1. Protecting ourselves and our co-employees from falling objects.

Falling objects

Objects have the potential to fall onto or hit people at the workplace or adjoining areas if precautions are not taken. Adjoining areas could include a public footpath, road, square or the yard of a dwelling or other building beside a workplace. Equipment, material, tools and debris that can fall or be released sideways or upwards are also considered falling objects.

Examples include:

- an object free falling from a structure, such as:
    - roof scaffolding, tools, rock, soil and bricks
    - fixtures including pictures, ceiling panels and white boards that have not been securely fixed,
    - materials that fall from over stacked shelving and

- an object free falling from lifting machinery, a vehicle or other plant equipment, including loads being lifted *(a load, object slipping and falling off the tines of a fork lift)* that are not well secured or are unstable

- an object or material ejected while using machinery or hand tools

- the collapse of an unstable structure including shelves, ladders, benches and mezzanine floors not strong enough to bear the weight of the objects kept on them.

Our Role

We must assess and manage the risks associated with an object falling on a person if it is reasonably likely to injure the person.

Adequate protection must be provided to minimise the risk and protect the person.

When managing risks, the risk must be eliminated, so far as is reasonably practicable. If elimination is not reasonably practicable, the risks must be minimised so far as is reasonably practicable.

This requires each of us to provide and maintain a safe system of work including: fall prevention, so far as is reasonably practicable, and

- fall prevention, so far as is reasonably practicable, and
- if fall prevention is not reasonably practicable—a system to arrest falling objects, so far as is reasonably practicable.

Other control measures can include:

- use of ‘isolation’ or ‘no go’ zones where there is a risk of an object falling into an area. **Objects being carried and people must be completely, physically, distanced and separated.**

(Metal or Hard Substance is no match to flesh, blood and bones!)

- providing appropriate training and supervision
- use of suitable Personal Protective Equipment (PPE).

Administrative controls (such as safe work methods or procedures) and PPE should only be used:

- when there are no other practical control measures are available (as a last resort)
- as an interim measure until a more effective way of controlling the risk can be used, and
- to supplement higher level control measures (as a backup).

Further information and guidance on selecting appropriate control measures is available in the Code of Practice: How to Manage Work Health and Safety Risks.

Worker involvement in the Risk Management Process

A joint risk assessment must be carried out for each and every new task, before the commencement of such a new task. We must always ask the question "what can go wrong?" and take control steps to avoid it happening.

Consultation with workers and their Health and Safety Representatives is required at each step of the Risk Management Process. By drawing on the experience, knowledge and ideas of workers, we are more likely to identify all hazards and choose effective control measures.

Workers should be required to report any hazards and health and safety problems promptly so risks can be managed before an incident occurs.

If there is a Health and Safety Committee for the workplace, it should be engaged in the Risk Management Process as well.

Selecting control measures—fall prevention

Fall prevention must be considered and, so far as is reasonably practicable, implemented before considering options for arresting the fall of objects. Control measures that can assist in protecting persons from falling objects are suggested below.

Securing a load

To prevent objects from falling freely from one level to another when they are being stored a secure physical barrier should be provided.

Items being carried by a Fork Lift (using a harness, straps or chains) must be completely secured so that they cannot slip off the tines and fall down.

Examples of additional control measures include:

- stacking items so they cannot slide, fall or collapse when they are stored above ground level
- using netting or restraining bars to keep items in place when they are stored above ground level so they cannot fall easily if they are disturbed
- following the safe load limit of the storage system when storing items
- ensuring shelving systems, barriers and other fittings are properly secured and well maintained
- inspecting pallets each time before use to make sure they are in a safe condition
- loading pallets correctly to ensure load stability—banding, shrink or stretch wrap can help with this.

