



Employee Handbook 2019-20



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What we expect from you:

Timesheets and payroll

Workers are required to complete a timesheet each day worked and have this signed by the supervisor on site. Timesheets are due to head office by **8pm on Monday** for the one-week period (Monday through Sunday) prior.

These can be sent via email to: labour@nobleworks.com.au or by MMS to 0408515596



TIMESHEET

White - NWA office
Yellow - Client

Name: John Smith
Client: Sydney Builders
Site Address: Opera House
Supervisor: Bill Ding

Please ensure all details are filled in correctly and in full

DAY	DATE	START TIME	FINISH TIME	LUNCH	SUPERVISOR SIGNATURE	ADDRESS / DESCRIPTION OF WORK
MON	3/6	0700	1530	30		General Labouring
TUE	4/6	0700	1530	30		Landscaping
WED						
THU						
FRI						
SAT						
SUN						

CLIENT

- Please check all details as signing this document is your acceptance that all information is true and correct

EMPLOYEE

- Please complete and send to NWA by 8:00pm Monday
- Please ensure site foreman has signed and confirmed hours worked

28900

Phone: 1300 705 782

Email Timesheet to labour@nobleworks.com.au

Timesheets are expected to be filled out in full including your name, a signature from the site foreman/supervisor, hours worked and a brief description of the work undertaken. It is extremely important to include the site address.

It is important that for a given week, only one jobsite is represented per timesheet, for example if you work 5 different jobs on 5 different sites we expect 5 separate timesheets. Conversely, if you are working for the same client all week only one timesheet is necessary.

Any missing information will make it more difficult to bill the client and will result in payment into your bank account being delayed. If you have any concerns, please ask before the timesheet is due.

It is important for the business and the ongoing relationship with have with our clients that timesheets are submitted on time every week. It is one of your responsibilities as an employee of Noble Works Australia to follow these rules and repeated failure is unacceptable.

Personal Details

Before receiving your first pay by bank transfer you will need to provide Noble Works Australia with the following information:

1

Bank Details

- Account name
- Bank-State-Branch (BSB) Number
- Account Number

2

Tax

- Tax File Number (TFN) Declaration¹

3

Superannuation

- Fund Name²
- Membership Number

The easiest way to provide this to us is using the employee declaration form provided by the office or email it all in one message.

1. You are required to provide your tax file number TFN declaration form issued by the ATO
2. Noble Works Australia must make superannuation payments into your nominated fund you must these provide details to us upon commencement of employment. If you do not have a superannuation scheme or wish to use our preferred provider, then you must complete the registration form provided.

Other expectations

Identity/Visa/Licencing/Tickets

- A copy of a current form of photo identification (Drivers Licence/Passport) must be provided to Noble Works Australia. If you are working on a Visa, you must provide us with your Passport number. If there are any changes to your Visa or work entitlements, you are required to notify us immediately.
- All employees must have a valid Australian Construction Induction card (White Card or equivalent) a copy of which must be provided prior to commencing work.
See appendix for list of accepted Safety Induction cards
- If you have further relevant licences or tickets a copy of these also must be provided.

Disclosure of health/criminal history

- The nature of the work you will undertake, although diverse, is often physically demanding. If you have any health concerns that may affect the safety of you or others, you must discuss with head office and declare on any safety documentation provided by a client.
- Often work is carried out in restricted access environments such as schools and hospitals. As above, if there is a reason you know of such as criminal charges that would prevent you from working in these places, you must let the office and the client know about them before commencing work.

Attendance effected due to illness/misadventure

- If you are ill or cannot attend a job you have agreed to work, you must let the client and Noble Works Australia know as soon as possible. This benefits the client, the company and yourself.
- If you are running particularly late to a job you must also tell the client and Noble Works Australia.

