

General Safety Induction for Supervised Visitors Including General Public

Introduction

Welcome to Olds Engineering! Your safety while visiting us is our top priority. This general safety induction is required by law, to tell you about hazards in our workplace and how controls are used to keep you safe. It must be completed by all supervised visitors who will not be performing work.

What the Law Says About Your Responsibilities

The Workplace Health and Safety Act (Qld) imposes duties on you, as a visitor to our workplace. Ignorance is no excuse; the WHS Regulator can prosecute you if you fail in your duties, and this may result in fines and jail terms. The WHS Act, Section 29, says that visitors must:

- Take reasonable care for their own health and safety.
- Take reasonable care not to adversely affect other people's health and safety.
- Comply, so far as they are reasonably able, with reasonable instructions.

Completing this induction, and following our instructions, will equip you to fulfil your duties.

About Our Activities

Olds Engineering performs a wide variety of work, so you could potentially be exposed to significant and unexpected hazards during your visit. The workshop has powerful rotating equipment that could cause entanglement and injury. Some processes emit loud noises, sparks, flames or fumes. In the foundry, molten metal at extremely high temperatures is poured into moulds, making serious burns and fires a real possibility if risks are not properly controlled.

It is our responsibility to ensure your health and safety during your visit, and this induction is key to protecting you. We have put effective controls in place to reduce risks to all persons on our sites, and we will tell you about the controls relevant to you in this induction. It is paramount that you understand the information and instructions you receive, so please immediately ask if you have any questions. You must follow all our instructions to protect yourself and others. If you do not comply, you may be excluded from our worksites.

Main Hazards

The main hazards to avoid in our Main and Yengarie Workshops are mechanical plant and machines. You must never approach the overhead line-shaft and the belts that drive lathes and machines. Sometimes, the boiler and steam engine (Main Workshop) are operational and you must keep behind the safety fences. Do not touch the boiler, engines or pipework, which are extremely hot.

In the Foundry (including the Die-Casting area), the furnaces and nearby structures get extremely hot. Flames are emitted from the openings of furnaces. Tools, equipment, platforms and sand moulds also get extremely hot after use. They may also remain hot for many hours after use. Stay behind safety barricades and never approach or touch any foundry equipment. Do not take flammable materials with you into the foundry.

When the furnaces and boiler are operating, our work areas can become very hot, especially in warm weather. Remember to stay hydrated and ask to move to a cooler area if you feel hot, tired or uncomfortable.

The foundry uses sand which, if not properly handled, emits hazardous dust known as respirable crystalline silica (RCS). RCS is invisible and easily inhaled deep into the lungs, where it remains trapped. Over time, RCS exposure causes incurable silicosis and potentially lung cancer, other cancers, emphysema, chronic bronchitis, chronic obstructive pulmonary disorder (COPD) and renal failure. Olds Engineering monitors and controls its RCS levels, as required by law.





Workplace Health and Safety Policy

You can read our Workplace Health and Safety Policy in the Main Office or on the noticeboard at the employee sign-in desk. It highlights our aim to protect all people – including visitors and the general public – who are affected by our activities and the steps we are taking to achieve this.


Visitors' Record

Visitors must sign in and out on every visit in the Visitors' Record in the main or site office.

Clothing

	Close-fitting, sturdy shirt and long pants (sturdy jeans are acceptable). Cotton is preferred over synthetics due to its fire resistance.		Closed-in shoes with substantial uppers.
	Long and loose hair must be contained or restrained.		Ties, dresses, skirts, long coats, scarves and similar loose and flowing items must not be worn.

Personal Protective Equipment (PPE)

	At a minimum, safety glasses or goggles must be worn at all times in workshop areas. Prescription glasses do not provide adequate protection, so over-glasses will be provided if you wear glasses. The supervising employee will loan you the PPE you need for your visit.
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Pacemakers & Implants



Induction heaters, welders, motors and some other equipment may generate strong magnetic fields that interfere with medical implants. Please advise us if you have one. You will need to stay at least 2 metres away from some equipment.

Electrical Safety

If you encounter an electrical appliance or electrical infrastructure that is faulty, you **MUST** immediately tell an employee. Never use an electrical appliance you suspect is damaged or faulty.

Forklifts & Vehicles

Please be vigilant for forklifts and vehicles on our sites, including on North Street.

Slips, Trips & Falls

Please be aware that our site has uneven and sloped floors in some areas. Please always be vigilant for slip, trip and fall hazards, and bring them to the attention of the supervising employee.

Food & Drink



It is prohibited to consume food or drink in workshop areas, except for medical reasons. However, you are permitted to bring a water bottle with you. Please wash your hands before eating or drinking.

