



AMALGAMATED PEST CONTROL

OCCUPATIONAL HEALTH & SAFETY

INDUCTION HANDBOOK



Table of Contents

Introduction.....	4
Legislation	5
Obligations.....	6
People in Control of a Workplace.....	7
Obligations of Employers	7
Workers and Other Persons	7
Accidents	8
Accident/Incident Reporting.....	9
Types of events that must be reported:	9
The Right Attitude	10
Stick to the Rules	10
Unfamiliar Workplaces.....	11
Share What You Know	11
Take Good Advice.....	11
Housekeeping	12
Keep Your Eyes Open	12
Drugs and Alcohol	12
Risk Management.....	13
Step 1: Hazard Identification.....	13
Step 2: Assess the Risks.....	14
Step 3: Controlling the Risk.....	14
Occupational Health and Safety Plans	15
Safe Work Method Statements	16
What is a SWMS?.....	16
The Right Personal Protection.....	17
Boots.....	17
Hand Protection/Gloves.....	17
Respiratory Protection	18
Eye/Face Protection.....	18
Head Protection.....	18
Hearing Protection	19
General Issues.....	20
Electrical Safety.....	20
Ladder Safety.....	21
Work at Heights.....	21
Lifting and Materials Handling.....	22
Slips, Trips and Falls	23
Hazards From Things That Project.....	23
Hazardous Substances.....	24
Pesticides in Vehicles	24
Tools and Equipment.....	25
Electric Tools.....	25
Ultra Violet (UV) Protection	26
Overexposure to Heat	26
Symptoms of Heat Stress.....	27
Confined Spaces	27
Roof Voids and Crawl Spaces	27
Safety Signs and Barriers.....	28
Vehicle Safety.....	28
Summary.....	29
Notes.....	30
Notes.....	31

Introduction

Amalgamated Pest Control is committed to ensuring the health and safety of its licensees, contractors, employees and clients and is in the process of developing and implementing a workplace health and safety management system to help achieve this.

The contents of this Occupational Health and Safety Induction book are not intended to be exhaustive. These safety guidelines, if applied by each person, should ensure compliance with the relevant health and safety legislation, regulations, codes of practice and advisory standards.

This induction booklet aims to introduce participants to the health and safety legislation, the concept of Risk Management and some general hazards faced on a daily basis in the workplace.

It is important at this point that you read our Occupational Health & Safety Policy.

Legislation

The Act sets out a framework for achieving its objectives of preventing a person's death, injury or illness being caused by a workplace or by a workplace activity. It does this by:

- placing obligations on people whose actions, or lack of action, may affect the health and safety of others, such as members of the public, in a workplace;
- setting workplace health and safety standards;
- setting advisory standards which provide practical advice about ways to manage exposure to workplace health and safety risks;
- encouraging communication and consultation within an organisation on workplace health and safety matters;
- establishing the Workplace Health and Safety Board and associated industry committees to advise the Minister on important workplace health and safety matters;
- appointing workplace health and safety officers to advise employers
- appointing inspectors, and establishing enforcement strategies
- promoting workplace health and safety in the community.

Regulations

There are two types of regulations. The first deals with administrative matters such as work plans, inductions, keeping records. A breach of an administrative can attract a penalty of up to \$3000.00. The second type of regulation deals with the standards to prevent and minimise exposure to risks.

Advisory Standards/Codes of Practice

Advisory Standards and Codes of Practice provide practical advice on ways to manage your exposure to risk. These standards are not mandatory, but should be followed in the interests of health and safety.

Obligations

LEGAL OBLIGATIONS have been imposed on all people who may affect the workplace health and safety of others by their actions or lack of action. A person can have more than one set of obligations imposed. For example, a self employed person may be an employer and person in control of a workplace. Both these positions have a separate set of obligations.



Ensuring this workplace health and safety involves identifying and managing the exposure to the risks.

Everyone in the Amalgamated Pest Control Group has an obligation to ensure the health and safety of themselves and everyone around them. Everyone includes:

- **Operators/sub-contractors**
- **Employees**
- **Sub-Licensees**
- **Licensees**
- **Visitors.**

All people in the Amalgamated Pest Control Group are also required to adhere to and meet all health and safety standards and safe treatment procedures as determined by Amalgamated Pest Control Pty Ltd. In particular to:

- comply with all relevant legislation;
- provide and maintain a safe and healthy workplace;
- ensure that employees are all adequately trained and supervised;
- provide, use and correctly maintain suitable personal protective equipment.

