page 14-8 of Section 14 Forms.

![Accident Notification and Investigation Form]

**Figure 12.2 Sample Form: Accident/Incident Investigation Form**
12.1.4 Workers Compensation

12.1.4.1 Direct BGC Employees

Any BGC Direct employee who receives an injury at work is covered for medical treatment and loss of earnings by Workers Compensation. However, this does require:

- that the injury was reported at the time of the accident;
- that a Workers Compensation medical certificate is issued by a Doctor; and,
- that the Workers Compensation Claim Form 2B has been completed and submitted through the BGC Safety Manager.

An employee who receives a relatively minor injury may opt for all medical expenses to be paid apart from a Workers Compensation claim. However, if this option is accepted, the injured employee retains the right to make a Workers Compensation claim within 12 months of the date of the injury if medical opinion indicates a recurring effect.

This option is not available if the injury is muscular or skeletal or has incurred a loss of earnings.

12.1.4.2 Contractors / Sub-contractors

As per Workers Compensation and Rehabilitation Act 1981.

It is a BGC requirement that all contractors / sub-contractors (including their employees) are fully insured when attending work for BGC. This includes Workers Compensation Insurance, Public Liability Insurance and any other state or federal legislated insurance applicable.

Any BGC subcontractor (including their employees) who receives an injury at work must notify BGC as soon as possible and follow the accident reporting procedure stated in Section 12.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Induction and Competency Training</td>
</tr>
</tbody>
</table>

- **13.1 Inductions** ........................................................... 13-2
- **13.2 Competency Training** .............................................. 13-2
- **13.3 Labour Hire Personnel** ........................................... 13-2
  - **13.3.1 Induction Documentation for Labour Hire Personnel** ... 13-2
13.1 Inductions

All subcontractors and subcontractor employees engaged by BGC to install, modify or
service building materials will have undergone an accredited course in Safety Awareness
Training.

A record of this competency is maintained by BGC and constantly reviewed.

13.2 Competency Training

BGC requires that any subcontractor or subcontractor employee who will use machinery
or plant on a site will have undergone training as required by legislation.

13.3 Labour Hire Personnel

Persons engaged by a subcontractor, or directly by BGC for work on a site, will undergo a
safety induction on site under the supervision of the subcontractor. This will include job
training.

13.3.1 Induction Documentation for Labour Hire Personnel

The induction documentation is included in the induction checklist form. The full
version of this three page form, to be photocopied and completed as necessary, can
be found on page 14-12 of Section 14 Forms.
### Section 14

#### Forms

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Site Inspection for Deliveries Form</td>
<td>14-2</td>
</tr>
<tr>
<td>14.2</td>
<td>Site Safety Inspection Form</td>
<td>14-4</td>
</tr>
<tr>
<td>14.3</td>
<td>Employee/Subcontractor Statement</td>
<td>14-6</td>
</tr>
<tr>
<td>14.4</td>
<td>Accident/Incident Investigation Form</td>
<td>14-8</td>
</tr>
<tr>
<td>14.5</td>
<td>Site Induction Form for Labour Hire Personnel</td>
<td>14-12</td>
</tr>
</tbody>
</table>
14.1 Site Inspection for Deliveries Form

The following page comprises the full version of this form. The form can be photocopied and completed as required.
### Site Inspection for Deliveries

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delivery Driver Name:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Site Address:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Complete the following checks:**

1. Safety signs observed
2. PPE required
   - Hard hat
   - Safety Boots
   - Safety Glasses
   - Other
3. PPE worn
4. Site Principal / representative on site and advised
5. Associated tradesperson on site and advised
6. Access to site clear
   - Electrical Hazard
   - Machinery Operations
   - Other trades
   - Suitable ground surface
7. Offloading area designated
8. Offloading area suitable
9. Public area, verge, sidewalk parking
10. Public area offloading
11. Offloading area secured
12. Offloading by:
   - Forklift / Tractor
   - Hiab
   - Crane
   - Hand
13. Materials secured
14. Materials offloaded in public area clearly signed
15. Hazardous Substances secured
16. Work completed
17. Site Principal / representative / tradesperson advised you are leaving site

**Comment on any safety issue encountered:**

---

**Signed:** ____________________________ (Delivery Driver)
14.2 Site Safety Inspection Form

The following page comprises the full version of this form. The form can be photocopied and completed as required.
INSULATION SITE SAFETY REPORT

THE FOLLOWING CHECKLIST MUST BE COMPLETED BY SUBCONTRACTOR BEFORE
COMMENCEMENT OF WORK.