Behaviour & Code of Conduct

Code of conduct

As an employee of Noble Works Australia you are representing the company both directly and indirectly. When working **you are expected to act in the interests of yourself and your employer:**

- Always remain polite to the client, co-workers and members of the public
- Work diligently and consistently
- Work safely
- Know your duty of care to those in your immediate work environment and others

You must not behave in the following ways:

- Act unsafely including not wearing PPE, using equipment inappropriately and deliberately ignoring procedures, warnings and hazards
- Partake in gambling, vandalism or theft on a worksite
- Being intoxicated by drugs or alcohol whilst at work
- Engaging in verbal or physical bullying as defined in the Fair Work Act 2009.
- Violence in any form

Failure to adhere to this code of conduct can lead to immediate termination of your employment with Noble Works Australia

Safety Concerns

A building site is a forever changing environment and new hazards are created every day, consequently supervisors may knowingly or unknowingly put workers into unsafe situations. If this happens you are expected to notify others and Noble Works Australia immediately.

Confidentiality

You are required to maintain confidentiality of information where applicable relating to client activities/business operations and those of other Noble Works Australia employees. This includes after your employment has ended.

Uniform/PPE

If you have been supplied with a Noble Works Australia shirt or vest it is preferred that you wear it on jobs.

If you require replacements, you can request them from the office.

You are expected to arrive to every job with the minimum PPE of a hard hat, high visibility shirt and steel capped boots.

IF YOU ARE WORKING ON A DEMOLITION/RAIL/HRW JOB YOU NEED TO ARRIVE WEARING LONG SLEEVES AND LONG PANTS.

We always provide additional PPE such as glasses, masks and gloves on our jobs but if you are out on labour hire it is always worth bringing some with you.

More information is provided in the PPE section below



What you can expect from us:



Workers Compensation Insurance

All Noble Works Australia employees are covered by a Workers Compensation Insurance policy. In the event of an accident or injury that meets the requirements for compensation, Noble Works Australia will work with yourself, the client and third parties to ensure you are paid in full.

Public liability

Noble Works Australia retains insurance coverage for all its employees to protect against the unlikely event of a lawsuit being carried out against an individual.

Confidentiality

All information provided by you and regarding your employment will be kept confidential and retained by us for a period of at least but no longer than seven years as required by Australian law.

Employee Concerns

Should you have concerns with clients expecting you to partake in unsafe work, worries about administrative issues or general questions not answered in this booklet; Noble Works Australia will address issues with due diligence and zero prejudice as soon as notified.

Workplace Health & Safety

Your safety responsibilities

As an employee of Noble Works Australia, you are expected to present yourself well and look after both your personal safety and that of other workers and all people affected by the work you are carrying out:

- Ensure you are appropriately inducted to each new site; every unique location has unique risks
- Comply with all safety signage on site
- Practice work with both safety training and Noble Works Australia's safety policies
- Never carry out work you are untrained in or are concerned about
- Before a break or at the end of a shift, ensure the area is tidy and safe
- Ensure you are wearing the appropriate PPE for the task at hand
- Do not work when you are ill, inebriated or tired
- Report Hazards, injuries and close calls to the site supervisor and Noble Works Australia as soon as possible

Further expectations and policies can be found in the NWA WHS Management Plan

You should also adhere to Noble Works Australia's commitment to the following Health and Safety subjects:

Fitness

Although it is expected and understood that levels of fitness differ per individual, it is expected that you are of a minimum level of fitness to perform common tasks. If you suffer from illness or injury that may prevent you from doing this, you must tell the client and Noble Works Australia prior to starting any work, this includes any previous/ongoing injuries or claims.

Fitness for work also applies to state of mind and body day to day including being under the effects of drugs and alcohol and fatigue.

Fatigue

If you are fatigued, you should not be working. Fatigue may be the result of work or non-work activities and is a serious cause of accidents and must be noticed and managed to avoid them.

You must ensure that:

- You are well rested and fed
- You are not ill or injured
- You are not weak due to continued or repetitive strain
- You are not mentally exhausted due to stress, worry or grief
- You stretch before manual tasks and handling
- You take action to notify a supervisor if you notice that you or someone else is suffering from the effects of fatigue.

Manual Handling

At work, you will inevitably be lifting/moving heavy items. To avoid short-term and chronic injury you should follow the following rules:

Preparation:

- Ensure you have adequate PPE for the task at hand
- Use Mechanical aids where possible e.g. Trolleys, Pallet Jacks and Straps
- Use teamwork whenever possible
- Split heavier loads into lighter and easier to handle amounts
- Maintain a clear, uncluttered workspace to reduce tripping/slipping hazards

Lifting and carrying objects:

- Keep the load close to your body
- Move slowly and steadily

Lowering and stacking objects:

- Keep your feet at shoulder width apart
- Maintain good posture including a straight back
- Bend at the knees and tighten your core (waist/stomach)
- Rest appropriately during and between moving items



P.P.E.