Moving a load

When moving a load, a safe means of raising and lowering plant, materials and debris should be provided. Examples of additional control measures include:

- handling equipment such as a fork-lift truck that is suitable for the job is properly inspected, maintained and operated by competent and/or qualified persons as required
- following the safe working load limits and taking into account all relevant factors such as stability of ground conditions, use of outriggers or stabilisers, slewing rate and wind conditions (if applicable)
- making sure the load is balanced and secure when the load is lifted
- enclosing areas that loads are being lifted over, and
- establishing ‘isolation’ or ‘no-go’ zones with barriers and trained workers to restrict access.

Working at a height

Examples of controls for working at heights include:

- keeping large equipment at ground level
- good housekeeping, for example keeping the work area tidy and ensuring materials, debris, tools and equipment that are not being used are out of the way
- if placing an item on a scaffold or platform, providing a secure physical barrier at the edge of the elevated area, such as toe boards or in fill panels that form part of a guardrail system
- tethering or otherwise securing tools and materials to prevent them falling on people below
- keeping tools or other materials away from edges and off of railings or sills
- using chutes when placing debris into a skip below a work area.

Demolition work

Principal contractors and others involved in demolition work must provide adequate protection to ensure objects do not fall onto or hit construction workers or other people in adjoining areas such as a public footpath, road, and the yard of a dwelling or other building.

Selecting control measures—fall arrest

When considering control measures to contain or catch falling objects, identify the types of objects that could fall, as well as the fall gradient and distance, to ensure that any protective equipment or structures are strong enough to withstand the impact forces of the falling object.

Examples of these control measures include:

- erecting a covered pedestrian walkway
- erecting a catch platform with vertical sheeting or perimeter screening, and
- providing overhead protection on mobile plant.

Maintaining control measures

Each relevant Company must ensure control measures are:

- suitable for the nature and duration of the work
- installed and used correctly, and
- maintained in good working order.

Reviewing control measures

Controlling health and safety risks in the workplace is an ongoing process that needs to take into account changes and new tasks in the workplace. This is why procedures and risk control measures must be reviewed regularly to ensure they are still current and effective.

More information

More information about the risk management process is available in the Codes of Practice: How to Manage Work Health and Safety Risks and Construction Work.

Codes of Practice and other resources are available on the Safe Work Australia website: http://www.safeworkaustralia.gov.au/Pages/default.aspx

2. Finger, Hand, and Wrist Injuries

Attached below is some information below on **finger, hand and wrist injuries and how we can take some basic precautions** to avoid same....

Overview

At one time or another, everyone has had a minor injury to a finger, hand, or wrist that caused pain or swelling. Most of the time our body movements do not cause problems, but it's not surprising that symptoms develop from everyday wear and tear, overuse, or an injury.

Finger, hand, or wrist injuries most commonly occur during:

- Sports or recreational activities.
- **Work related tasks.**
- Work or projects around the home, especially if using machinery such as lawn mowers, snow blowers, or hand tools.
- Accidental falls.
- Fistfights etc.

The risk of finger, hand, or wrist injury is higher in contact sports, such as wrestling, football, or soccer, and in high-speed sports, such as biking, in-line skating, skiing, snowboarding, and skateboarding. Sports that require weight-bearing on the hands and arms, such as gymnastics, can increase the risk for injury. Sports that use hand equipment such as ski poles, hockey or lacrosse sticks, or racquets also increase the risk of injury.

In children, most finger, hand, or wrist injuries occur during sports or play or from accidental falls. Any injury occurring at the end of a long bone near a joint may injure the growth plate (physics) and needs to be evaluated.

Older adults are at higher risk for injuries and fractures because they lose muscle mass and bone strength (osteopenia) as they age. They also have more problems with vision and balance, which increases their risk of accidental injury.

Most minor injuries will heal on their own, and home treatment is usually all that is needed to relieve symptoms and promote healing.