BUILDER/OWNER: ___________________________ DATE: ___________________________

SITE ADDRESS: _______________________________________________________________

TIME: _____ AM/PM INSTALLER: ________________________________________________

ORDER NUMBER: IS _____________ PLEASE CIRCLE

1. Suitable access to and from site
2. Site clear of excess debris
3. Electrical power available on site
4. All electrical equipment tagged
5. PPE is being worn correctly
6. Toilet facilities on site
7. Any other contractors working on site
8. All electrical work on ceilings completed
9. All ceilings in good order with no prior damage
10. Site generally safe to commence work

COMMENTS: (ON QUESTIONS CIRCLED NO)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

COMMENTS ON ANY OTHER VISIBLE HAZARD:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

SIGNED: ____________________________________________
14.3 Employee/Subcontractor Statement

The following page comprises the full version of this form. The form can be photocopied and completed as required.
Employee / Subcontractor Statement

What are you reporting?
- You are injured ☐
- Witness to injury ☐
- Incident (near miss) ☐
- Hazard that could cause an injury ☐

Name: ___________________________ DOB: ________ Length of time with BGC: ____________

Occupation: ___________________________ Occurrence Date: ____________

Site/Location: ___________________________ Occurrence Time: ____________ am / pm

In detail describe the occurrence including specific location, tools, equipment or materials in use, and body part affected (if applicable)

1. Describe what actually happened or what you saw:

2. Where were you at the time? (give specific location e.g. store room):

3. List what tools/equipment or materials were involved:

4. If applicable, describe what body part has been injured (e.g. left thumb):

5. In your opinion, what caused the injury/incident or unsafe situation (e.g. poor lighting, broken trolley):

6. In your opinion, what could be done to prevent it from happening again?

I have given this form to: ___________________________ Date: ____________

Signed: ___________________________ Date: ____________

Manager's Signature: ___________________________ Date: ____________

Was medical treatment required? (if yes, provide details):

This report is to accompany the Supervisors Investigation report and is to be forwarded to the Group Injury Manager within 24 hours of the occurrence.
14.4 Accident/Incident Investigation Form

The following three pages comprise the full version of this form. The form can be photocopied and completed as required.
**FIRST NOTIFICATION & INVESTIGATION FORM**

This form is to be completed by manager or supervisor, NOT BY EMPLOYEE. Page 1 must be faxed to BGC Insurance within 24 hours on 9321 0205. Complete pages 2/3 for personal injury, incident, hazard or near miss.

Name of Person making report: ____________________ Telephone: ________________
Division: __________________ Signature: __________________ Date: ________________

### DETAILS

<table>
<thead>
<tr>
<th>Injury or Illness</th>
<th>Incident</th>
<th>Hazard</th>
<th>Near Miss</th>
<th>Property loss/damage</th>
<th>Other: ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Aid</td>
<td>Medical</td>
<td>Hospital</td>
<td>Alt duties provided</td>
<td>Unable to work</td>
<td></td>
</tr>
<tr>
<td>Date of Accident:</td>
<td>Time of Accident:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of Person reported to:</td>
<td>Supervisor:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Accident reported:</td>
<td>Time Accident reported:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division:</td>
<td>Location/site area:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PROPERTY LOSS OR DAMAGE

<table>
<thead>
<tr>
<th>BGC Vehicle Loss or Damage</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>BGC Driver Name: ____________</td>
<td></td>
</tr>
<tr>
<td>BGC Vehicle Rego No: __________</td>
<td></td>
</tr>
<tr>
<td>Is BGC Vehicle serviceable? Yes ☐ No ☐</td>
<td></td>
</tr>
<tr>
<td>Estimated cost</td>
<td></td>
</tr>
<tr>
<td>Have Police been informed? Yes ☐ No ☐</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other BGC Property loss or Damage: Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of property involved?</td>
</tr>
<tr>
<td>Contract Works ☐</td>
</tr>
<tr>
<td>Machinery/Plant/Equipment ☐</td>
</tr>
<tr>
<td>Estimated Cost of loss/damage to BGC Property $ ____</td>
</tr>
<tr>
<td>Have Police been informed? Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