The first and last line of defence against injury is the Personal Protective Equipment (PPE) that you equip whilst working. According to Australian regulations, you **must always** use PPE required on a job site and are advised to always work with the minimum PPE of:

- Steel Capped Boots
- High Visibility (Hi-Vis) clothing

Where necessary you may also need the following items (If you are unsure ask a supervisor or use it anyway):

- Hard Hat/Helmet
- Hearing Protection (plugs or earmuffs)
- Eye Protection (Safety Glasses)
- Long sleeved shirts and full length pants
- Gloves
- Dust Mask/Respirator
- Sunscreen

*Many jobs require a hard hat therefore it is recommended you always bring one



Hazard Reporting

Noble Works Australia encourages and expects all employees and contractors to raise any health and safety issues that may affect them (hazards) with the Site Manager and/or WHS representative.

Duty of care

You have a legal and moral obligation to care for others including but not limited to:

- Take reasonable care of your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedure given by your employer, business or controller in the workplace

SWMS

Safe Work Method Statements (SWMS) are provided for all high-risk construction. General SWMS for labour, demolition and other tasks can be obtained from the office when required.

Basic First Aid

Although there is no quick replacement for first aid training it is important to have a basic understanding of first aid in case of accident or emergency. Be aware of the emergency procedure DRSABCD:

(Source: St Johns Ambulance Australia)

In an emergency **call triple zero (000)** and ask for an ambulance



Learn First Aid with St John Ambulance Australia | Free call 1300 360 455 | www.stjohn.org.au
This information is not a substitute for training in first aid. © St John Ambulance Australia, January 2011



Our Policies

Please familiarise yourself with the following Noble Works Australia's policies:

Health and Safety Policy

At Noble Works Australia Pty Ltd the safety and well-being of our employees is paramount. We understand the importance of a safe workplace and will always work closely with our clients in order to achieve this. Our approach to Workplace Health and Safety is one of continuous improvement; we will achieve this through enhancing the skills, knowledge and commitment of our workforce. Our objective is to take the highest possible standard in Health and Safety.

To achieve our objective, we aim to:

- Comply with all laws, regulations and standards
- Reduce risks and hazards by ensuring standard procedures are in place
- Ensure each Noble Works Australia Pty Ltd employee has the appropriate training and equipment to perform their duties in a safe manner
- Regularly consult with our employees and contractors about OH&S matters
- Adopt a continuous improvement and review policy including monitoring actions implemented to protect our workers
- Become an industry leader in Workplace Health and Safety

Management are expected to fully implement our health and safety systems and are responsible for ensuring a safe work environment is provided for all persons under their direct control.

Management is also expected to address promptly and adequately any health and safety issues they become aware of.

Employees are accountable for complying with safety policies and instructions as well as reporting incidents and concerns to Noble Works Australia Pty Ltd. Employees are to take personal responsibility for guarding against injury to themselves and others by actively participating in and following procedures outlined in this WHS Management Plan.

Contractors engaged by Noble Works Australia Pty Ltd are to have regard for our commitment to health and safety. Contractors are responsible for identifying, assessing and controlling workplace hazards that relate to their work as well as following any procedures developed by Noble Works Australia Pty Ltd.

Rehabilitation Policy

Our company recognises there are substantial benefits for employees and employers, resulting from an employee's early return to work after a work related injury or illness. We also recognise that workplace rehabilitation is a managed process involving early provision of necessary and reasonable services, including suitable duties programs when practicable, to ensure the worker's earliest possible return to work, or if return to work is precluded, to maximise the worker's independent functioning.

