

nine**2**three

Employment Solutions Pty Ltd

Occupational Health & Safety

November 2004

Forward

The safety and well being of all employees at Nine2Three is of prime concern to our company. We have adopted a risk management approach to eliminating and controlling risks to health and safety.

We have taken every precaution to provide a safe workplace for our staff and request that each staff member takes the time to read this policy and implement its recommendations.

We have in place procedures for maintaining OH & S and it is our desire that the staff of Nine2Three remain happy, healthy and secure within their workplace.

This policy has been based upon the OH & S Act 2000 and the OH & S Regulation 2001.

K MacMillan

Kathryn MacMillan
Managing Director
DATE 22nd November 2004

NINE2THREE
OCCUPATIONAL HEALTH & SAFETY
NOVEMBER 2004

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1. Personnel in Charge of Safety

- a) Kathryn MacMillan, Managing Director, has been chosen as the safety officer for Nine2Three Employment Solutions. Any safety concerns can be raised with the safety officer directly.
- b) The safety officer or her representative regularly inspects the work areas to identify any hazards and works with employees and senior management to implement further improvements to our safety program. Consultation provides employees with relevant information and the opportunity to express their views.
- c) All new employees work through an induction check list (to ensure that they are well informed regarding the Policy and Procedures of Nine2Three Employment Solutions.)The OH & S Policy is included in this induction check list and is either explained by the safety officer or her representative.

2. Accident Reporting

- a) Nine2Three Employment Solutions has a variety of procedures in place for accident or incident reporting.
- b) All accidents and incidents, no matter how small must be reported using the appropriate form listed below. Report in the first instance to our safety officer.

Reporting Forms :

First Aid / Injury / Sickness - N2TIFOHS025

(Used for reporting of all injuries, illnesses and first aid administered during work hours)

IT Incident Report - N2TIFOHS026

(Used for reporting any IT incident such as electrical faults, ergonomic issues, data loss or any other related issues)

Unsafe Workplace Conditions - N2TIFOHS027

(Used for reporting any unsafe conditions at any clients workplace)

- c) These forms are kept in the top drawer of the filing cabinet at the SSHEd office, and are also available on the server, through the Forms folder.
- d) Complete the necessary documentation as soon as possible and notate as many details as possible.
- e) Medical attention must be sought as soon as possible. On no account must any employee attempt to treat another employee or administer any medical advice.
- f) In case of any suspected fractured bones or any unconscious condition or head injuries, the employee is not to be moved and medical attention sought.

- g) Please be aware of any of the following safety hazards and report immediately to your department manager or safety officer.
 - i. Slippery floors
 - ii. Tripping hazards
 - iii. Blocked walkways
 - iv. Poor lighting
 - v. Broken furniture or fittings
 - vi. Unlocked doors, gates or windows
 - vii. Overheating machinery
 - viii. Evidence of smoking in non-smoking areas
 - ix. Faulty electrical equipment

