

**WORKING  
SAFELY  
AT  
WOORINYAN  
EMPLOYMENT SUPPORT  
SERVICE**



**GROUNDS MAINTENANCE &  
CAR WASHING  
Safety Handbook**

**2006**

**WOORINYAN  
EMPLOYMENT  
SUPPORT SERVICE**

Safety Book Grounds Maintenance & Car Washing

---

**CONTENTS**

PAGE

3. MISSION STATEMENT.
4. INTRODUCTION & OCCUPATIONAL HEALTH AND SAFETY POLICY.
5. MOWER AND BRUSHCUTTER SAFETY
6. SAFETY WITH ELECTRICITY.
7. EYE AND EAR SAFETY.
8. LIFTING SAFELY
9. CORRECT LIFTING.
10. WORKING OUTDOORS
11. SAFETY SIGNS.
12. CROSS INFECTION
13. FIRST AID.
14. PROTECTIVE CLOTHING AND SUN SMART.
15. SHOE SAFETY.
16. ALLERGIES, BITES AND STINGS
17. FAULTY AND BROKEN EQUIPMENT.
18. PRE-EXISTING INJURIES.
19. FIRE AND EVACUATION

## **MISSION STATEMENT**

“Woorinyan exists to meet the individual needs of people with an Intellectual disability.”

The Employment Support Service holds a commitment to the rights of people with disAbility to integrated, meaningful employment rewarded by a socially just wage. The service provides supported employment options to workers with disAbility. Employment will either be based in host companies or provided within a company using a Woorinyan owned site. Stakeholders of the organisation include people with a disAbility, carers, Woorinyan staff, contributors, host companies, their employees, community members and government departments.

## **INTRODUCTION**

This is a handbook to tell people what Woorinyan Employment Support Service does to keep its workers safe and what safety rules it works by. It also tells workers what they can do to keep themselves and others safe. We have tried to write it in plain language so that it is easy to understand and use pictures when we can.

## **OCCUPATIONAL HEALTH & SAFETY POLICY**

- It is our policy to provide and maintain a safe and healthy work place for all workers and support staff.
- It is part of every workers responsibility to follow safety rules and work with management to improve safety.
- The service will promote safety training and education for all levels of the service including onsite instruction.
- Resources will be provided to maintain safety facilities for the protection of all workers.
- Each enclave site will develop safety rules to address identified risks.
- Each enclave site will develop safety booklet
- All support staff are first aiders

## **MOWER AND BRUSHCUTTER SAFETY**

Because mowers and brush cutters are noisy and have many moving and dangerous parts the following rules must be followed as a standard Health and Safety practice:

1. Ear muffs and safety glasses are to be worn at all times.
2. When mowing stay at least 2 meters from any other person.
3. When brush cutting stay 2 meters from any other person and stop work when any person not wearing safety glasses comes near you.
4. If people try talking or to signal you with waving arms for example then **STOP WORK IMMEDIATELY.**
5. If the mower, brush cutter, pot washer, jet washer or any other machine or equipment is not working properly, I.e. has a broken or faulty part **REFUSE TO USE IT UNTIL IT IS FIXED.**
6. Long pants must be worn to protect when brush cutting.



## **SAFETY WITH ELECTRICITY**

We sometimes work in some wet areas where electricity is also used, therefore it is very important to remember the following rules:

1. **DO NOT USE** something that has a faulty plug or switch.
2. Make sure the power is turned off before you plug or unplug any leads.
3. Make sure your hands are dry before you touch any plugs or switches.
4. Run electrical leads out of the way of water or puddles, do not spray water near electrical equipment or leads.
5. Pull plugs out by the plug not the electrical leads, as this may damage the wires.
6. Do not run electrical leads where they will be a trip hazard.



**WOORINYAN  
EMPLOYMENT  
SUPPORT SERVICE**

Safety Book Grounds Maintenance & Car Washing

---

**EYE AND EAR SAFETY**

To prevent any injury both eye and ear protection must be worn while operating machinery. Protection means safety glasses and earmuffs.

Anyone refusing to wear appropriate safety gear will be stood down without pay.

**EYE AND EAR PROTECTION IS SERIOUS**



## LIFTING SAFELY

At work we will all need to lift something at sometime if there is a reason you should not lift, i.e. a sore back or your doctor has told you not to. **DO NOT LIFT.**

Tell the support staff if you should not lift!