We are committed to providing an effective Rehabilitation Program in compliance with the relevant State Legislation, to ensure that:

- A safe and healthy work environment is provided, but in the event of injury or illness, making sure workplace rehabilitation commences as soon as practicable after the injury, with approval of the worker's treating doctor.
- Rehabilitation is a normal practice and expectation within this workplace.
- Suitable duties are available to injured or ill workers to facilitate their safe return to normal duties.
- A team approach to rehabilitation is used, with co-operation, consultation and confidentiality being key requirements for all persons involved.
- At all times the rights, welfare and confidentiality of the worker are respected.
- This Rehabilitation Policy, our rehabilitation procedures and results of our program are regularly reviewed and continuously improved.
- A trained Rehabilitation Co-ordinator is appointed to effectively manage our Rehabilitation program.

Environmental Policy

Commitment:

- To meet our environmental obligations in accordance with Environmental Acts and Legislation and relevant legal and other requirements, including Local Government and contractual requirements and other requirements placed upon the organisation, or to which the organisation subscribes
- To comply with the international standard AS/NZS ISO 14001:2004 – Environmental management systems
- Requirements with guidance for use
- To establish and maintain objectives and targets with the aim of reducing negative environmental impacts and achieving continual improvement
- To have a positive environmental impact by embracing the use of sustainable resources and improved waste and energy reduction measures
- To prevent pollution and reduce the release of emissions from our workplace
- Incorporate positive and sustainable environmental factors in product design, manufacture, testing and use by the consumer
- To ensure that environmental management principles are included in all planning activities
- To monitor, inspect, measure and report the effectiveness of our environmental program and objectives.

Strategies and Objectives:

- To minimise waste production and disposal
- To minimise use and disposal of Hazardous Chemicals
- To minimise industrial noise and emissions
- To reduce the use of non-renewable resources, and to increase recycling
- To reduce consumption of resources, water and energy
- To understand and implement aspect identification and impact assessment practices, including emergency and rehabilitation measures To ensure incidents are promptly investigated and causes are corrected and prevented from reoccurring
- To provide information and training to our people in environmental issues awareness and work procedures
- To act with due regard for the requirements and expectations of our clients, neighbours and community, stakeholders, insurers, and industry associations
- To give preference to suppliers and subcontractors who are environmentally aware To more effectively gather feedback and information to improve our Management System.

Alcohol and Other Drugs Policy

We are committed to providing a safe and healthy working environment, free from the risks associated with the misuse of alcohol and other drugs, which can impair the ability to work safely.

We will not permit illegal drugs onto any sites, nor will we tolerate the use of illegal drugs on any site.

Alcohol is not to be brought onto site or consumed on site without written approval from the Managing Director. Where the use of prescription drugs or over the counter drugs could impact on the ability of an employee or contractor to perform their duties, the employee or contractor must notify the Noble Works Australia HSE Coordinator.

This policy is supported by a testing regime, and programs which encourage and sustain self-management of alcohol and other drug issues by individuals. It is our aim to ensure employees, contractors and visitors to Noble Works Australia are informed of the policy, their responsibilities, associated risks and consequences of policy breaches.

Our policy has been designed for the mutual benefit of the Company and its employees. It seeks to fully comply with relevant State and Federal Government legislation regarding Alcohol and other Drug(s) in the workplace.

In support of this policy, ongoing alcohol and other drug programs will make provision for:

1. Consultation, Training Induction & Education

Consultation through safety teams and/or safety committees, enabling all employees to engage on the process and for the ongoing exchange of information associated with alcohol and other drug management.

Training and education concerning the risk of impairment from alcohol and other drugs consumption and their effects on work performance.

2. Accountabilities and Responsibilities

Understanding roles and responsibilities in managing alcohol and other drugs.

Information relating to other requirements of the Alcohol and Other Drugs program.

3. Self-Management

The aims of self-management and self-testing methods.

4. Testing Procedures

Which are applied equitably and assist in the measurement of the effectiveness of the above strategies. The program aims to protect the privacy and confidentiality of the individual.

5. Assistance

Provision of referral services for education and confidential counselling and rehabilitation programs which prevent and manage dependency and its associated problems.

Equal Employment and Anti-Discrimination Policy

Our company is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or other factor not applicable to their position. Employees are valued according to how well they perform their duties, and their ability and enthusiasm to maintain the company's standards of service.

Our company does not tolerate any form of discrimination. We believe that all employees have the right to work in an environment free of discrimination and harassment.

