



SAFETY MANAGEMENT MANUAL

ALPHA PMS PTY LTD

ACN: 145575337

33 CURRUMBIN CREEK ROAD

PO BOX 16

CURRUMBIN QLD 4223

ALPHA PMS COMMITMENT TO QUALITY

Alpha PMS is committed to:

- Ensuring that staff have adequate equipment and procedures to work safely.
- Maintaining a safe environment for customers when work is being conducted.
- Ensuring that all completed work is tested and safe.
- Maintaining the competency and skill of staff at a high level.
- Only using staff that are competent and are skilled in carrying out the relevant activity.
- Complying with all Regulatory requirements.
- Regularly auditing the work of its workers to ensure compliance with company policies.
- Responding to customer enquiries in a timely manner.

Colin Clark
Director

Daniel
Director

Date:.....

ALPHA PMS PERSONAL & QUALIFICATIONS

Personal:

Colin Clark	Director
Dan Clark	Director
Andrew Brien – Hampton	Fitter and Turner / Pump Technician
Bernard Doepel	Electrical Mechanic / Mechanical Services
Clint Fleming	Apprentice Electrician
Kathy Marris	Administration Manager

Qualifications:

Colin Clark:	QLD Electrical Lic NSW Electrical Lic Queensland Contractors Lic CPR
Dan Clark:	QLD Electrical Lic QLD Contractor Lic First Aid Certificate Safety Awareness Course CPR Certificate. Switch Board Rescue Certificate. Confined Space Supervisor Certificate Confined Space Awareness Certificate Explosive Tools Certificate Boom lift 11m Lic. Construction Wiring Certificate. QLD Site Induction Card
Andrew Brien – Hampton:	QLD Restricted Electrical Licence Fitter and Turner Confined Space Awareness Course QLD Site Induction Card CPR
Bernard Doepel	QLD Electrical Mechanic NSW Electrical Mechanic Confined Space Awareness Course QLD Site Induction Card CPR
Clinton Fleming:	Apprentice Electrician Confined Space Awareness Course CPR QLD Site Induction Course

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1 SAFETY

1.1 Safety Policy

Safety is of paramount importance and Alpha PMS will provide safety equipment and safety training to all staff. Regular audits will be conducted on staff to ensure they are working safely.

All persons working for Alpha PMS will comply with the Electrical Safety Act 2002, Electrical Safety Regulation 2002, Workplace Health & Safety Act & Regulation and any other appropriate standard. The company will endeavour to complete all projects in a safe manner so that persons are not at risk due to any unsafe environment or unsafe work practices. Staff are encouraged to be innovative and creative in the implementation of policies and procedures so as to provide an accident free workplace, which provides safety for the public, visitors, sub-contractors and their employees.

Company Management will fulfil their obligations under the Electrical Safety Act 2002 and Electrical Safety Regulation 2002 and Building and Construction Act 2002 by

- Developing operational procedures and providing training to staff to ensure that all work complies with requirements and is electrically and mechanically safe.
- Ensuring that all electrical equipment, tools and safety equipment is regularly tested/examined to enable all work to be completed in a safe manner.
- Instructing staff in the correct use of PPE and other equipment so that all person have the knowledge to work safely and ensure a safe work place for others.

Employees will fulfil their obligations under the Electrical Safety Act 2002 and Electrical Safety Regulation 2002 and Building and Construction Act 2002 by:

- Complying with employer instructions and ensuring that all electrical and mechanical work is examined and tested to ensure it is safe.
- Using PPE, instruments, tools and safety equipment to complete all work in a safe manner and in compliance with legislative requirements,
- Not to wilfully interfere or misuse anything that may create an unsafe situation for themselves and others.

All workers will adopt a "Test Before Touch" and will use a lock out system and approach and treat all conductors and equipment as live until proven otherwise.

Every safety incident or accident will be reported and investigated in accordance with 8.2 - Accident Reporting and Investigation.

1.2 Personal Protective Equipment

Staff at the worksite will use Personal Protective Equipment relevant to the work being carried out. It is the responsibility of each employee to regularly examine their personal protective equipment to ensure it is in a satisfactory condition so that work may be carried out safely.

Audits will be conducted to ensure personal protective equipment is being used appropriately and is in a satisfactory condition.

1.3 Safety Equipment

Staff at the worksite will use safety and operating equipment relevant to the work being carried out. It is the responsibility of every employee to regularly examine every item of safety equipment they are using to ensure the equipment is in satisfactory condition and suitable for the work being carried out.