Sudden (acute) injury

An acute injury may occur from a direct blow, a penetrating injury, or a fall, or from twisting, jerking, jamming, or bending a limb abnormally. Pain may be sudden and severe. Bruising and swelling may develop soon after the injury. Acute injuries include:

- **Bruises.** After a wrist or hand injury, **bruising** may extend to the fingers from the effects of gravity.
- Injuries to **ligaments,** such as a **skier's thumb** injury.
- Injuries to **tendons**, such as **mallet finger.**
- Injuries to joints **(sprains).**
- Pulled muscles **(strains).**
- Broken bones **(fractures)**, such as a **wrist fracture.**
- **Dislocations.**
- Crushing injury, which can lead to **compartment syndrome.**

Prevention

The following tips may prevent finger, hand, and wrist injuries.

Before carrying on any task, please discuss with your Supervisor and ensure that you are wearing the correct and adequate PPE (Personal Protective Equipment) which will safe guard your fingers, wrist and hands. All Tasks carried out on the Field, Production and Warehouse floors must be supported with Standard Operating Procedures (SOPs) which must be communicated, understood and signed off with the Supervisor and Employee, as agreement to FULL COMPLIANCE.

Do exercises that strengthen your hand and arm muscles.

Teach safe hand and wrist movements to avoid an injury.

Reduce the speed and force of repetitive movements in activities such as hammering, typing, knitting, quilting, sweeping, raking, playing racquet sports, or rowing.

Change positions when you hold objects, such as a book or playing cards, for any length of time.

Use your whole hand to grasp an object. Gripping with only your thumb and index finger can stress your wrist.

Consider wearing gloves that support the wrist and have vibration-absorbing padding when working with tools that vibrate.

Use safety measures, such as gloves, and follow instructions for the proper use of hand and power tools.

Use caution when using knives in preparing food or craft activities. Supervise a child using knives or sharp scissors in craft activities.

Wear protective gear, such as wrist guards, in sports activities. Be sure to learn what you can do to help prevent injuries for your child too.

Review your work posture and body mechanics.

Organize your work so that you can change your position occasionally while maintaining a comfortable posture.

Position your work so you do not have to turn excessively to either side.

Keep your shoulders relaxed when your arms are hanging by your sides.

When using a keyboard, keep your forearms parallel to the floor or slightly lowered, and keep your fingers lower than your wrists. Allow your arms and hands to move freely. Take frequent breaks to stretch your fingers, hands, wrist, shoulders, and neck. If you use a wrist pad during breaks from typing, it's best to rest your palm or the heel of your hand on the support, rather than your wrist.

General prevention tips

· Wear your seat belt in a motor vehicle.

· Don't carry objects that are too heavy.

· Use a step stool. Do not stand on chairs or other unsteady objects.

· Wear protective gear during sports or recreational activities, such as roller-skating or soccer. Supportive splints, such as wrist guards, may reduce your risk for injury.

· Warm up well and stretch before any activity. Stretch after exercise to keep hot muscles from shortening and cramping.

· Use the correct techniques (movements) or positions during activities so that you do not strain your muscles.

· Avoid overusing your hand and wrist doing repeated movements that can injure your bursa or tendon. In daily routines or hobbies, examine activities in which you make repeated arm movements.

· Consider taking lessons to learn the proper techniques for sports. Have a trainer or person who is familiar with sports equipment check your equipment to see if it is well suited for your level of ability, body size, and body strength.

· If you feel that certain activities at your workplace are causing pain or soreness from overuse, talk to your Supervisor for information on other ways of doing your job or to discuss equipment modifications or other job assignments.

Keep your bones strong

Eat a nutritious diet with enough calcium and vitamin D, which helps your body absorb calcium. Calcium is found in dairy products, such as milk, cheese, and yogurt; dark green, leafy vegetables, such as broccoli; and other foods.

Exercise and stay active. It is best to do weight-bearing exercise, such as walking, jogging, stair climbing, dancing, or lifting weights, for 2½ hours a week. One way to do this is to be active 30 minutes a day, at least 5 days a week. In addition to weight-bearing exercise, experts recommend that you do resistance exercises at least 2 days a week. Talk to your doctor about an exercise program that is right for you. Begin slowly, especially if you have not been active. For more information, see the topic Fitness.