Discrimination undermines proper working relationships and may cause low morale, absenteeism, and resignations.

Under federal and state anti-discrimination laws, discrimination in employment on the following grounds is against the law:

- Sex and sexuality
- Social origin
- Pregnancy
- Lawful sexual activity
- Age
- Trade union activity
- Impairment or illness
- Gender identity or history
- Marital status
- Criminal record
- Parental or family status
- Political belief
- Race
- Religion
- Nationality or ethnic origin
- Breast feeding

Sexual harassment is also against the law.

Managers and supervisors must ensure that all employees are treated equitably and are not subject to discrimination. They must also ensure that people who make complaints, or witness, are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complaint is not required.

Disciplinary action will be taken against anyone who discriminates against a co-worker. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

Our company is committed to providing an environment which is safe for its employees. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Health Surveillance Policy

Our policy is to provide a healthy work environment that protects the health of employees, visitors and other persons at our premises and on work sites.

Current position:

Our current health and safety management program includes assessments of our workplaces to identify potential health hazards and to decide if there are significant health risks to workplace personnel.

Health hazards which could be of concern include Hazardous Chemical and chemical handling, hygiene and amenities, and physical hazards including noise, dust, lighting, ergonomics, thermal work environment, vibration, workplace stress, use of alcohol or drugs and animal or insect attack.

To date there has been no health hazard identified as significant or potentially significant, as to warrant a formal health surveillance program. Also there has been no event to cause a requirement for health surveillance.

However, should our health and safety management program identify health hazards as significant or potentially significant then the business would implement a Health Surveillance Program, described below.

Health Surveillance Program:

If a program is required, it includes:

- Conduct a health surveillance assessment
- Risk assess potential health hazards
- Consult with staff, advisors and management
- Employ medical and health surveillance specialists
- Implement preventive and monitoring practices
- Report to personnel, relevant authorities and medical advisors
- Measure effectiveness of surveillance activities
- Maintain all relevant records.

At all times the company will maintain health and safety as a priority, and will not knowingly demand or expect any person to participate in any activities which are likely to be detrimental to their health or safety.

Privacy Policy

Respecting your privacy:

Our company is committed to complying with the National Privacy Principles 2001, and the Federal Privacy Act 1988.

The Act sets clear standards for the collection, access, storage and use of personal information that we obtain as part of our business operations. This includes information we have collected from people in person, via email, from our website, over the phone and on work sites.

Your information:

We will only collect information that is necessary for us to establish a trading account for you and provide products and services. As well as individual details of personnel, we may require information regarding your business operations.

We will not give out any of your information to any third parties except in compliance with a request of a law enforcement or government department. Under no circumstances will your name, email, phone number or address or any other personal information be sold to, or given to any other parties. We will never wilfully sell, lease, or rent any of your or your business' personally identifiable information to any third party.

Access to your personal information:

We will provide you with access to any of your personal information we hold (except in the limited circumstances recognised by privacy law). If you require access or need to update your information (e.g. if you change your address), please contact us so we can make the change.

More information:

Our Privacy Policy is written to comply with the National Privacy Principles 2001, and the Federal Privacy Act 1988.

More information about Privacy law is available from the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

This policy will be reviewed from time to time and any amendments will be incorporated in the updated policy.

Fatigue Management Policy

Fatigue is a mental or physical exhaustion that prevents a person from functioning normally and can impair safe work performance.

Fatigue can be caused by both work and non-work related factors. Non-work factors include family responsibilities, social activities, health issues—such as sleep disorders—study commitments, and sporting commitments. Work factors include shift work—especially night shift— and working extended hours.

Whilst not all people respond to fatigue in the same way, fatigue can cause reduced concentration, impaired co-ordination, compromised judgment and slower reaction times; ultimately increasing the risk of incidents and injuries.

Managers and Supervisors are accountable for:

- Applying risk management in consultation with staff).
- Ensuring systems of work that minimise the risk of fatigue—for example, reasonable rosters, and adequate recuperation between shifts.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Consulting with workers when introducing work or new rostering systems.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate in order to be fit and able for the next shift.
- Participating in education and training in order to gain an understanding of fatigue.
- Avoiding behaviours and practices that contribute to fatigue, and which could place themselves and others at risk.
- Recognising signs of fatigue that could place health, safety and well-being of themselves or others at risk and reporting this to their manager or supervisor.