People in Control of a Workplace

As a technician in a client's house, you are deemed to be the person in control of that workplace. Obligations also exist in this role. In particular, you are obligated to ensure that the risk of injury or illness is minimised for people coming onto the workplace. A person in control must also ensure there is safe access to and from the workplace

Obligations of Employers

Employers must ensure the workplace health and safety of:

- each of their workers;
- themselves and others (e.g. visitors and pedestrians) who may be affected by the way they conduct their business and work activities.

Workers and Other Persons

Workers (employees) and other persons (eg. visitors) must follow the instructions of an employer or principal contractor regarding the workplace health and safety of themselves and others. Among their obligations, they are required NOT to:

- wilfully or recklessly interfere with or misuse anything provided for workplace health and safety;
- wilfully put at risk the workplace health and safety of any person;
- wilfully injure themselves.

Workers who have been trained to use Personal Protective Equipment (P.P.E.) must use it correctly when it is provided by the employer.



Accidents

From time to time, accidents do happen. Someone may injure themselves or others at a house or factory, and you may even be involved as a witness, passer by or even a victim.

In the event of an accident follow these steps:

- Stay calm.
- Always ensure your own safety—be alert to possible danger, i.e. electricity.
- Do what you can to help and then leave the immediate area.
- If a person in authority gives you instructions, follow them;
- Where the premises has a designated “muster point” go to yours so that you can be accounted for.
- Cooperate fully with the persons who are investigating the accident.



In the event of a fatality, the WorkCover requires that the scene not be interfered with unless to save a life or prevent further damage.

Calling Emergency Services

- | | |
|---|---|
| 1. Call '000' | 5. Give an indication of the type or extent of injuries. |
| 2. Ask for Ambulance/Fire/Police | 6. Give the telephone number of the phone that you are using. |
| 3. Give the exact place of the accident with directions | 7. Note the time you called. |
| 4. Give the number of casualties | 8. Ask for the likely time of arrival of emergency services. |

Accident/Incident Reporting

It is essential that you report all accidents and “near misses” to your Area Manager/Supervisor as soon as possible after the event. Use the **Accident/Incident/Injury Reporting** form contained in the Company’s Occupational Health and Safety Manual.

Types of events that must be reported:

Dangerous Event. An event at a workplace involving the immediate risk of explosion, fire or serious bodily injury.

Serious Bodily Injury. An event that causes death or impairs a person to such an extent that an overnight or longer stay in hospital is required.

Work Caused Illness. A disease or illness that was contracted in the course of doing work, to which the work was a contributing factor.



The **Accident/Incident/Injury Reporting** form will be available from your Supervisor/Area Manager and sets out the details of:

- the person(s) involved, including the injured person.
- the details of the injury or illness.
- how it happened.
- any witnesses.
- any follow-up action to remedy the situation in order to prevent recurrences.

You must also report any safety issue you become aware of regardless of whether it involves company employees or contractors. Use the Hazard Report Form contained in the OHS Manual.

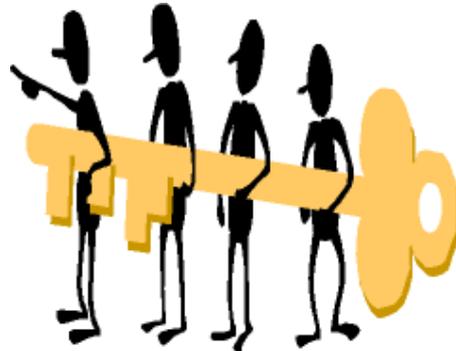
The Right Attitude

The most elaborate rules, regulations, legislation, plans and procedures are useless if people in the workplace have a poor personal attitude to health and safety.

When it comes down to it, YOU must want to work safely in a safe and healthy environment.

Do not just accept the argument that ‘things just happen’, that accidents and illnesses are ‘just a part of the job’.

Most accidents can be avoided. Be aware of situations, condition and other people around where you are working. If you see something wrong, fix it or report it.



Do not look at health and safety as someone else’s problem. Take responsibility. Remember, apart from making common sense, you have a **LEGAL OBLIGATION** to work and act in a way that does not threaten the health and safety of yourself or others at a workplace.

Stick to the Rules

Rules are meant to protect everyone, including you. So it is in your own best interest to follow them.

