



EMRC Life Saving Rules - Training







The EMRC Life-Saving Rules







All workers at the EMRC will pledge to uphold the EMRC fundamental life-saving rules, and we will all commit to holding ourselves and others accountable in achieving a **Safety First Culture**.

All workers at the EMRC will pledge the following:

All EMRC Team Members

-  Will report all hazards and where possible make the area safe.
-  Will exercise the Stop Work Authority when conditions are unsafe in order to prevent a risk of injury or incident.
-  Will always ensure we are trained in job procedures and will seek advice from the manager, supervisor & team leaders if the procedure changes and we will check with our supervisor if anything is unclear.
-  Will always carry a 2-way radio and maintain clear communication on operational sites.
-  Will always present fit for work.
-  Will always adhere to the EMRC's code of conduct and life saving rules.

Managers, Supervisors & Team Leaders

-  Will verify that all team members have completed the required training and are competent to complete their tasks.
-  Will ensure that all monthly KPI targets are achieved or exceeded by the responsible team members.
-  Will report all incidents within a 60-minute timeframe.
-  Will ensure that team members are aware of any changes to processes and procedures.





Working at Heights

I will ensure I am trained and competent, have a permit to work and have the correct fall protection equipment before undertaking any work at heights.

I will:

- Always obtain authorisation and a valid permit before undertaking any work at heights
- Always have the necessary equipment that is required to complete the task when working at heights
- Always have an identified exclusion zone (drop zone) in place
- Always check my equipment for faults and that it has been regularly tested and tagged
- Be aware of what fall protection equipment is to be used and know how to use it correctly
- Ensure that there is a rated anchor point which I will be attached to at all times if applicable
- Ensure a spotter will always be present when working at heights is being undertaken
- Ensure an emergency retrieval plan will be in place before conducting working at heights





Hot Works

I will not undertake any hot works activities outside of a designated hot works area without a permit to work.

I will:

- Adhere to the hot works permit and its inherent requirements
- Ensure a spotter is always present when hot works are being undertaken
- Identify and remove all ignition sources and flammable materials away from the work area
- Always have the correct fire equipment ready in the event of a fire
- Always monitor the area for 30 minutes after the completion of work
- If nominated, monitor the Department of Fire and Emergency Services for fire restrictions related to my site



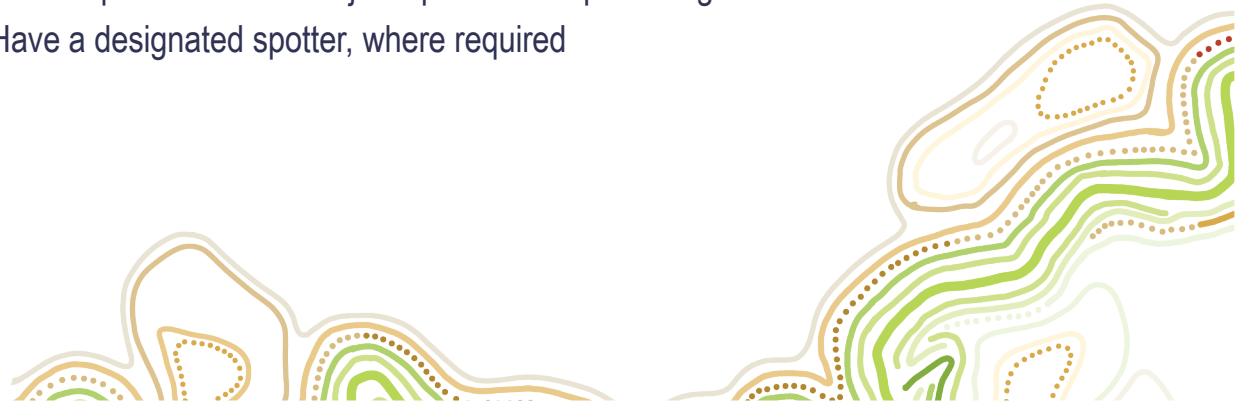


Mobile/Fixed Plant

I will have the appropriate training and be assessed as competent before operating any mobile/fixed plant unsupervised.