Personal Protective Equipment (PPE) Policy

Noble Works Australia Pty Ltd is responsible for supplying employees with appropriate PPE.

Contractors and visitors must supply their own PPE.

Employees and contractors must wear PPE that is suitable for the type of work being performed and in reference with the applicable Safe Work Method Statements.

Employees and contractors are responsible for the maintenance of PPE.

Employees and contractors must ensure that PPE fits correctly.

All supervisors have a responsibility to ensure that employees, contractors and visitors are wearing appropriate PPE.

Exemptions:

Any employee and/or contractor seeking an exemption from wearing approved PPE must supply a medical certificate in support of his or her claim for exemption.

Upon receipt of the medical certificate and assessment Noble Works Australia may seek advice from an independent specialist.

The workplace health & safety officer will periodically review exemptions and will reassess employee and contractor duties in line with exemptions.

Non-Compliance:

Employees and contractors will not be permitted to start work unless they are wearing the required, compliant PPE prescribed for their intended duties.

Employees and contractors will not be deemed to have commenced work until they are wearing compliant PPE. The employee's and/or contractor's pay will be adjusted accordingly.

Breaches of this policy will result in disciplinary action being taken.

Residual Value If an employee or contractor ceases working for Noble Works Australia Pty Ltd for any reason within six (6) weeks of issue of any PPE (excluding consumable items), The employee or contractor will reimburse Noble Works Australia Pty Ltd 50% of the total value of PPE issued by deductions from termination / final pay.

Guidelines:

Personal Protective Equipment (PPE) Guideline

Legislation:

Work Health and Safety Act 2011

More policies and further information can be found in the Noble Works Australia WHS Management Plan.

Employee Declaration

As an employee of Noble Works Australia I declare that:

I have read and understand all the information provided by Noble Works Australia within this handbook and that as a continuing condition of my employment:

- I will provide all necessary documentation to my employer as soon as possible.
- I will always carry a photo ID and copy of my construction induction card.
- I understand the procedure for reporting my work hours to the office.
- I understand that I must behave to the high standards that has been described in this handbook.
- I will ensure that I work safely in the interests of my own and other's wellbeing.
- I am familiar with the Noble Works Australia Emergency Response Plan in the appendix.
- I have read and will comply with the policies included in this Handbook.
- All information I have provided to Noble Works Australia and supplied for client's purposes is true and correct.

Full Name:

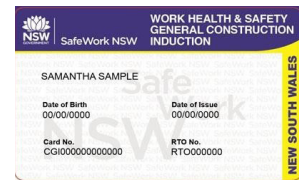
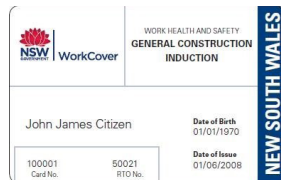
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Date:

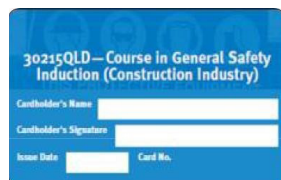
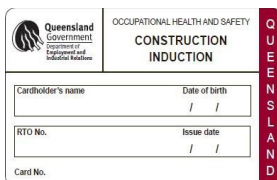
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Accepted General Induction Cards

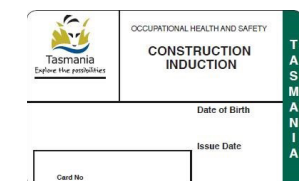
NSW Cards:



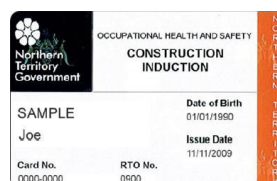
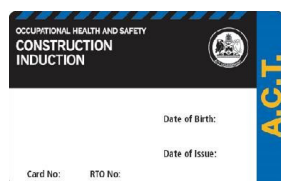
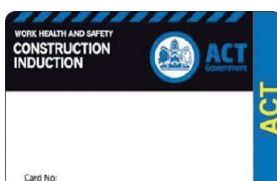
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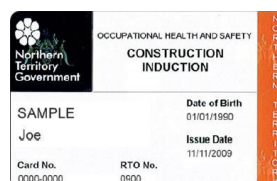
WA Cards:



ACT Cards:



NT Card:



Emergency Response Plan



Emergency Response Plan

Introduction

This Emergency Response Plan has been developed by Noble Works Australia Pty Ltd in response to the potential emergencies that could arise as a result of its operations. All employees and contractors are to be familiar with the contents of this plan and follow its procedures at all times.