You must always work in accordance with:

- The provisions of all relevant health and safety legislation.
- The Company’s Occupational Health and Safety Policy.
- The Occupational Health and Safety requirements of the site you are on.
- Follow the instructions and requirements contained in an Occupational Health and Safety Plan.

Unfamiliar Workplaces

As a pest controller, your workplace changes from day to day, even hour to hour. When you are first visiting a site, you need to get to know the people and facilities as soon as possible.

During your initial inspection of the site, you should be looking out for hazards in the workplace, as well as treatment areas. Keep a look out for electrical hazards, hazardous substances, protruding objects, tripping/slippery surfaces etc...

Share What You Know

If you are experienced in the job, don't let new operators find out things the hard way. Share what you know and help prevent them from making mistakes.

Usually, people do not do stupid or lazy things. It is often because they do not yet know the right way. Share your knowledge, and you will be more confident with working with them.



Take Good Advice

Be prepared to take good advice from anyone you work with. In particular you should follow direction given by:

- people administering relevant health and safety legislation.
- your Area Manager and/or Field Supervisors.
- the person in charge of the workplace.



Housekeeping

Your workplace is constantly changing so hazards on the job are always likely. The tidier your workplace is, the safer it will be. You should clean up as you go by:

- keeping all walkways clear as you work
- Correctly disposing of all rubbish in the bin
- cleaning up all spills immediately

If you notice hazards report them to the manager, or person in charge.

Keep Your Eyes Open

Conditions in a workplace can change quickly. Always be alert to potential hazards and risks. If you see a problem, stop and take action to fix it.

- Report dangerous situations or practices to the appropriate people (i.e. Area Manager, Field Supervisor, or Safety Officer).
- Remove, cover or barricade hazards where practical.
- Tactfully alert other people engaging in unsafe work practices.



Drugs and Alcohol



The hazards in a workplace are only made worse by people whose actions or judgments are impaired by drugs and alcohol. So be aware that:

The use, consumption and abuse of drugs and alcohol is not permitted in the workplace.

People under the influence of drugs and alcohol are not allowed at the workplace.

This also applies to prescription drugs which carry warnings from the maker, doctor or other authority about driving, using machinery or working at heights.

Risk Management

Risk management is a systematic and logical approach to managing uncertainty regarding potential risks. It involves the identification, assessment and control of hazards in the workplace.

A hazard means a potential source of harm to life, health or property. The existence of a hazard implies there is a threat. Where the hazard is contained or where exposure is unlikely, it can exist with minimal risk.



Step 1: Hazard Identification

Take a look around your workplace, identifying things they have the potential to cause harm. Your Generic Risk Assessment Form identifies most hazards that you will encounter. The desired outcome of this step is to identify a list of all the hazards in your workplace which may be a house, office, construction site or factory.

The best way for you to identify hazards is while you are inspecting the property for pests, look for potential hazards too. Talk to people on site about things that may concern you.

There is a number of general workplace hazards that you need to look for, including:



- Work environment (confined space)
- Energy (electricity)
- Manual/materials handling
- Noise
- Substances (chemicals)
- Plant and equipment

Step 2: Assess the Risks

A Risk is defined as a potential outcome of a hazard. To assess the risks, we need to think about the likelihood and severity of injury, illness and damage occurring from the hazard. Examples of hazards and their associated risks are shown below:

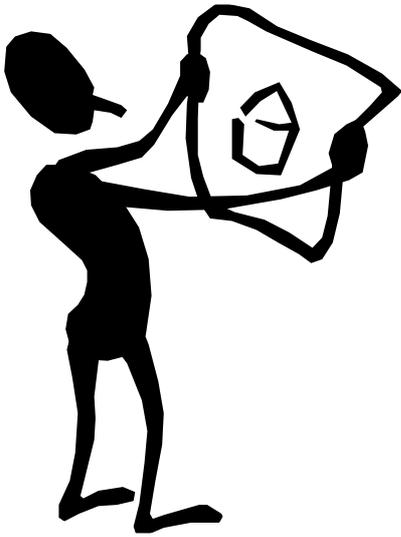
Hazard	Risks
Work Environment	The likelihood that you are overcome by fumes/vapours from the solvents in chemicals that you are using in a poorly ventilated space.
Energy	The likelihood that you are electrocuted because you are using power tools/extension leads that are faulty or have inadequate insulation.
Manual Handling	The likelihood that you might suffer a back injury from manually lifting a heavy object, such as 20lt drum of chemical.
Noise	The likelihood that you may suffer permanent hearing damage as a result of continual exposure to noisy equipment (back pack mister or hammer drill).
Substance	The likelihood that you may suffer an illness due to inhalation/absorption of chemicals over a period of time
Plant	The likelihood that your hand might be crushed in a machine being treated because of unguarded rollers.