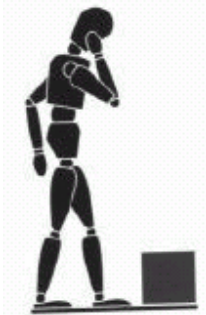
Check the load, if it's too heavy or big get another person to help!

Use a wheelbarrow or trolley to move the load when you can.



## **CORRECT LIFTING**

The correct steps for lifting are:



Step 1. Stand close to the load

Step 2. Squat down by bending your knees while keeping your back straight

Step 3. With a firm grip, using your legs lift keeping your back straight

Step 4. Stand up keeping the load close to your body.

## WORKING OUTDOORS

Working outdoors means we are exposed to hot and cold weather as well as rain.

It is important that workers come to work dressed appropriate to the weather. Warm clothes in winter and cool clothing in summer.

Summer clothing should protect from sunburn and exposure to UV rays.

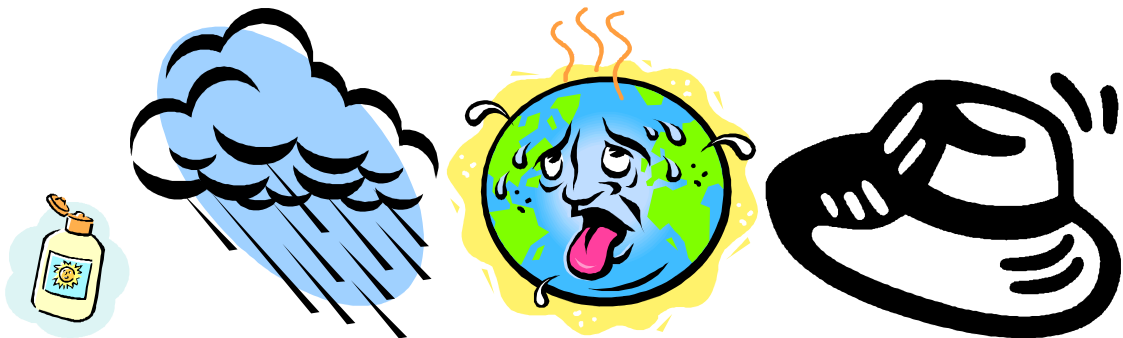
When it starts raining – Stop Work – check with Support Staff and wait for staff to give further instructions. (Workers should provide jackets suitable for light rain showers).

In Hot Weather it is important to drink extra liquids.

Hats should be worn when working in the sun (Protective Clothing and Sun smart page 14).

Workers should use shade where possible to be out of the sun, sunscreen needs to be applied before starting work and reapplied regularly.

Support Staff may cancel work if it is too hot.



## **SAFETY SIGNS**

Safety signs are used in workplaces to help stop accidents by telling workers about a hazard.

Talk about hazards in your work place.

If you do not know what a sign means ask the support staff to explain.

If you see something unsafe ask if a warning sign will help.

And most importantly **ALWAYS OBEY SAFETY SIGNS.**

Never move or remove a safety sign that has been put in place



## **CROSS INFECTION**

**‘CROSS INFECTION’** means catching an illness from a sick person.

At Woorinyan, if you are sick, you do not come to work.

Under this policy if you come to work and your sick you may be sent home.

Under Health and Safety, it is unhealthy and unsafe for sick people to be at work!

You may have an accident if you are not at your best or you may do something unsafe.

You may make other workers sick.

You may not get better if you don't rest.



**IF YOU COME TO WORK SICK YOU POSE A HAZARD  
TO OTHER WORKERS AND WILL BE SENT HOME**

## **FIRST AID**

All support staff are qualified first aiders.

At work if you need first aid, or see someone who needs first aid, call the support staff, the closest worker or send someone to get them.

If you see an accident or hurt yourself, report it to the nearest person available and tell the support staff as soon as you can.

Even if you think, it is not serious tell the support staff so they can write it down.

Staff **ARE NOT** allowed to give Panadol or Headache Tablets.

If you are hurt at work and need to see a doctor the support staff will organise this, you **MUST NOT** go to the doctor without telling the support staff.



**DO NOT PUT YOURSELF AT RISK!**

## **PROTECTIVE CLOTHING AND SUN SMART**

Overalls are recommended for everyday use at work.

Safety vests are to be worn when you are mowing, brushcutting, cleaning gutters or weeding gardens near roadways and car washing.

Gloves are provided by Woorinyan and are recommended for use when gardening or doing rubbish removal.