Smoking, Alcohol & Drugs



Smoking is prohibited on any site and within 10 metres of any site. People affected by alcohol, other drugs or medication which may impair function are not permitted to enter any site. Olds Engineering will immediately report any illicit drug use to authorities.

Photography & Video Recordings



Some work is covered by non-disclosure agreements as well as our own trade secrets. Please do not take photographs or videos without prior permission of management.

Mobile Phones



Mobile phones are a distraction and must not be used in workshop areas, except in an emergency.

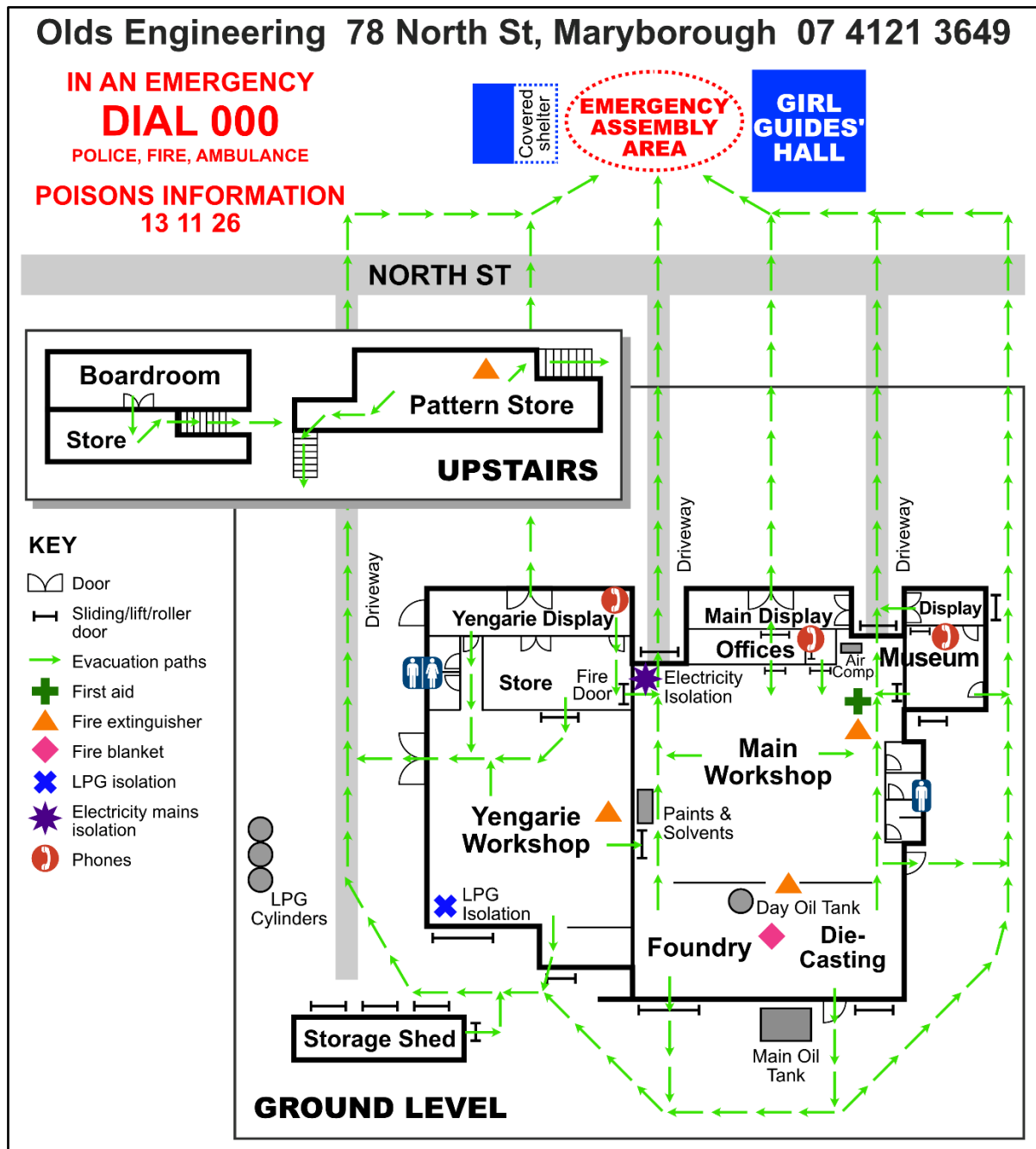
Animals & Children



Animals are not permitted on our sites (except for medical conditions). Children are not permitted without prior consent of management.

Emergency Procedures

In an evacuation, please follow the instructions of the supervising employee and other staff members. Stop work immediately, make your area safe and proceed to the Emergency Assembly Area without taking your belongings. Leave through the nearest exit, following the paths shown in the map.