### PERSONAL INJURY

<table>
<thead>
<tr>
<th>Injury to BGC Employee ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, F/T ☐ P/T ☐ Casual ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injury to Subcontractor ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: ____________</td>
</tr>
<tr>
<td>Contact Number: ____________</td>
</tr>
</tbody>
</table>

| Injury to Third Party ☐ |
| (e.g.: visitor, employee of contractor) |

<table>
<thead>
<tr>
<th>Name of Injured Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname: ____________ First Name: ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loss or Damage to third party property Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________ Address: ____________</td>
</tr>
<tr>
<td>Phone ____________ Rego No. ____________</td>
</tr>
<tr>
<td>Est Cost of loss/damage to 3rd party property: $ ____</td>
</tr>
<tr>
<td>Have Police been informed? Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

### DESCRIPTION

Description of Property loss/Damage/Accident/Hazard: (what, how)

List names of witnesses and contact numbers:

*Please attach any additional information/sketches/diagrams/statements, etc.*

*Must complete page 2 and 3 if Personal Injury/Incident/Hazard or Near Miss*
### Part of Body Injured: Left 🎁 Right 🎁 (circle body part)

<table>
<thead>
<tr>
<th>Shoulder Collar</th>
<th>Hip/Buttocks</th>
<th>Neck</th>
<th>Head</th>
<th>Type of Injury (circle type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Arm</td>
<td>Groin</td>
<td>Upper Back</td>
<td>Ear</td>
<td>Laceration</td>
</tr>
<tr>
<td>Lower Arm</td>
<td>Upper Leg</td>
<td>Lower Back</td>
<td>Eye</td>
<td>Strain/Sprain</td>
</tr>
<tr>
<td>Elbow</td>
<td>Lower Leg</td>
<td>Coccyx</td>
<td>Nose</td>
<td>Bruise</td>
</tr>
<tr>
<td>Hand</td>
<td>Knee</td>
<td>Chest</td>
<td>Face</td>
<td>Amputation</td>
</tr>
<tr>
<td>Wrist</td>
<td>Ankle</td>
<td>Abdomen</td>
<td>Other (Specify)</td>
<td>Abrasion</td>
</tr>
<tr>
<td>Finger</td>
<td>Foot</td>
<td>Ribs</td>
<td></td>
<td>Eye damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skin</td>
<td></td>
<td>Burn:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Heat/PRODUCT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hernia</td>
</tr>
</tbody>
</table>

### Claim Likely? No 🎁 Unsure 🎁 Yes 🎁 Workers Comp 🎁 Motor Vehicle 🎁

Subcontractor/3rd party workers comp 🎁 Other ___________________________(specify)

### INVESTIGATION: If answer ticked is a circle, then this is a Contributing Factor and must be noted in Contributing Factor Section

#### 1. Equipment/Environment

**Yes No**

1.1 🎁 🎁 Did any fault in equipment/tool/work area contribute to hazardous condition
1.2 🎁 🎁 Did the general design/quality of the equip/tools work area contribute
1.3 🎁 🎁 Did the location/position of equip/tools/work area contribute to hazardous condition
1.4 🎁 🎁 Was the hazardous condition recognised by anybody and reported?
1.5 🎁 🎁 Was there an inspection system to detect hazardous condition
1.6 🎁 🎁 Did the existing inspection system detect a hazardous condition
1.7 🎁 🎁 Were employee/s informed/aware of the hazardous condition
1.8 🎁 🎁 Was there an acceptable standard of housekeeping in the area
1.9 🎁 🎁 Was appropriate protective equipment for the job supplied (signs, barricades, lights, etc.)
1.10 🎁 🎁 Did employee know protective equipment was required
1.11 🎁 🎁 Was the correct equip/tools used for the task
1.12 🎁 🎁 Was there adequate means of access
1.13 🎁 🎁 Was the equipment working within its limitations
1.14 🎁 🎁 Was there good visibility
1.15 🎁 🎁 Was there adequate lighting
1.16 🎁 🎁 Was the equipment in a safe condition
1.17 🎁 🎁 Were the roads and dumps in good condition
1.18 🎁 🎁 Was it inclement weather
1.19 🎁 🎁 Was worn, slippery or uneven footing present
1.20 🎁 🎁 Were any safety devices inoperative at time of Accident
1.21 🎁 List any contributing factors