Earmuffs, glasses and boots must be worn when using mowers or other motor powered equipment.

Hats, sunglasses and sunscreen are provided to protect you from the sun an appropriate shirt must also be worn.



Safety Vest



Work Boots



Overalls



Gloves

**WOORINYAN  
EMPLOYMENT  
SUPPORT SERVICE**

Safety Book Grounds Maintenance & Car Washing

---

**SAFE SHOE POLICY**

To make sure you are not at risk of hurting yourself you need to wear substantial foot wear that covers your entire foot, gives support, and are non slip.

You can't wear sandals or slippers to work!

If you do not have appropriate foot wear you may be stood down from work without pay.

At work you are required by Health and Safety rules to wear correct footwear.



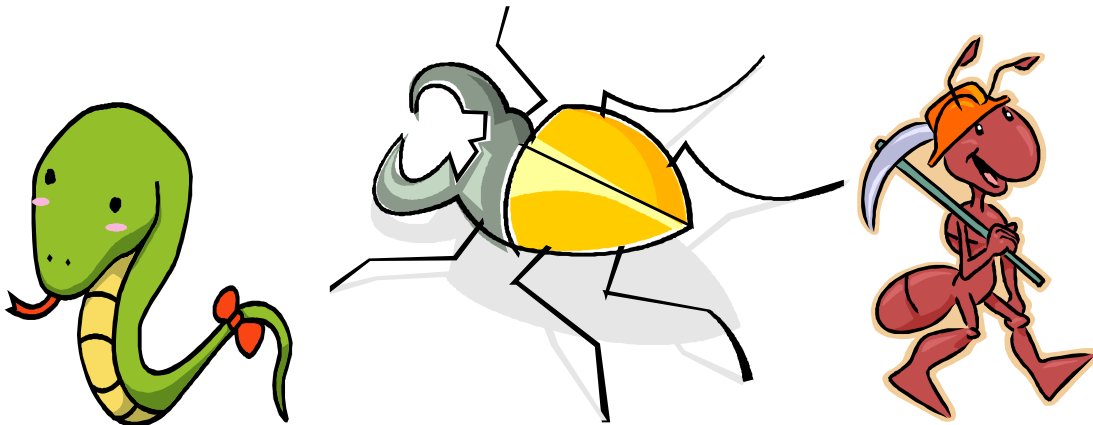
**NO**



**YES**

## **ALERGIES, BITES AND STINGS**

- Workers should be aware of and keep away from bull ants, spiders, snakes and wasps in the work area
- If you find things like this in your work area, **STOP** work warn other workers and report to staff immediately
- If bitten report to staff and get first aid treatment
- If you have allergies and or have **Medicine** for allergies you must tell staff immediately



## **FAULTY AND BROKEN EQUIPMENT**

To ensure your own safety the following rules must be followed when using any equipment:

1. If the equipment you are using is faulty or broken **STOP** work immediately and turn it off.
2. Report to staff straight away.
3. Don't get co-workers to help fix or move equipment, send for staff first.
4. If a co-worker reports something is wrong tell them to report it to staff straight away.
5. If a worker continues to use faulty or broken equipment they can be stood down from work without pay.
6. Support staff will organise a repairperson.



## **PRE-EXISTING INJURIES AND MEDICATION**

If you have any existing condition or injury it is very important that you inform support staff about this. This includes any medication which may affect you at work.

If you have hurt yourself outside of work, you must let the support staff know, as you may not be able to do your normal work safety. It may even make your injuries worse or put other at risk.

You may need to go to the doctor to get a note telling us what you can and can't do or telling us you can come back to work safely. Your doctor may be able to give staff information about how to care for you correctly.

“You Look Healthy  
You are OK to work.  
Take this note to work”



## **FIRE AND EVACUATION**

At each worksite there is a evacuation plan in case we need to leave the building or grounds.

If there is a “Evacuation” a Siren, Bell or Announcement will sound **ALL WORKERS** are to **STOP WORK IMMEDIATELY** and go to Woorinyan Vehicle then staff will take you to the assembly area.

Everyone is to wait there for instructions from either the **SUPPORT STAFF, POLICE** or **FIRE BRIGADE**.

Your support worker will let you know what to do in the case of an emergency and we have to leave the work area.

To make sure the plan works properly and quickly we need to make sure we understand what to do.  
( Ask Your Support Worker To Explain )

Reasons we may have to leave are ;

- Fire Drill
- Fire
- Gas Leak
- Unsafe Work Area