I will:

- Carry out pre-starts on the mobile/fixed plant which I will be operating and sign onto any relevant work procedures
- Ensure all guarding is in place before I operate the mobile/fixed plant
- Obtain authorisation before removing any guarding
- Always wear my seatbelt when operating any mobile plant
- Never place myself in the line of fire of mobile/fixed plant
- Not use mobile phones/tablets/earphones while operating mobile/fixed plant
- Always make positive communication with pedestrians and other operators and obey barriers and exclusion zones
- Follow speed limits and adjust speed to the prevailing conditions
- Have a designated spotter, where required



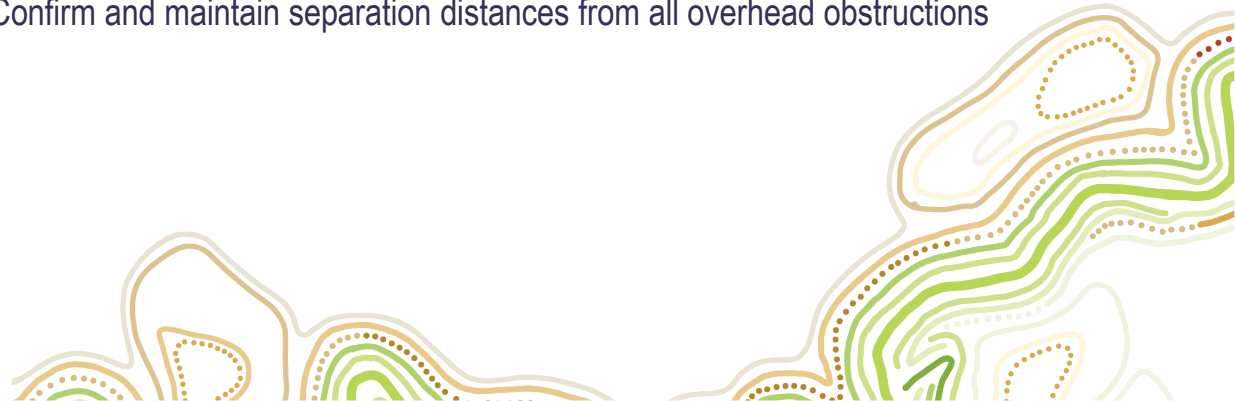


Lifting Operations

I will always follow safe lifting procedures and never walk under a suspended load.

I will:

- Have a lifting plan in place before commencing work
- Have authorisation to conduct a lift over live plant
- Follow the instructions of the person in charge of the lift
- Establish safe work limits, obey barriers and exclusion zones
- Only operate equipment that I am qualified and competent to use
- Ensure the equipment/lifting gear and loads have been inspected and are fit for purpose
- Ensure tag lines, or push/pull poles are being used so I can maintain a safe distance from the suspended load
- Confirm and maintain separation distances from all overhead obstructions





Excavation

I will be trained, competent, have a permit to work and will ensure controls are in place before breaking ground.

I will:

- Always obtain authorisation and a permit before undertaking excavation work
- Always ensure site drawings and/or a “Before You Dig Australia” report is obtained before undertaking excavation work
- Establish and obey barriers and exclusion zones
- Ensure a spotter is always present when excavation work is being undertaken near underground services
- Ensure shoring is erected when the depth is greater than 1.5 metres or ground is unstable
- Obtain a permit to work for all types of excavation which extends more than 150mm below ground level





Psychosocial Hazards Mental Health

I will be aware of anything that increases the risk of work-related stress.