Step 3: Controlling the Risk

Firstly, try to eliminate the hazard. For example, park your vehicle off the road, thereby removing the hazard of other vehicles. A lot of the time, you cannot do this. You can control risk by:

- **Substitution** - e.g. a less hazardous material (Use a gel rather than sodium silico fluoride)
- **Engineering** – e.g. use correct application equipment
- **Isolation** - e.g. ask any people to stay away while you are treating.
- **Administration** - Place a “Danger Sign” on a door after a Pestigas treatment, have good policies, procedures and training
- **P.P.E.** – (always the last option) e.g. suitable dust masks, hearing protection etc...

Occupational Health and Safety Plans



It is becoming commonplace for clients (particularly commercial) to ask us to provide a Workplace Health and Safety plan before work starts on a particular contract.

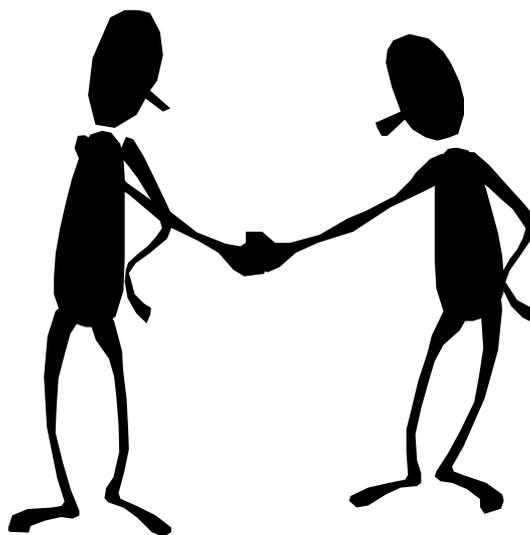
OHS plans identify the types of hazards likely to be found at a particular site, and set out the control measures needed to prevent or minimise the health and safety risks. These plans should be reviewed and revised to account for any new risks which may arise after the work has started.

An OHS plan should have the following documented elements:

- **Contract description.** A brief description of the scope of work associated with the contract.
- **Contract WHS System.** Your OHS plan should recognise Amalgamated Pest Control's OHS Management System, and associated policies and procedures.
- **Contract safety induction and training.** It is a requirement to ensure that the people carrying out the work are properly trained, and can carry out their work in a safe manner.
- **Safe work practices and procedures.** These should be developed, documented and included in an OHS plan.
- **Risk assessment.** A good risk assessment is an important part of any OHS plan. It should consider the following:
 - Identification of hazards
 - Determination of the level of risk
 - Establishment of appropriate control measures.
- **Health and safety inspections.** The OHS plan should outline the procedures and methods by which the contracted workplaces will be inspected and monitored on a regular basis.
- **Emergency procedures.** If there is a potential for an emergency to develop both on and off site, in relation to the contract works, these

situations need to be identified, and specific emergency procedures developed and made known, e.g. a chemical spill.

- **Incident recording and investigation.** All incidents associated with the contract involving personal injury/illness, medical treatment or property damage should be recorded and investigated.
- **OHS performance monitoring.** Outlining of how OHS statistics associated with the contract will be reviewed, compiled and reported. The plan also should be audited to ensure effectiveness.



Safe Work Method Statements

What is a SWMS?

A Safe Work Method Statement (SWMS) is a process where the hazards associated with each major step/element of the job are identified, assessed and control measures are put into place to minimize the risk of damage or injury to staff, the environment, property (client and company) as well as the public image of the Amalgamated Pest Control Group. Amalgamated Pest Control's SWMS have been designed in consultation with all relevant parties within Amalgamated Pest Control.

If you require training in these processes, please contact your Area Manager or Zone Supervisor.

The Right Personal Protection

This is another area in which you can keep the odds in your favour. Basically, there are three things to remember about Personal Protective Equipment (PPE):

- Have it with you every day.
- Use it.
- Keep it in good order (replace/repair it if it's damaged or faulty).