Audits will be conducted to ensure safety equipment is being used appropriately and is in a satisfactory condition.

1.4 Working Live

Alpha PMS will comply with the requirements of the Electrical Safety Act 2002 with regard to live work. Live work will only be carried when no other alternative is possible. Live testing and fault finding is live work. Live work will only occur following the completion of a written risk assessment and the implementation of identified control measures. Live work will be in accordance with the companies live work procedure.

Live electrical work will only be carried out in the following circumstances:

- it is necessary in the interests of safety, whether or not electrical safety, for the work to be performed while the electrical equipment the subject of the electrical work is energised;
- a supply of electricity is necessary for the proper performance of the electrical work;
- there is no reasonable alternative to performing the electrical work by live work;

A written risk assessment must be completed prior to any live work being carried out. The risk assessment will determine whether a safety observer is required at the worksite.

With the exception of testing or faultfinding, when a customer stipulates that live work is to be carried out, they will be required to sign an acknowledgment that:

- no reasonable alternative is available
- they are aware of the requirements for live work
- are aware of their obligation to provide a safe workplace
- they accept responsibility for any incident that may occur due to the live work.

Additional cost or inconvenience is not accepted as a reason for live work.

Live work shall only be carried out after being approved by the General Manager or Project Supervisor of Alpha PMS.

1.5 Risk Assessments

A risk assessment will be conducted on every job. Identified safety control measures will be implemented. The risk assessment process will be conducted in accordance with company policy and forms.

The format will be:

1. Identify hazards
2. Assess risks that may result because of the hazards
3. Decide on control measures to prevent or minimise the level of risks
4. Implement control measures
5. Monitor and review the effectiveness of the control measures.

A written risk assessment will be completed whenever live electrical work is being performed (including testing and faultfinding).

It may also be considered necessary to conduct a written risk assessment on large or difficult work activities where live work is not required.

Staff will be provided with risk management training.

1.6 Safety Meeting

Safety/tool box meetings will be held on a regular basis. All permanent technical staff will be required to attend. Administration, casual and contract staff will attend at the direction of the Manager.

Minutes will be made of each meeting and will be retained for two years. Those who attend will be required to sign an attendance sheet

A copy of the minutes will be posted on the staff notice board or other convenient position. Each person who could not attend the meeting will be handed a copy of the minutes and will be required to sign for acceptance of the document.

1.7 Safety Procedures

Sections 9 – Electrical Procedures and Section 10 – WH&S Procedures list the safety and operational procedures used by Alpha PMS for common activities and legislative requirements. Other documents will be developed when work activities identify situations that require a standard operating or safety procedure. Staff are trained in procedures that apply to their work activities.

1.8 Forms and Procedures

Forms and procedures are contained in a separate Forms Manual and two separate Procedure Manuals.

2 EMPLOYMENT

2.1 Staff records

A file will be maintained on each staff member. The file will contain:

- Application for Employment
- Personal contact details.
- Copies of relevant technical or other certificates.
- Copy of current licenses if the person drives a company vehicle or operates an item of plant.
- Details of any relevant courses completed.
- Copies of recent audit sheets
- Copies of any significant defects, listed on the distributors inspection report, which can be attributed to the person.
- Copies of any notices issued by the Department of Industrial Relations.
- Details of any disciplinary action

The above details will also be retained on any casual or contract technical staff.

2.2 Induction

All staff will participate in a company induction. Company policies, safety requirements, operating procedures and obligations will be advised. Participants will be required to sign a document acknowledging their attendance at the induction session and that they understand, agree with and will comply with all company policies. Induction will occur before a new staff member commences work. Any signed document that relates to induction will be included in the employees personnel file.

Technical staff will be required to complete a technical induction that will assess the persons knowledge of AS/NZS 3000, testing procedures, risk assessment and relevant knowledge of the electrical safety legislation.

Before any new staff member is permitted to work alone, an experienced staff member will accompany them on a number of jobs to determine whether they are capable and competent to carry out the required duties. The number of jobs will be determined by the Manager and will cover the different type of activities the worker is expected to complete. A record of this original competency assessment will be maintained in the employees personnel file.

This process will also include casual and sub-contractor staff.

2.3 Sub-Contractor and Consultants

Details will be maintained on all sub-contractors and consultants that carry out work on customer's premises on behalf of Alpha PMS. This will include electrical and non-electrical contractors.

3 SUPERVISION

3.1 Staff Supervision

A supervisor is nominated to be responsible for each separate work site. This person may change if the job progresses over a period of time. The name of the supervisor will be listed on the job card.