I will:

- Take responsibility for my own mental health and behaviour
- Not be fearful to report if I am feeling overwhelmed and becoming stressed
- Ensure that if I am fatigued and feeling burnt out, I will inform my supervisor
- Reach out to the Employee Assistance Program (EAP) if I need help or support
- Treat my fellow team members with respect
- Ensure communication and consultation is present in the workplace
- Report any incidents I am subjected to or witness, including the following:
 - Acts of physical or verbal aggression
 - Acts of discrimination whether direct or indirect
 - Seeing employees isolating or gaslighting each other
 - Dealing with aggressive customers
 - Acts of sexual harassment either physical or verbal

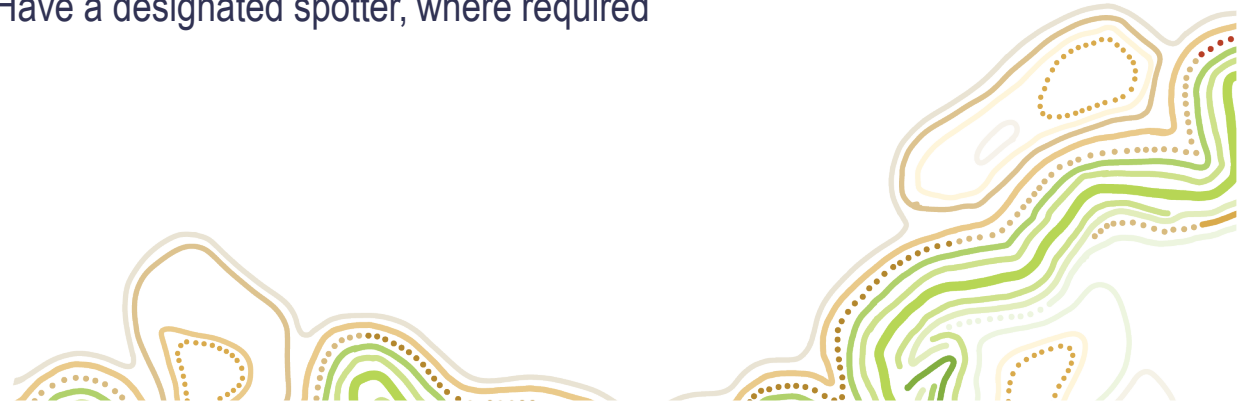


All Road Going Vehicles

I will have the appropriate training and be assessed as competent before operating any road going vehicles.

I will:

- Be fit for work at all times, and take all required fatigue breaks
- Carry out pre-starts on the heavy vehicles I will be operating
- Always wear my seat belt when driving
- Not touch or handle my mobile phone or electronic devices while operating light or heavy vehicles
- Follow road & site rules and adjust my driving to the prevailing conditions
- Ensure that I have secured my load
- Ensure any passengers abide by relevant road and safety requirements
- Have a designated spotter, where required