Boots

Footwear should be impervious and preferably ankle covering. Heavily waxed or otherwise protected leather boots may be sufficiently impervious and more comfortable than rubber boots. Termite operators are required to wear knee length rubber boots when performing a pre-treatment.



Boots should be washed inside and out on a regular basis to remove any chemical residue.

Sports/running shoes are not suitable footwear, and should not be worn while at work.

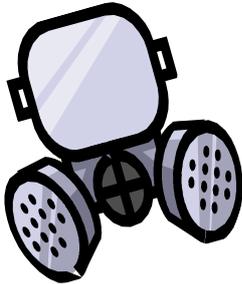
Hand Protection/Gloves

Your skin on your hands is very thin and offers reduced protection from chemical absorption. It is important to protect yourself. This can be done by wearing gloves. There are some important points to remember about gloves:



- Gloves should be of the thick PVC elbow length type.
- They should be washed on the outside at the completion of each treatment.
- They should be checked for holes regularly by filling with water and squeezing. If there are holes, the gloves should be thrown out.
- They should be washed with soap and water inside and out on a regular basis.

Respiratory Protection



Fumes and vapours from chemicals and solvents, as well as dusts can damage the membranes in your nose, throat and lungs.

When applying pesticides appropriate respiratory protection must be worn. To find out what is appropriate, read the MSDS and/or label of the product you are about to use.

Eye/Face Protection

Eye injuries are very common in workplaces. Getting chemical splashed, vapours or dust in your eye can be very painful and cause permanent damage and even blindness.

Eye and face protection should be worn wherever there is a risk of eye or facial injury. It is essential that you wear protective shields/glasses when mixing and applying chemicals.



Head Protection

Safety Helmets are an important piece of PPE. It should be worn at all times...

- When in Safety Helmet areas;
- When there is a risk of falling objects;
- When instructed to do so by your supervisor or person in control of the workplace;
- At all other times brimmed hats should be worn while working outside.



Hearing Protection

It doesn't take much to permanently damage your hearing. Operators are often exposed to loud noise when on the job. Using your back mister, dusting machine or hammer drill can cause permanent hearing loss over time.



The noise level of the backpack mister has been recorded at up to 104dB(A). This has the potential to cause permanent damage in a short period of time. The noise level of the dusting machine has been recorded at 92dB(A).

It can take as little as six minutes a day of unprotected exposure to the back pack mister to permanently damage your hearing. Longer than 1.5 hours exposure to the noise from the dusting machine can also permanently damage your hearing. Obtain some protective ear plugs/muffs and make a habit of using them.

Hearing protective devices should always be worn when using the following pieces of equipment:

- Back pack mister.
- Impact/hammer drill.
- Dusting machine.
- Honda pump.

Some helpful tips to remember about noise:
Loud noises can cause hearing loss.

- Wear hearing protection such as plugs or muffs when you are exposed to loud noises.
- Reusable ear plugs need to be cleaned or replaced regularly to avoid infection.



General Issues

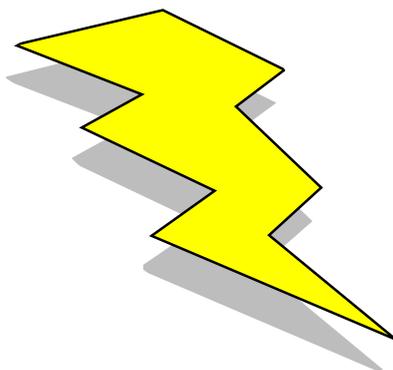
Electrical Safety

Electricity can kill, if you give it the chance. To help prevent injury or electrocution you can observe the following:

- Take extra safety measures when working near elevated power lines.
- Protect all electrical leads from damage from vehicles, hot equipment, falling objects etc...and keep leads as short as possible.
- Leads passing through doorways must be protected from potential damage.
- ALWAYS use an Earth Leakage Circuit Breaker at the source point. These devices detect the slightest leakages to earth, and react by tripping (stopping) the flow of electricity.
- Have all electrical equipment inspected, tested and tagged by a licensed electrician on a regular basis (6 monthly).
- All electrical equipment must be maintained in a safe condition.
- Do not use electrical equipment with damaged cords or casings.
- Do not apply liquid formulations or sodium fluoride on or near electrical circuits.
- Always treat exposed electrical wires as 'live'.