3. Ergonomics

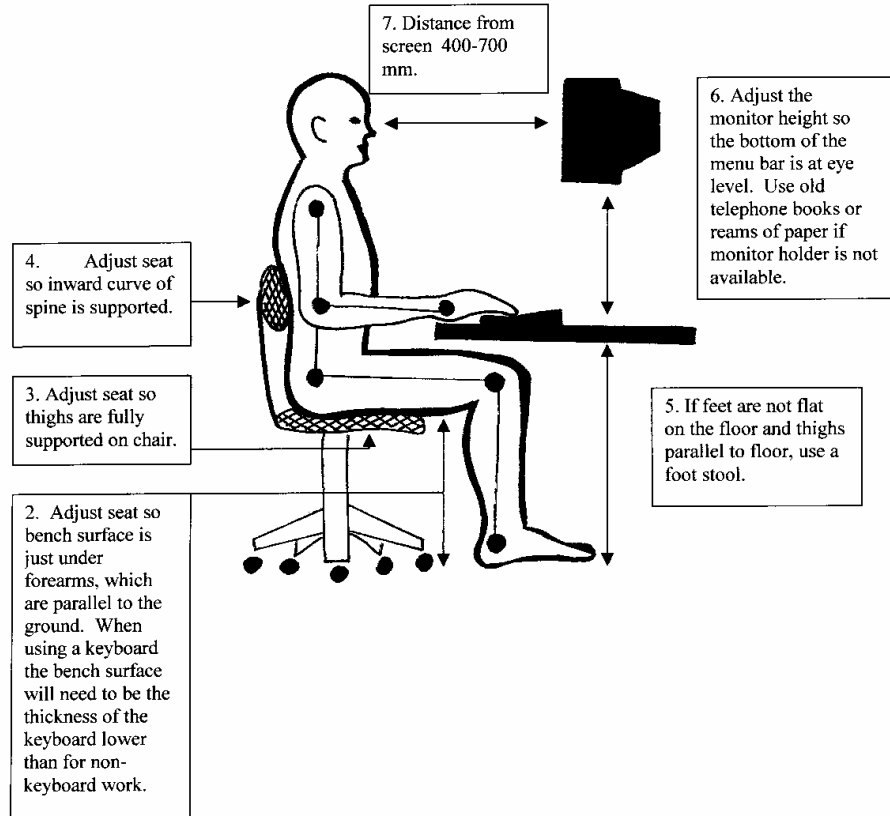
- a) Ergonomics studies the effects of computers and other machinery on the health of workers. Problems associated with these machines have been identified as stress, eye and muscle strain and mental fatigue.
- b) Employees need to be aware of their own well being and adjust their equipment to suit their own needs.
- c) Diagram A shows the correct ergonomic placement of body and equipment when working with IT equipment. Ensure you adjust your workstation to your own ergonomic needs.
- d) Use a document holder when typing from an original. This should be placed at the same level as the screen and changed regularly from side to side. Keep your wrists firm and straight when typing.
- e) Arrange your monitor so that lights do not reflect on the screen. When working with a monitor give your eyes regular rests by focusing on more distant objects, such as views from windows or other parts of the office.
- f) Adjust the brightness and contrast on the screen to suit your needs.
- g) Print hard copies of documents to proof read as this is more beneficial for your eyes and gives superior proof reading results. Have your eyes checked regularly by a professional.
- h) During long periods of keyboarding, intersperse other activities such as filing or photocopying to avoid mental and muscle fatigue. Stretch your muscles regularly during the day.

DIAGRAM A -

HOW TO ERGONOMICALLY SET UP A WORKSTATION

1. Posture checklist:

- Sit tall
- Shoulders relaxed
- Head naturally balanced



4. General Safety Rules

- a) Report any unsafe conditions to your manager or safety officer by completing internal form - (IFN2TCAN027).
- b) Use common sense and full attention for personal care at all times.
- c) Keep your own work area clean and uncluttered.
- d) Ensure that equipment, bins, boxes etc. are placed in safe areas, away from main walkways.
- e) Place recycling and rubbish in the proper designated containers.
- f) Do not smoke within the confines of the office or workplace.
- g) Wear appropriate clothing.
- h) Do NOT tamper with electrical controls or switches.
- i) Do NOT operate machinery unless authorised and trained to do so.
- j) Do NOT throw objects.
- k) Lift heavy loads carefully – use your legs – not your back – and ask for assistance.
- l) Clean up any spilled liquid immediately.
- m) Do correctly shut down your machinery before cleaning, repairing or leaving.
- n) Drive safely and wear seatbelts at all times when operating a vehicle on company business.

5. Contact Information

If users have any questions or suggestions regarding our Occupational Health and Safety policy please contact us at:

Nine2Three

Phone: 02 9501 4923

Fax: 02 9501 4823

Email: nine2three@optusnet.com.au

Postal Address: P.O. Box 565 Caringbah NSW 1495