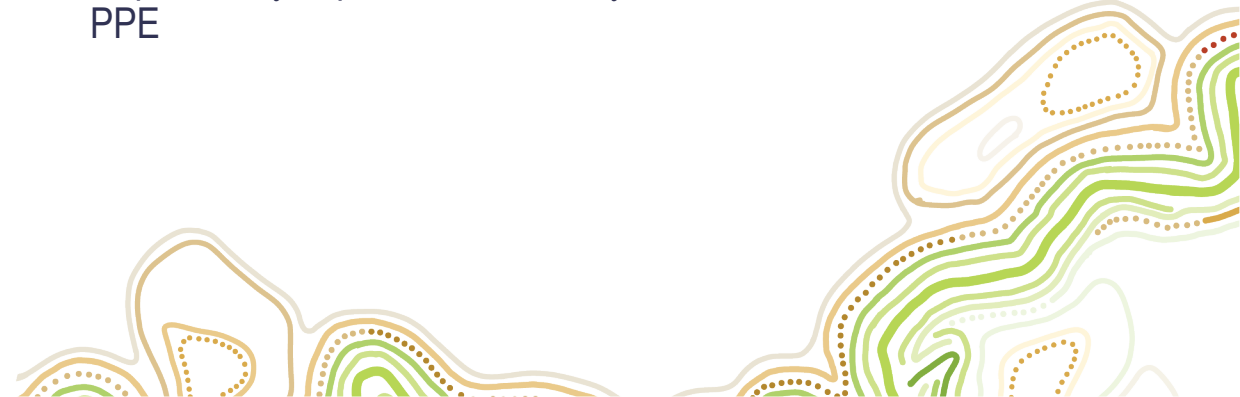


Personal Protection Equipment (PPE)

I will inspect and wear the correct item of PPE for the task being undertaken in my workplace.

I will:

- Always wear the required PPE as defined in, Safe Work Procedures (SWP), Safe Work Method Statements (SWMS), risk assessments and all site rules/regulations.
- Always inspect PPE equipment before use, and replace if required.
- Ensure I am trained in using the PPE that is required for the task and ask a team leader or supervisor if I am unsure
- Ensure all other team members and contractors are wearing the required PPE for the task they are completing
- Always wear the correct PPE when handling hazardous substances in line with the Safety Data Sheet
- Report to my supervisor if I identify that there are insufficient stocks of PPE





Energy Isolation

I will obtain a permit to work and ensure isolation of all energy sources before commencing work.

I will:

- Always obtain authorisation and a valid permit before undertaking any work
- Be trained in the task related SWMS or have completed a risk assessment
- Always attach my personal lock and tag to an identified isolation point
- Confirm all electrical components are isolated and earthed before commencing work
- Always remove my personal lock and tag and sign off the permit when my work is completed



Pre-Task Risk Assessment Hazard Booklet



PRE-TASK RISK ASSESSMENT/ HAZARD ID BOOKLET

1. Review the task
2. Spot the hazards
3. Assess the risks
4. Implement controls
5. Proceed with a task only if safe to do so

**THE EMRC LIFE-SAVING
RULES ARE NEVER TO
BE BREACHED**



Hazard ID Booklet



What are Hazard ID booklets and how are they used?

- Hazard ID books are a tool for workers to report hazards seen while undertaking work.
- All EMRC workers are provided with hazard ID books for their personal use
- Each book contains:
 - **Hazard ID form** – used to identify and record hazards, determine the risk level of a hazards and prioritise the action to take to control the hazard
 - **Pre Task Risk Assessment Form** – used to assess the risk of simple tasks immediately prior to undertaking them



How to Complete a Hazard ID Form



Fill in the site/location, your name and the date

Tick the box most relevant for type of hazard

Brief description of the risk

Determine the risk level (score from 1-25)

Record the action taken or recommend to control the risk

Worker to sign and date

Manager makes comments, signs, dates and undertakes required action

HAZARD ID		HID 00000
Site/location: _____		
Your name: _____		Date: _____
Type of hazard		
<input type="checkbox"/> Behaviour	<input type="checkbox"/> Dust	
<input type="checkbox"/> Biological	<input type="checkbox"/> Guarding	
<input type="checkbox"/> Damage	<input type="checkbox"/> Noise	
<input type="checkbox"/> Energy (electrical)	<input type="checkbox"/> Slip, trips, falls	
<input type="checkbox"/> Environment	<input type="checkbox"/> Spills	
<input type="checkbox"/> Equipment/machinery	<input type="checkbox"/> Substance/material	
<input type="checkbox"/> Ground condition	<input type="checkbox"/> Vehicle	
<input type="checkbox"/> Unfit for work	<input type="checkbox"/> Other: _____	
Brief description: _____ _____		
Risk rating: <input type="text"/> (from the EMRC Risk Matrix)		
Action taken/recommended (Use Hierarchy of Controls) _____ _____		
Signed: _____		Date: _____
Supervisor/Manager comments: _____ _____		
Signed: _____		Date: _____