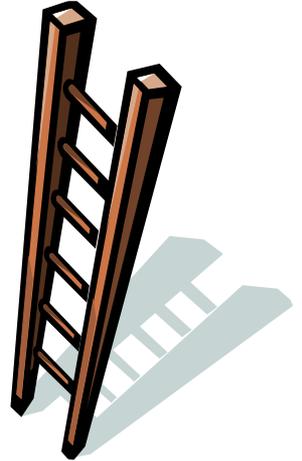
Piggyback leads and double adapters should not to be used in any workplace.



Ladder Safety

All ladders should be of an appropriate type and must be used in the correct manner. Some helpful hints for ladder use:

- Check the operation of restraints on step ladders.
- Keep step ladders fully open and locked when in use.
- Place ladders at a safe angle (1 in 4, or 75°).
- Ensure ladder is placed on a firm footing.
- Ensure ladder extends at least one metre above the landing.
- Fix ladder securely to prevent movement.
- Face the ladder when climbing up and down, and use both hands on the side rails—not the rungs.
- Ensure non-slip treads are in good order.
- Inspect your ladder for wear/cracks frequently.



Make sure the spreader and locking mechanism is in good order. Never use a ladder without these safety features. Also, never stand on the top two steps of a step ladder.

Remember: A ladder is designed for access only. It is not a work platform.

Work at Heights

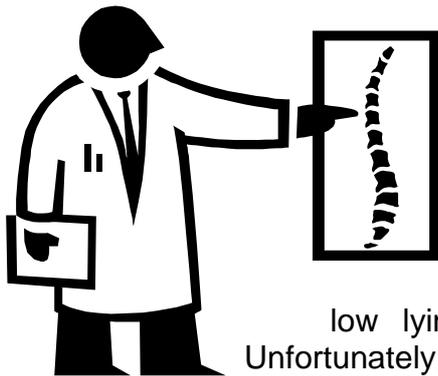
All work at heights is to be performed in accordance with the relevant state legislation for work at height/safe work on roofs.

Prior to commencing work at heights, the following factors need to be considered:



- Provision of appropriate fall arrest/prevention devices;
- Safe access to and from the work area, including guarding of any openings at the perimeter;
- Preparation of a firm, level surface below the work area if using scissor lifts, mobile scaffold or ladders;
- Ensuring the work surface is secure, stable and structurally sound to support you.

Lifting and Materials Handling



Back injuries account for high number of work related claims for injury. These injuries usually require longer convalescing and more therapy than other injuries. Chronic back injury is one of the major compensation claims.

The risk of serious injury increases if the load is above shoulder or below mid-thigh height. Lifting low lying objects should be avoided where possible. Unfortunately, this is not always practical, and a safe lifting technique should be used.

The most preferred lifting technique for low lying objects is the semi squat (commonly called the power lifter's squat).

It requires you to :

- Face the object you are planning to lift
- Incline your body;
- Bend your knees to approximately 90 degrees; and,
- Lift with your legs—not with your back.

While this technique is preferred, no particular lifting style should be used in isolation, because no one technique can be applied to all lifting tasks.

Some helpful hints for lifting correctly are:

- **Think before you lift!**
- Plan the lift to determine the best lifting technique.
- Choose a comfortable posture that will keep your back straight.
- Avoid jerking movements.
- Get a secure grip on the object.
- Avoid twisting your back by turning your feet— not your hips or shoulders.
- Hold heavy, awkward objects as close as possible.
- Avoid lifting excessive weights.
- Don't lift a heavy load higher than your waist



Alternate heavy handling tasks with lighter work. Don't do all the heavy lifting in one period.

Slips, Trips and Falls

These “simple” accidents account for a surprisingly high percentage of injuries in the workplace. The risks can be reduced by following some basic guidelines:



- Keep walkways and stairs clear of hazards such as hoses and electrical leads.
 - Pick up tools not in use.
 - Stay away from edges of loading docks, manholes, roofs etc...
 - Carry a good torch.
 - Use the handrails, walkways and stairs provided.
 - Use the safety equipment provided.
 - Wear boots with good treads.
- Clean up spills immediately.

Where possible, make recommendations to your supervisor or Health and Safety representative that will improve safety. This is best done by completing a company workplace health and safety hazard report form.

Ensure that all ladders are well maintained and correctly used, particularly with respect to the securing of ladders to prevent a potentially serious fall.