#### 2. Work System/Procedures

**Yes No**

2.1 🎁 🎁 Were there written procedures for this job
2.2 🎁 🎁 Were there known procedures for this job
2.3 🎁 🎁 Did the written/known procedure/s anticipate the factors which led to the Accident
2.4 🎁 🎁 Were the written/known procedures complied with
2.5 🎁 🎁 Had employee/s been instructed/trained in the job procedure/s clearly
2.6 🎁 🎁 Had employee/s been deemed competent and understood job procedure/s
2.7 🎁 🎁 Did employee/s deviate from written/known job procedure/s
2.8 🎁 🎁 Was there a history of a previous accident when carrying out this job in the past
2.9 🎁 🎁 Had employee/s been made aware of any previous incident
2.10 🎁 🎁 Were safe working systems observed (isolation procedures, etc.)
2.11 🎁 🎁 Is a Job Safety Analysis available for the task
2.12 🎁 List any other contributing factors
3. Human/Personal Protective Equipment
   Yes No
3.1  ☐  ☑ Were the actions of other persons contributory
3.2  ☐  ☑ Was employee/s physically capable of doing job (good health, no disability, recovering from illness)
3.3  ☐  ☑ Was employee/s affected by drugs/alcohol
3.4  ☐  ☑ Was employee/s affected by fatigue
3.5  ☐  ☑ Any known personal problems that could have affected employee/s actions
3.6  ☐  ☑ Was appropriate personal protective equipment specified for the job
3.7  ☐  ☑ Did employee know that wearing specific PPE was required
3.8  ☐  ☑ Was PPE adequate for the job
3.9  ☐  ☑ Was employee wearing specified personal protective equipment
3.10 ☐  ☑ Was there a frequent Supervisor/employee/s contact to discuss/review hazards and job procedures (safety meetings, tool box meeting)
3.11 ☐  ☑ List any other contributing factors

CONTRIBUTING FACTORS
A ticked circle is a contributing factor
Actions and conditions that contributed to the Accident taken from Investigation Section

<table>
<thead>
<tr>
<th>Action</th>
<th>By Whom</th>
<th>Planned Completion Date</th>
<th>Completed (sign/date)</th>
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CORRECTIVE FACTORS
Those that have been or will be taken to prevent re-occurrence

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<tr>
<th>Action</th>
<th>By Whom</th>
<th>Planned Completion Date</th>
<th>Completed (sign/date)</th>
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Supervisor/Manager Comments:
Signed  Date

Divisional Managers Comments
Signed  Date

Safety/Group Injury Manager Comments
Signed  Date

Injured Worker’s Comments
Signed  Date
14.5 Site Induction Form for Labour Hire Personnel

The following three pages comprise the full version of this form. The form can be photocopied and completed as required.
SITE INDUCTION
FOR
LABOUR HIRE PERSONNEL

BGC, along with their Subcontractors, are committed to provide a safe environment for everyone who is engaged by them for construction site work.

Whenever you are on site, you are required to observe the safety procedures that will be explained to you by your appointed supervisor. You will be made aware of the hazards in your workplace, any restricted areas, and the procedures to be followed before commencing work.

If you have any concern regarding our safe work practices, raise the matter with your site supervisor. If you see a situation you consider to be a safety hazard, report it to your supervisor. Alternatively, you may contact:

Safety Manager – Tel: 9334 4605

Your supervisor is about to explain some safety matters to you using a check list. When you have completed this, please sign your name to indicate that you have understood the safety requirements and agree to work by them.

Please give this signed document to your supervisor before commencing work.

We wish you a safe employment while you are part of our team.
Notes on Induction Matters for Labour Hire Personnel

1. Know who your supervisor is. He or she is responsible for your safety while you are on site. You will not be asked to work without supervision at any time.

2. Confirm your hours of work. If what your supervisor indicates poses some problem, sort this out straight away.

3. There should be a toilet on site. If not, your supervisor will tell you the alternative.

4. Your supervisor should have a first aid kit, or have access to one on site. Know the procedure if a serious accident occurs.

5. Check carefully with your supervisor that the PPE you are wearing is suitable for the work you will be doing. All that is listed may not be required, but at least there has been a check.

6. You may be unfamiliar with a building or construction site. Your supervisor will make you aware of the major hazards you may encounter. For example, you may be working on a sloping roof rather than an even ground surface.

7. Job Description. Your supervisor will explain your task. If you have concern about any part of this, sort it out straight away.

8. Manual Handling. Your supervisor will explain what lifting and moving you may have to do as part of your task, and explain how this will be done, either by hand or mechanical means.