It is the responsibility of the supervisor to comply with the companies' procedure on site supervision and in particular ensure that:

- A risk assessment is conducted, all work is carried out in a safe manner, and that the work site is safe for all persons.
- Workers are licensed and competent to carry out their allocated duties.
- Work complies with the appropriate standards, and the correct electrical tests are completed.
- Work is completed in accordance with the customer's instructions and is "fit for purpose".
- Electrical work that does not comply with the Electrical Safety Act 2002 and Electrical Safety Regulation 2002 or does not conform to the relevant technical standard is not carried out.
- Live work, with the exception of testing and fault finding, is not carried out unless approved by the Managing Director.

Electrical workers will only be supervised by persons who have at least the same level of electrical licence.

3.2 Apprentices

Alpha PMS will comply with all legislative requirements for the training of apprentices. Whenever an apprentice is at the work site a tradesperson will be nominated to be responsible for the activities of the apprentice. The name of both the apprentice and the tradesperson will be listed on the job sheet.

The level of supervision necessary for a particular apprentice will be related to the type of electrical work being performed, the adequacy of the apprentices training and the competency level of the particular apprentice.

An apprentice who has not completed the first 6 months of their apprenticeship:

- Will not work in the immediate vicinity of exposed live high voltage
- Will not work where there is a risk the person could come into contact with a live low voltage exposed part.
- Cannot be a safety observer.
- Will not work on mechanical services unsupervised
- Enter confined space designated areas

3.3 Control of Customer's Requirements

The supervisor is to ensure that the work is completed to the customer's satisfaction and that the installed equipment is capable of working safely and correctly. If the customer requests that additional work be carried out or the initial agreed work activity is altered the supervisor is to:

- Record all changes on the job card
- Agree on a revised price with the customer.
- Obtain the customer's signature, authorising the changes, on the job card or other suitable document.

4 TOOLS, PLANT AND EQUIPMENT

4.1 Vehicles and item of plant.

All company owned or privately owned vehicles, used on company business, will be properly maintained. The Manager will develop a schedule for regular vehicle maintenance. A record of petrol and maintenance costs will be retained for each company owned vehicle. All vehicles and items of plant will be registered, roadworthy, regularly maintained and kept in a clean condition to the satisfaction of the Manager. This includes vehicles and item of plant not owned by the company but used for company business. The owner or driver is responsible for ensuring this happens. The company will retain copies of all legal documents relating to the registration and insurance of vehicles and plant.

Persons with the appropriate licence will only operate plant.

All staff will comply with the motor vehicle policy contained in the Company Policy.

4.2 Electrical Test Equipment

Electrical safety test equipment will be either:

- Tested on a regular basis
- Tested before use

4.3 Safety Equipment

Safety equipment will be either:

- Tested/checked on a regular basis and documented
- Tested before use

4.4 Test and Tag

The test and tag requirements for specified electrical equipment, extension leads and portable outlet devices will depend upon the class of work for which the item is being used. RCD's will be tested as required by the electrical safety legislation and AS/NZS 3760.

4.5 Before Use Inspection

On each occasion before an item is used it shall be inspected to ensure it is in good working order. The item will be visually inspected for any damage or defect. If the equipment has any defect or a test date indicates the item is out of test, it will be withdrawn from service, tagged as faulty and not used until it is repaired, tested or destroyed.

5 ELECTRICAL WORK

All electrical work will be carried out in accordance with the requirements of AS/NZS 3000, any other relevant standard and will comply with the Electrical Safety Act 2002 and the Electrical Safety Regulation 2002. Electrical installations or electrical equipment will not be connected to supply with any known defect.

5.1 Testing of Electrical Work

All electrical work will be inspected and tested to ensure it complies with the electrical safety legislation and is electrically safe. Electrical testing will be in accordance with Section 6 of AS/NZS 3000. Test results will be recorded on the job card or a separate test record depending on the type and size of the work activity. The name of the person who carried out the testing will be recorded on the test record and the person will sign the test record. Only electrical workers who have been assessed as competent to perform electrical testing will be permitted to test.

5.2 Electrical Test Equipment

Test equipment will be tested as detailed in the company procedures. Company owned and privately owned test equipment used for testing electrical work performed by the company will be included on an equipment test schedule. Records of tests will be retained for five years.

5.3 Site Safety

To ensure the safety of workers, isolation points will be locked and tagged in accordance with the company procedures so that all mechanical equipment is protected and worker is protected from the mechanical equipment. This is also a requirement of the Electricity Safety Regulation 2002.