Pre-Task Risk Assessment



The pre task risk assessment is your personal tool to ensure your safety before you complete a task. It is a way for you to **STOP, THINK** about the task and **ASSESS** the **RISK** before you begin

Pre task risk assessments are to be completed if –

- There is no documented process/procedure for the task – SWMS/SWP/Risk Assessment
- There has been a change to the documented task



PRE-TASK RISK ASSESSMENT/ HAZARD ID BOOKLET

1. Review the task
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How To Complete a Pre-Task Risk Assessment



Fill in your name, the date and the job location

Describe what the task entails

Identify what hazards are relevant for the task

Determine the controls needed and implemented for the task

Determine the risk level after controls are in place

PRE-TASK RISK ASSESSMENT		RA 00000
Name:		Date:
Job Location:		
Step 1: Brief description of task (e.g. Repairing bin)		
Step 2: Identify the hazards for task		
<input type="checkbox"/> Confined space (*PTW) <input type="checkbox"/> Crushing <input type="checkbox"/> Electrical <input type="checkbox"/> Environment <input type="checkbox"/> Ergonomics <input type="checkbox"/> Excavation (*PTW) <input type="checkbox"/> Hazardous Chemicals <input type="checkbox"/> Hot works (*PTW) <input type="checkbox"/> Manual handling <input type="checkbox"/> Moving object <input type="checkbox"/> Noise <input type="checkbox"/> Dust	* PTW: Permit to work needed SWMS / risk assessment required	<input type="checkbox"/> Overhead obstruction <input type="checkbox"/> Poor lighting/visibility <input type="checkbox"/> Slip/trip/fall <input type="checkbox"/> Mobile plant/vehicles <input type="checkbox"/> Uncontrolled energy source (*PTW) <input type="checkbox"/> Unguarded equipment <input type="checkbox"/> Work at heights (*PTW) <input type="checkbox"/> Other (Specify)
Step 3: What is the risk of these hazards (before controls)?		
Risk rating as per the EMRC risk matrix:		
Step 4: What controls must I put in place to reduce the risk?		
<input type="checkbox"/> Barricades/screen <input type="checkbox"/> Correct tools and equipment <input type="checkbox"/> PPE <input type="checkbox"/> Exclusion zone <input type="checkbox"/> Work at heights equipment (e.g. harness, ladder) <input type="checkbox"/> Fit for work <input type="checkbox"/> Guarding <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Head protection <input type="checkbox"/> Hearing protection <input type="checkbox"/> Permit to Work (PTW) <input type="checkbox"/> Relevant licences/training/competency <input type="checkbox"/> SWMS <input type="checkbox"/> Spotter or additional person <input type="checkbox"/> Temp lighting <input type="checkbox"/> Traffic controls <input type="checkbox"/> Positive communication (two-way)	
Step 5: What is the risk after of implementing these controls?		
Risk rating as per the EMRC risk matrix:		
Step 6: If the risk rating is above 13 DO NOT proceed with the task and contact your supervisor immediately		

Stop Work Authorisation

- All EMRC workers are authorised to stop work if they think the task they are completing is unsafe or one of the Life Saving Rules has been breached
- Workers will NOT be punished for stopping work
- The EMRC believes that the health and safety of its workers is a high priority and is committed to continuing to develop a strong Safety First Culture that is driven from the top down.

This card provides you with my authorisation to stop any activity that cannot be undertaken safely or breaches the EMRC lifesaving rules.



A handwritten signature in blue ink, appearing to read "Marcus Geisler".

Marcus Geisler CEO

The EMRC has committed to its safety culture by developing an organisational atmosphere where safety and health is understood to be and accepted as a high priority. It goes beyond formal arrangements to how people **think and act toward safety**. Our safety culture is ultimately influenced by our leaders and as such, we accept that any change to our workplace culture needs to be driven from the top.



Any Questions?