People who excessively drink may be at higher risk for weakening bones (osteoporosis). Alcohol use also increases your risk of falling and breaking a bone.

Smoking puts you at a much higher risk of developing osteoporosis. It also interferes with blood supply and healing.

SO LETS TAKE EXTRA CARE AND PRECAUTIONS TO SAFE GUARD OUR PRECIOUS LITTLE FINGERS AND HANDS!!!!

3. Heavy Vehicles National Law - Chain of Responsibility.

1. Chain of Responsibility –what is it

If an employer consigns, packs, loads or receives goods as part of their business, they could be held legally liable for breaches of the Heavy Vehicle National Law (HVNL) even though they have no direct role in driving or operating a heavy vehicle. In addition, corporate entities, directors, partners and managers are accountable for the actions of people under their control. This is the 'chain of responsibility' (COR).

2. Chain of Responsibility for Transport drivers

There are now significant penalties and fines for business if they are not compliant with their Chain of Responsibility obligations. Specifically, those individuals making the major decisions within an organisation, which the law ambiguously refers to as "executive officers"?

Section 636 of the HVNL provides that executive officers will be jointly and personally liable for a company's breaches of:

- Speed limit requirements;
- Fatigue management requirements; and
- Mass, dimension or load restraint requirements.

There are two levels at which that liability can come about.

The first is where an executive officer **knowingly permits or authorises** conduct constituting an offence under the HVNL. The executive officer must be actively aware of and involved in the conduct which constitutes an offence.

But the second level of liability is the most significant and employers must be aware.

If you're an executive officer and your organisation is found to have breached the HVNL –and you **knew or reasonably ought to have known** of the offending conduct, or that there was **a substantial risk** of an offence being committed –then you're also liable.

3. Reasonable Steps

An individual in the supply chain can claim a 'reasonable steps 'defence if they can show they did not know or could not reasonably have been expected to know that a breach had occurred. In making a 'reasonable steps' claim an individual also has to prove:

- they took all reasonable steps to prevent the breach, or

- there were no reasonable steps they could have taken to prevent the breach.

There are no restrictions on the ways in which an individual can demonstrate that they took reasonable steps; reasonable steps will vary depending on circumstances.

To address the reasonable steps defence, internal policies must include methods to identify, assess, control, monitor and review situations that put driver safety at risk.

These include:

•Risk identification –What could happen?

•Risk assessment –What is the likelihood it may happen?

•Risk control –What can we do about it, or to prevent it?

We must have a set of policies as well as ensure that all employees (including existing and new employees) are trained in their use. The policies should be comprehensive yet flexible enough to allow for changes **through regular review**, in response to accidents/incidents or at times when things just go wrong.

4. Some examples of reasonable steps include:

•conducting regular audits of work schedules and work records

•regularly reviewing business activities, processes, policies and written instructions and identifying how best to manage outcomes and prevent offences

•implementing processes to be used after unexpected delays or times when things just go wrong

•planning for driver rest breaks with some consideration for unexpected traffic delays when creating trip timetables

•providing accurate weights of containers and ensuring loads will not exceed vehicle mass or dimension limits

•positioning and securing loads to ensure they remain stable for the entire journey

•if a breach occurs putting procedures in place to prevent similar breaches or issues from happening again

•establishing a risk management plan

•conducting training to develop staff awareness of business policies and procedures and their obligations; such as fatigue management, speed compliance, loading and unloading

•ensuring staff is not just aware of their obligations, but are actively engaged in implementing practices.

We must ensure that all our Transport Subcontractors adhere to, sign up to and follow the above. We must ensure that the above forms the "minimum requirement" of our Terms of Engagement with our Transport Sub-contractors.

Most importantly, we must ensure that our goods are

(1) properly loaded,

(2) are within carrier's carrying weight limits,

(3) are safely secured on the truck and
(4) We give the carrier reasonable time frame to safely reach the destination.