5.4 Site Inspection Before Leaving

Before leaving the site a visual inspection will be conducted to ensure that all cables have been correctly terminated, the installation is electrically and mechanically safe, work area is left clean and tidy or left in the same condition as it was found upon arrival of works outlined and completed work complies with the relevant standards and is in accordance with the customer's requirements.

6 TRAINING AND ASSESSMENT

6.1 Staff Training

Staff training needs will be assessed in January of each year. Internal and external training will be made available to staff to improve technical competencies.

6.2 Procedure and Competency Audits

Audits will be conducted on regular basis to ensure that electrical work complies with all requirements. Audits will be conducted in accordance with an audit schedule. The Manager will appoint an auditor to conduct audits. Completed audit forms will be retained in the employees personnel file for a period of at least two years.

The auditor will be a person who is competent to assess the accuracy and relevance of company procedures and is familiar with electrical safety requirements. The in auditor will understand the responsibilities accordance with Workplace Health and Safety legislation.

Audits on new employees will be conducted once a month for the first three months. Existing employees will be audited generally every three months. More frequent audits will be conducted if the performance of a particular worker is considered unsatisfactory. The time period between audits for a person with a high performance level may be extended.

When non-conformances are identified they will be immediately discussed with the relevant person.

Audits will include permanent, casual and sub-contract staff.

6.3 Self Audits

As a self-audit, safety check, and vehicle audit each worker will complete a self-audit on 10% of their work. This will involve the worker completing the audit form. The completed form is to be handed to the manager who will review the results. The form will be retained in the electrical worker's personnel file until the next scheduled audit.

7 MAINTAINING STANDARDS

7.1 Control of Documents

All company documents will be reviewed each January. A record will be maintained of the review process. The Manager will approve changes to documents and a record of the approval will be retained. A copy of all amended documents will be retained for a minimum of 2 years.

Any change to procedures, amendments to manuals or new documents will generally be issued to staff at the safety meeting. Staff will be required to remove redundant documents from their manuals at this time. Discussions on changes will be held at the staff meeting.

A record of all documents issued to each person will be maintained. A signature from the staff member will be required for the issue of PPE, standards and any other significant documents. This record will be maintained in the staff member's personnel record file. This requirement includes casual and contract staff. .

7.2 Control of Records

The following documents will be retained for five years:

- Certificate of Test issued to the customer.
- Record of tests on testing instruments.
- Record of tests on safety equipment.

Records may be in either hard copy or in an electronic format. All electronic documents will be backed-up off site on a weekly basis.

7.3 Customer Complaints

Customer complaints will be treated seriously. Complaints will be recorded on a Customer Complaints form and investigated by the Manager. Every effort will be taken to finalise customer complaints within 7 days.

8 OBLIGATIONS

8.1 Registration and Licences

A schedule will be maintained of all registrations and licences to be renewed in the year to ensure the company meets its obligations with regard to maintaining its proper legal authorities. A projected schedule for the coming 5 years will also be maintained to identify future responsibilities. The schedule will include, amongst other items, the anticipated dates for licence renewal of all staff.

8.2 Accident Reporting and Investigation

Every incident that results in either a person being injured or could cause injury will be immediately reported to Management. The accident/incident will be reported and actioned in accordance with the company procedure.

8.3 Safety in Customer's Installations

If an unsafe situation is discovered in a customer's installation the following will occur:

- Discussion will be held with the customer to repair the defect.
- If the customer will not agree to repair the defect the customer is to be advised that the defect should be disconnected. An electrical contractor / fiiter and turner does not have the authority to disconnect any part of a customer's installation without the approval of the customer. This includes unsafe situations.
- If the customer does not agree to disconnection, an attempt will be made to obtain permission to carry out temporary repairs to make safe.
- If this cannot be achieved the electricity distributor or appropiate distributor is to be advised. The name of the person to whom the report was given will be recorded as well as the time of the report.
- If the customer agrees to the defect being disconnected or temporary repairs are made, a report in writing will be handed to the customer stating that permanent repairs are required. The worker will retain a copy of the report.

If unsatisfactory installation work completed by another contractor is discovered, the matter is to be reported to the on site Manager and Manager of Alpha PMS

8.4 Defects reported by a Distributor

When a distributor, for any reason, does not connect an installation an immediate investigation will be conducted to identify the reason and the steps necessary to ensure connection.

