

ATLANTIC PLUMBING SERVICES OCCUPATION HEALTH AND SAFETY POLICY



**ATLANTIC
PLUMBING SERVICES**

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The management of **Atlantic Plumbing Services** recognizes the need to provide, promote and maintain a Safe and Healthy-working environment. Our basic aim to provide this Safety policy to ensure all management and staff are aware of their individual responsibilities in providing a safe working environment for all. Our procedures are based on commonsense, appropriate work place practices and the maintenance of tools/equipment in good working order.

The aim of the policy is to ensure all employees make every effort to prevent Accidents/Injury, by means of respected Safe working practices, thus alleviating injuries, absence and risk to public safety.

All employees and staff prior to starting work are to undertake in house OH&S training program to ensure compliance and understanding of existing in house paper work and procedures.

Site specific Occupational Health and Safety issues are followed up via induction and /or refresher courses as required.

The following are areas of our Safety Plan we aim to provide and maintain to promote a Safe and Healthy working Environment and work practices.

Employees in accordance with relevant awards are issued with personal Protective Safety Equipment, to be worn at all times while performing Company duties. Site supervisors will maintain safety awareness and supervision of work practices on a daily basis to insure employees perform all duties in accordance with documented safety procedures, basic procedures. Minimum requirements are as follows:

1. Employees to wear safety hats and protective clothing, including ear protection around noisy machinery, eye protection around any operation where sparks, splinters, shavings or filings are emitted and masks should be worn when using material that could be harmful, i.e. Fibreglass and rock wool insulation.
2. Persons affected by alcohol or drugs shall not be permitted to carry out any work on site.
3. Co-operate and obey instructions given for their own Safety and Health of themselves and other, obey Safety advisory signs.
4. All employees be instructed and make aware of all relevant Site Safety procedures, take reasonable care for their own Safety and that of other persons who may be affected by their acts.
5. Electric leads shall be rated at 15 amps, be suitably tested and tagged as safe. Leads should be checked for damage prior to use and taken from the nearest point of supply confined to be floor of origin. Leads should be supported clear of floor by use of stands or run through protective covers, which in turn do not create a hazard. Turn power leads off which not in use and disconnect.

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6. All extension and stepladders are of good working order, complete with safety shoes. Ladders or steps shall only be used when works can be carried out in a safe and tradesmen like manner, when ladder steps positioned on a stable and flat surface. The safe working height on a pair of stepladders is 1.8 metres, where limited space does not allow for scaffold use, and a ladder is required.
7. Scaffolding shall be strictly in accordance with the applicable regulations in force at time of installation. Scaffolds shall be in a fully serviceable condition and shall be erected by a licensed scaffolder where applicable.
8. All power tools to be tested and tagged as per statutory requirements, have all relevant priority safety guards fitted and are used in accordance with manufacturers recommendations and instructions.
9. All gas cylinders, oxy and acetylene weld kits are supplied with trolley, fire extinguishers, flash back arrestors, where bottles cannot be used in trolley they are to be place on their side to avoid falling with the exception of acetylene bottles which must remain in upright position. Adequate fire protection must be used to protect areas where fire risk exists during welding, grinding and the like. Welding screens and Danger signs must be provided when electric welding in process.
10. Duct work and equipment within confines of building to be positioned by means of Mechanical hoists, jack or chain blocks, ensuring hoists and jacks are positioned on flat stable surfaces, prior to lifting, chain blocks, slings and shackles are of adequate size to perform the duty required.
11. Work areas to be kept clean and clear, openings in floors to be securely covered and/or have safety rails all in accordance with statutory requirements. Employees to be shown first aid and emergency evacuation locations. Report all potential risk areas of work, where there are no apparent safety procedures.
12. Report all accidents and incidents so remedial action required and/or advance may be given, to prevent further occurrence or possible accident happening.
13. Scissor lifts and fork lifts to be regularly maintained, and in a serviceable condition, Scissor lifts to be operated only by trained operators, and lowered when being manoeuvred, a maximum of two persons are to ride a scissor when being driven. The scissor lift is to work within its documented safe working load, and personnel to work within the confines of the platform, not reaching out beyond, but lowering relocating and raising to reach the desired area from the confines of the platform.



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Management September 2008

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