9. You may be asked to use a piece of plant or machinery that is unfamiliar to you. Your supervisor will ensure that the equipment is safe for you to use, and explain the safe operation of the equipment. You should only indicate agreement with this when you are satisfied you know how to operate the equipment safely.

10. Working at heights. You may be unfamiliar with working at a height. Your supervisor is responsible to ensure that all regulated protective measures are in place, however not all hazards can be totally eliminated.

11. Your supervisor will advise you if you are expected to work with materials that are considered hazardous. A Material Safety Data Sheet will be available for this material for you to read.

12. Scrap material and rubbish can present a hazard on site. Your supervisor will show you where and how to dispose of rubbish.

13. Under the Occupational Safety and Health Act of WA both employers and employees are required to exercise a duty of care in the workplace. Employers are required to provide and maintain workplaces, plant, and systems of work such that, so far as it is practicable, employees are not exposed to hazards. Employees shall take reasonable care to ensure their own safety and health at work, and avoid adversely affecting the safety or health of any other person through any act or omission at work.

14. When you are satisfied that you have been thoroughly instructed on the above matters, please sign the declaration. Have your supervisor sign it also. Give the signed copy to your supervisor.

REMEMBER, IF IN DOUBT, ASK
# SITE SAFETY INDUCTION CHECK LIST FOR LABOUR HIRE PERSONNEL

Name: .................................................................................................

Labour Hire Company: ...........................................................................

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<thead>
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<tr>
<td>1</td>
<td>Supervisor</td>
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<td>Other Trades</td>
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<tr>
<td>7</td>
<td>Job Description</td>
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<td>8</td>
<td>Manual Handling</td>
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<td>What</td>
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<td>How</td>
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<td>9</td>
<td>Machine Operation</td>
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<td>What</td>
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<td>How</td>
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<td>10</td>
<td>Working at Heights</td>
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</tr>
<tr>
<td>11</td>
<td>Hazardous Substances</td>
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<td>Housekeeping</td>
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<td>13</td>
<td>General Duty of Care</td>
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<tr>
<td>14</td>
<td>Declaration:</td>
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</tbody>
</table>

I declare that I have been instructed on the above safety matters and agree to abide by them at all times while on site.

Signed: .................................................................  Signed: .................................

Labour Hire Employee  Supervisor

Date: .................................................................  Date: .................................................................
Section 15

Additional Safety Information

15.1 Working at Heights ................................................. 15-2
15.2 Working Alone .......................................................... 15-3
15.3 Electricity .............................................................. 15-5
15.1 Working at Heights

Division 5 of the Western Australian Occupational Safety and Health Regulations (1996) sets out the regulatory requirements for the prevention of falls at workplaces in WA.

BGC requires that all work at heights is done in accordance with this legislation and in accordance with the document entitled:

'Code of Practice - Prevention of Falls at Workplaces 2004'

This document is on the following pages and is published by the Government of Western Australia - Commission for Occupational Safety and Health.

Some common fall hazards are listed below to assist in identification of hazards associated with working at heights.

• Surfaces being worked on. This includes fragility, brittleness, stability, slipperiness or slope of surfaces and the safe movement of employees when conditions change.

• Changes in levels where employees may be exposed to falls from one level to another.

• The stability of temporary or permanent structures.

• Ground surface stability when used to support ladders, scaffolding or elevated work platforms.

• The size of the raised work area and whether it is sufficient for the people and materials on it.

• The correct erection, maintenance and disassembly of scaffolding.

• Edge protection for open edges of floors, roofs, work platforms or walkways.

• Openings or holes in roofs, floors or work platforms.

• Proximity of workers to areas where items may fall.

• Proximity to power lines.

• Access and egress to elevated work areas.

• Manual handling in elevated work areas.

• Weather conditions.

• Suitability of footwear and clothing.

• The use of ladders. Where and how they are being used.

• Young and inexperienced workers carrying out task at heights.
15.2 Working Alone

Definition of ‘isolation’ is ‘to set apart, detach or separate so as to be alone’. In Western Australia, the word ‘isolation’ is often used to refer to remote places a long way from main centres. In the Guidance Note Working Alone, the meaning of ‘isolation’ is used to refer to a person who is alone in any place as part of their work. The word ‘alone’ is used to reduce the confusion of working in an isolated area of WA.

Employees and self-employed people have to take reasonable care for their own safety when they work alone.