Hazards From Things That Project



Eye injuries, lacerations, puncture wounds, foot impalement and head injuries are just some of the injuries that can be sustained by any projecting object.

Where you find a projection, cover it immediately or barricade the object and report this to your supervisor. Covering protruding objects should be a part of good housekeeping.

Hazardous Substances

If you are not absolutely certain about the chemicals you are about to handle or use—FIND OUT. Many of the substances that we use are potentially hazardous. Read the instructions and warnings on the label, and get a copy of the current Material Safety Data Sheet (MSDS). This will give you guidance and information on the materials you are working with.



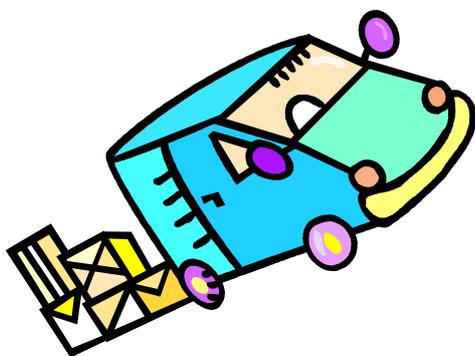
If safe handling instructions are not clear to you from the label or MSDS, then ask your Area Manager or Supervisor about the recommended methods for applying materials and the procedures for protecting yourself and others from exposure.

As a general guide, the following points need to be considered:

- What are the effects of the material on the body—and the associated first aid treatment (eg. from inhaling vapours, skin contact, eye contact, etc...).
- Is the ventilation adequate?
- What type of protective clothing is required?
- How do I dispose of waste safely?
- How do I store any unused materials?

Pesticides in Vehicles

Even if your pesticides are in their original packaging or unopened container, they have to be stored neatly and safely before you drive. When storing pesticides in your vehicle:



- Don't store them in the front cabin of your ute or van. There is less chance of you inhaling any fumes/vapours in an enclosed space, and in the event of an accident, loose containers are going to be thrown about.
- When decanting chemicals ensure to correctly label the new, smaller container.
- Make sure containers are packed tightly to prevent them from

moving around when you are driving.

- Make sure any compressed gas cylinders (Pestigas) are stored upright and they cannot move while driving.
- Check your emergency spill control kit.

Tools and Equipment

It is essential that your tools and equipment remain in good condition. Some helpful tips for safe use of tools:

- Inspect all tools and machinery for defects before using them.
- Any damaged or defective tools and equipment should not be used.
- Operate tools according to the manufacturers' instructions.
- Use appropriate PPE where necessary (e.g. eye and hearing protection).
- Do not carry a tool by the cord.
- Store tools properly.

Electric Tools

You face several hazards when using electrical tools, most serious is electrocution or electric shock and burns. There are some important things to remember when using electric tools:



- Never yank the cord to disconnect it.
- Operate tools within their design specifications.
- Store electrical tools in a dry place when not in use.
- Ensure cords from tools do not create a tripping hazard.
- Always treat a 'tingling' sensation from a power tool as a WARNING!!!
- When using a high torque drill position yourself so that if the bit becomes stuck or jammed, your hands/body will not be thrown against a wall or twisted.

ALLWAYS USE AN EARTH LEAKAGE CIRCUIT BREAKER.....ALWAYS!!!

**If you discover that your tools need maintenance or repairs -
Do it as soon as possible.**

Ultra Violet (UV) Protection

Skin cancer and eye damage can be caused by exposure to the sun and by some welding processes. Wearing the appropriate personal protective equipment is essential. The following should be considered minimal:



- A hat with a broad brim;
- A long sleeved shirt;
- Long trousers;
- Sun glasses offering appropriate UV protection;
- Factor 15+ sunscreen for all exposed areas.

Overexposure to Heat

Heat stress is a problem resulting from working in the hot sun, or hot environments such as in a roof void. Signs that may indicate you are suffering from heat stress include:

- Feeling hot, exhausted and weak;
- Headache;
- Dizziness or weakness;
- Fatigue;
- Nausea.

Prevent overexposure to heat by:

- Protecting yourself from strong direct sunlight.
- Wearing comfortable clothing and a broad brimmed hat.
- Drink plenty of water—don't wait until you're thirsty (avoid soft drinks, coffee and alcohol, etc...as these can dehydrate you further).
- Completing jobs during the cooler times of the day.
- Try to schedule hot jobs (i.e. ceiling voids) for early or late in the day, when it is cooler.
- Schedule frequent breaks.