Key Emergency Contact Numbers

EMERGENCY: 000

Ambulance
Police
Fire

Noble Works Australia WHS Co-Ordinators:

Blain Knox: 0422 200 482
Arron Knox: 0400 371 225

Electrical Emergency: 13 13 88

Energy Australia

Gas Emergency: 13 19 09

Jemena Gas Networks

Water Emergency: 13 20 90

Sydney Water

Workplace Health and Safety: 13 10 50

Safe Work NSW

Induction on Site Emergency Procedures

If you have been inducted by the Principal Contractor / Host Employer on emergency procedures for the site then these instructions are to be followed at all times. If you have any questions regarding emergency procedures (eg. meeting point) then raise these questions with the site supervisor.



Emergency Response Plan

Emergency Evacuations

Upon arrival at the workplace become familiar with any existing emergency evacuation procedure of the principal contractor / customer. Follow these procedures should an evacuation become necessary. In the event of an evacuation:

- Cease work immediately
- Vacate the area immediately to the meeting / muster point.
- If others are not familiar with evacuation procedures, assist those persons to evacuate.
- Do not go back for anything. Remain at meeting point until further directed.
- Notify Noble Works Australia Pty Ltd of the emergency.

Serious Injury

- Do not panic
- Ensure the injured person is in no further danger and make them comfortable.
- Keep the person calm and warm.
- Do not move person unless they are in threat of further danger.
- Call Emergency Services by dialling 000. When phoning for help say:
 - Where the emergency is
 - What has happened
 - What is being done
 - Who is calling
- Wait to be told what to do before hanging up
- Inform the Site Supervisor

First Aid Treatments

- A first aid kit is to be available at all times with operators.
- Be familiar with who the site first aid attendant is and notify and contact this person for / of all treatments.

Electric Shock

- Do not touch victim or live wires.
- Disconnect power if possible. Use non-conductive material (dry wood, rubber, plastic) to remove victim or wire.
- Apply artificial respiration if necessary.



Emergency Response Plan

Fire

In the event of a fire only use a fire extinguisher if you are trained and do not put yourself at risk of injury. Only if safe to do so, try to contain the fire using fire-fighting equipment.

- Warn other people of danger.
- Call Fire Brigade by phoning 000.

FIRE EXTINGUISHER SELECTION CHART							
Class & Type of Fire	Colours	A	B	C	D	(E)	F
Type of Extinguisher		Wood, Paper, Plastic	Flammable & Combustible Liquids	Flammable Gases	Combustible Metals	Electrically Energised Equipment	Cooking Oils and Fats
Water		✓	✗	✗	✗	✗	✗
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗
Dry Chemical Powder (ABE/BE)		✓ AB(E) ✗ B(E)	✓	✓	✗	✓	✗ AB(E) ✓ B(E)
Foam		✓	✓	✗	✗	✗	LIMITED
Wet Chemical		✓	✗	✗	✗	✗	✓
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓

FIRE & SAFETY AUSTRALIA To obtain Fire Extinguisher or Warden Training please contact us on 1300 88 55 30 or www.fsaus.com.au

This information comes from Australian Standards AS 2444 & AS 2443 – This standard requires that personnel who are trained in the use of portable fire extinguishers must refresh this training within a 2 year period.

Suspicious Objects

If you notice a suspicious object on site:

- Do not touch or tamper with the item.
- Notify the principal contractor / customer immediately.
- Evacuate the area if required if this decision is made – follow the site evacuation procedures.
- Await and follow instructions of emergency services.

Testing of Emergency Procedures

You may be asked to take part in a mock emergency evacuation or a test of emergency procedures at any time. All workers are to follow any requests in this regard.

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