The employee and self-employed person must be able to:
• carry out all work activities safely without direct supervision;
• manage events that are likely to occur when working alone;
• follow procedures to obtain emergency assistance if required; and
• follow procedures to establish regular contact with a nominated person.

The OSH Act requires employers, so far as is practical, to provide and maintain a working environment where their employees are not exposed to hazards. The general duties impose on employers by the OSH Act include requirements for:

1. Safe systems of work;
2. information, instruction, training, and supervision;
3. consultation and co-operation;
4. personal protective clothing and equipment; and
5. safe plant and substances.

Communication with isolated workers

If an employee is isolated from other people because of the time, location or nature of the work then the employer must ensure that:

1. there is a means of communication available which will enable the employee to call for help in the event of an emergency; and
2. there is a procedure for regular contact to be made with the employee and the employee is trained in the procedure.

INJURY/INCIDENT PROCEDURE FOR WORKING ALONE

LOG ON

Call office and register location time you intend to be at risk.

*ie. This is Dave at 78 John Doe Street measuring a roof. Time frame is 30 min to complete task.*

CALL BACK

Should you need to amend your time frame with the log on office ensure you are on ground level.

LOG OFF

Call office to log off advising the task has been completed safely. Travel to your next site destination. If you do not log off, the office will presume you are unconscious and need emergency assistance.

REPORT AN INJURY

Minor Injury/Incident: attend injury with first aid kit and note in diary

Major Injury/Incident: ensure you have mobile phone in reach to contact office so as the office can arrange an ambulance to attend.

ATTENDING STAFF

Prior to going out to site, check with management as to who will be the attending staff member.

Figure 15.1 Injury/Incident Procedure For Working Alone
15.3 Electricity

Electricity is dangerous and can KILL. Do not attempt to fix or alter anything electrical.

- Report to any extension lead or hand power tool without a current quarterly inspection tag. (guideline - Red/Green/Blue/Yellow)
- Report any cases of electrical shock to your supervisor immediately, and seek medical attention.
- **Report damage to electrical equipment, (sparking etc.) to your supervisor. Never tamper with electrical equipment.**
- Treat all power cords and cables as live.
- Faulty power tools are the most common cause of electrical accidents. Check them and their fittings and leads prior to each use.
- Attach an "OUT OF SERVICE" tag to any defective electrical equipment.
- **ONLY licensed ELECTRICIANS are permitted to make repairs or modifications to electrical tools, plugs, fittings, and leads.**
- Extension leads should be kept as short as possible, off the floor and **DRY AT ALL TIMES**
- If a power lead has to be crossed by trolleys or vehicles, cable protectors must be used.
- **NEVER** lift or carry a power tool by its lead or wrap cord tightly around tool for storage purposes. A loose or broken wire could cause the tool to become live.
- Use an earth leakage box if using portable lights inside confined spaces and use heavy duty cable.
- Switch tools off at the power supply when work is completed or when you want to change drill bits, discs, etc.

*BGC recommends the use of colour coded tags. Tags must be filled in completely with the electrical contractor, Electrical Workers licence number, name of person who conducted the test and either test date or date when retest is due.*

*If the correct colour coded test tags are unavailable it is acceptable to use a plain tag but all of the above information must be on the tag.*

**ALL TAGGING OF ELECTRICAL EQUIPMENT MUST BE AS STATED IN THE AS/NZS 3012:2003**
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<th>Environment</th>
<th>4</th>
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<tr>
<td>Relocatable construction premises, Class I (earthed conductive parts) and</td>
<td>Residual current devices (RCDs)</td>
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<td>Class II (double insulated electrical equipment)</td>
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<tr>
<td>Relocatable construction premises, fixed and transportable equipment and</td>
<td>Push button test (by user)</td>
<td>Non-portable</td>
<td>Portable</td>
<td>Non-portable</td>
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<td>construction wiring including switchboards</td>
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<td>fixed</td>
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<td>fixed</td>
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<td>Portable equipment</td>
<td></td>
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<tr>
<td>Construction and demolition sites in accordance with clause 1.1</td>
<td>6 months</td>
<td>3 months</td>
<td>1 month</td>
<td>3 months</td>
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<td>After connection to a socket or before connection of equipment, and</td>
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<td>at least once every day in use.</td>
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Table 15.1 Tagging Information

**RED** January February March  
**BLUE** July August September  
**GREEN** April May June  
**YELLOW** October November December