Symptoms of Heat Stress

Heat stress can affect your ability to think clearly. You may feel weak, irritable and tired. If you feel that you are becoming affected by the heat, stop work immediately, cool down by splashing cool water on your face, neck and arms and take sips of cool water.

Confined Spaces

Although unlikely, you may at some stage be asked to work in a confined space. In many cases, these confined spaces contain health and safety hazards such as gases, vapours and dusts that can put you at risk.

If the hazards are serious, it will be a 'permit required confined space'. To enter into such a space you must:

- Have proper authorisation to enter.
- Have received training in any special safety requirements of the confined space.

Additionally, where it is possible for the air to be contaminated, the quality of the air should be checked (by a competent person) for:

- Oxygen levels
- Flammable gases
- Toxic gases.

Roof Voids and Crawl Spaces

Pest controllers face numerous hazards in these locations:

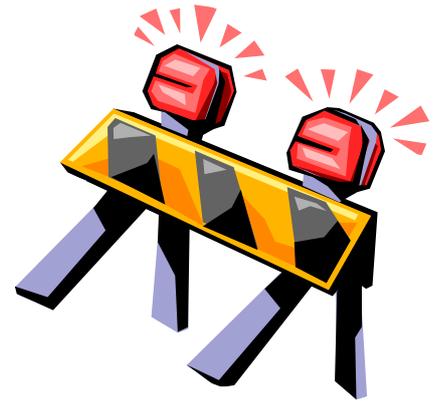


- Nails often protrude through flooring/roof battens causing puncture wounds and cuts to the head and neck.
- There is the risk of falling through the ceiling, or being left with a leg either side of a ceiling joist!!!
- Fibreglass insulation can cause irritation to your respiratory tract and skin.
- Electrical hazards such as exposed wires, poor joints etc...
- Household dust and dust from bird droppings may carry airborne fungal spores (causing Histoplasmosis, a potentially harmful lung infection).
- Poor ventilation can lead to inhalation of pesticides.
- Heat builds up in these spaces, the threat of heat stress is a very real hazard.
- Insects such as spiders causing bites/stings etc...

Safety Signs and Barriers

Different signs will be posted throughout a workplace to identify certain hazards, safe areas (such as first aid rooms etc), or requirements (such as speed limits). Signs are put in place to alert you to particular hazards.

Safety barriers are put in place to limit access to certain unsafe areas. When working with barriers it is essential to remember that a barrier is no guarantee that a person or vehicle will not enter the area and therefore you must remain alert to such hazards.



- Always ensure that barriers are appropriate to the hazard they are protecting.
- NEVER move or interfere with a barrier unless instructed.

Vehicle Safety

You spend a lot of your time driving, how much time do you actually think about it? You are probably more concerned about how much time you have to get to your next job, or how to get there.

The majority of vehicle insurance claims were for accidents caused by Amalgamated personnel. A high proportion being rear end type accidents. This has a direct effect on our insurance premium, not to mention the Company Use seat belts at all times.

- Do not drive under the influence of alcohol or drugs.
- Observe speed limits...even if you are running late.
- Look ahead for potential hazards, i.e. slow cars.
- Check behind the vehicle before reversing.
- Scan your mirrors constantly.
- Keep your distance. Allow the car ahead 'two seconds' distance.
- Use your indicators.
- Do not use hand held a mobile phone when driving.
- Be considerate to other drivers and do not drive aggressively.

At all times — remember you are representing the Company.

Summary

As mentioned earlier in this booklet, without the right attitude to health and safety no amount of legislation or Company policies or procedures will make for a safer workplace. It has to come from you. You have to think “Safety”.

It is important to think safety, not just for yourself, but for those around you that could be affected by your work, such as customers and passers by. You must remember not to take any risk for granted.

Most of the requirements of occupational health and safety can be met by asking yourself three (3) simple questions before you begin any task. These are:

- 1. What am I about to do?**
- 2. What can possibly go wrong?**
- 3. How can I do it safer?**

If you do this, before every task, you will be well on your way to meeting your legal requirements, and also making your workplace safer for yourself as well as others.





AMALGAMATED PEST CONTROL

**The safety practices and information contained in this Safety
Induction Booklet should be regarded as suggestions or
guidelines only.**