Any other defect identified by a Distributor will be rectified within 5 working days. All defects will be investigated by the Manager to identify why the defect occurred and what steps should be taken to ensure the situation does not occur again.

8.5 Test Certificate issued to Customer

The Certificate of Test issued to the customer following electrical work will be included on the invoice. In the event that no-charge work requires testing, a no-charge invoice will be issued to the customer to satisfy the legislative requirements. The certificate will be issued to the company's customer and not necessarily the owner of the installation where the electrical work was completed. A copy of the certificate will be retained for five years.

8.6 Reference Documents

The following documents will be available in the Alpha PMS office for reference. They may be in either electronic or hard copy format.

Electricity Safety Act 2002
Electricity Safety Regulation 2010
Code of Practice for Electrical Work
Australian Standard that relate to the companies work activities.
Workplace Health & Safety Act 1995
Workplace Health & Safety Regulation 1997

ELECTRICAL PROCEDURES

EP1	Electrical safety obligations
EP2	Work process flowchart
EP3	Live work policy
EP4	Control measures for testing electrical equipment
EP5	Safety precautions when working on electrical equipment
EP6	Testing of electrical instruments
EP7	Before use inspection of test instruments
EP8	Testing of electrical safety equipment
EP9	Before use inspection of electrical safety equipment
EP10	Safety tag and lock out
EP11	Working in the vicinity of exposed live parts
EP12	Accident/Incident reporting and investigation
EP13	Workplace electrical installations
EP14	Visual safety inspection of an electrical installation
EP15	Testing an electrical installation

MECHANICAL PROCEDURES

- MP01 Mechanical Safety Obligations
- MP02 Safety precautions when working on Mechanical equipment
- MP03 Control measures for testing Mechanical equipment
- MP04 Safety tag and lock out
- MP05 Visual safety inspection of a mechanical installation

WORKPLACE HEALTH & SAFETY PROCEDURES

- WP1 Entering a trench more than 1.5m deep
- WP2 Using explosives
- WP3 Working in a confined space zone
- WP4 Hazardous substances and MSDS
- WP5 Working at heights
- WP6 Correct use of ladders
- WP7 Safe working with asbestos
- WP8 Safe handling of needles and syringes.
- WP9 Temporary work platform or scaffold

Safety Work Method Statements

SWMS001	Confined Spaces
SWMS002	Working off Ladders
SWMS003	EWP - Scissor/Boom
SWMS004	Installation of Sub Mains/Sub Circuits
SWMS005	Installation of Consumer Mains
SWMS006	Using of Safety Equipment
SWMS007	Using Electrical Tools & Equipment
SWMS008	Manual Handling
SWMS009	Conduit Work
SWMS010	Live Work
SWMS011	Electrical Work
SWMS012	Live Work Testing
SWMS013	Locking out Electrical Equipment
SWMS014	Working at Heights
SWMS015	Trenching
SWMS016	Pump Service
SWMS017	Mechanical Plant & Equipment Service
SWMS018	Installation/Replacement of Valves, Non Return Valves and PVC Pipe
SWMS019	Alignment of Plant & Mechanical Equipment
SWMS020	Installation/Replacement of Switch Boards & Control Panels
SWMS021	Installation of Submersible Pumps
SWMS022	Installation of Electric & Engine Driven Motors
SWMS023	Installation of Mechanical Ventilation and Extraction Fans & Equipment
SWMS024	Installation of Electrical Controlling Equipment & Devices
SWMS025	Mechanical Servicing of Building Services
SWMS026	Works in Existing Switch Boards & Control Panels
SWMS027	Installation of Cable Supports, Ladder Tray and Perforated Tray
SWMS028	Welding and Hot Works

Company Forms

Form 1:	Blank SWMS Procedure Form
Form 2:	Company Induction
Form 3:	Accident – Incident Form
Form 4:	Employee Leave Form
Form 5:	Change of Employee details
Form 6:	Electrical Safety Report
Form 7:	Electrical Test Record
Form 8:	Hazardous Substance Risk Assessment Form
Form 9:	MSDS Register
Form 10:	On site Risk Assessment
Form11:	PPE Register
Form 12:	Issue of Tools and Equipment Register
Form 13:	Licence Registration Renewal Schedule
Form14:	Live Work Application and Check List
Form 15:	Safety Equipment Inspection Schedule
Form 16:	Test N Tag Register
Form 17:	Tool Box Meeting Form
Form 18:	Plant Schedule
Form 19	Weekly Time Sheets
Form 20	Service Maintenance Report