Fire Emergency

Remember to "RACE":

- **REMOVE** persons from immediate danger to a place of safety, provided it is safe to do so
- **ALERT** others, raise the alarm, call 000
- **CONFINE** the fire using doors, windows and fire extinguishers, provided it is safe to do so
- **EVACUATE** the building and proceed to the assembly area. Do not re-enter the building until you are advised it is safe to do so.

Fire Extinguishers

Consider if you can safely put out the fire before you use a fire extinguisher or fire blanket. If in doubt, evacuate the building. Remember to “PASS”:

- **PULL** the pin
- **AIM** the hose at the base of the fire
- **SQUEEZE** the lever
- **SWEEP** the hose.

Please note the locations of the fire extinguishers and a fire blanket in the map above. There are two Carbon Dioxide (CO₂) and two Dry Powder High Performance (ABE) fire extinguishers onsite:

- Carbon Dioxide extinguishers are located at the Museum entrance (adjacent to the boiler) and at the Yengarie Workshop entrance. They can be used on Class B fires (flammable and combustible liquids) and Class E fires (electrically energised equipment). They are usually ineffective on Class A fires (ordinary combustible materials).
- Dry Powder High Performance (ABE) extinguishers are located in the Foundry and Pattern Store (upstairs). They are suitable for Class A fires (ordinary combustible materials), Class B fires (flammable and combustible liquids) and Class E fires (electrically energised equipment).

Fire Blanket

A fire blanket is located in the foundry. Use it to smother a small fire or to wrap around a person whose clothing is alight. Wrap it around the flames and person, and get them to drop onto the ground and roll until the fire is out. Immediately call an ambulance.

Electrical Emergency – Shock or Electrocution

Do NOT touch an electrocuted person, equipment or plant if power may still be live. In the event of a shock or electrocution, please do the following:

- **Isolate the electrical supply ONLY if it is safe to do so; otherwise, stay clear of the hazard zone and keep alerting others to stay clear.**
- **ONLY if the supply has been ISOLATED**, consider if you can safely remove other hazards (eg fight fires, etc) from the vicinity and remove the injured person from the hazard zone. If the victim is unresponsive, send for an ambulance.

Incidents, Injuries & Near Misses

You **MUST** report all hazards, injuries, incidents and near misses to your supervising employee.

First Aid

First aid kits are located onsite and in vehicles. Ask your supervising employee if you need first aid.

Respirable Crystalline Silica (RCS)

In our foundry, you may be exposed to very low levels of respirable crystalline silica (RCS). RCS may be made from cutting, impacting, grinding, polishing or drilling materials containing silica, including the sand used for moulding. However, RCS can also come from poor housekeeping (eg dry-sweeping dusty floors) or disturbing materials (eg earthworks). Air monitoring conducted in November 2021 showed the level in our foundry is well below the Workplace Exposure Standard (WES) (0.05 mg/m³, 8-hour Time-Weighted Average) and that health monitoring is not required for our workers. To reduce your RCS exposure, minimise the time you spend in the foundry. Only authorised persons who have been trained in safely working with RCS may handle silica-containing materials. Controls we use to prevent and minimise RCS

exposure include: ventilation (natural and mechanical), dust extraction, safe work practices and procedures, a housekeeping schedule and regular vacuuming with a H-class vacuum cleaner. Respiratory protective equipment (RPE) is optional for visitors as exposures are well below the WES. However, we can provide you with a respirator if you wish.

Summary

1. Take care not to adversely affect your own or other peoples' health and safety.
2. Follow the instructions given to you by Olds Engineering's staff.
3. Please sign in and out each visit in the Visitors' Register (Main Office).
4. Please stay with the staff member who is supervising you at all times.
5. Please stay within designated walkways and permitted areas.
6. You are NOT permitted to perform any work or to use any tools, plant or equipment, including your own, during your visit.
7. Please DO NOT wander through our site unaccompanied.
8. Please DO NOT touch exhibits, plant or equipment.
9. Wear the personal protective equipment (PPE) provided. If it is uncomfortable, doesn't fit you or becomes damaged, please tell the supervising employee so that an alternative can be provided.
10. Smoking, alcohol and illicit drugs and are strictly prohibited.
11. Do NOT enter our sites if you are impaired by any substance, including prescription drugs.
12. If you see anything unsafe, you MUST immediately report it to your supervising employee. If you have any health and safety questions, please ask the supervising employee.

Declarations

CONFIDENTIAL WHEN COMPLETED

Your personal information will be handled in accordance with our Privacy Policy, available on request.

Do you have any illnesses, allergies or medical implants that may affect you during your visit?

Are you taking any medications that may affect you during your visit?

Emergency contact details:

Emergency contact name (print)

Relationship

Phone

I declare that I have read, understood and will comply with the contents of this induction.

Visitor's full name (print)

Signature

Date

If under 18, parent/guardian to complete:

Parent's/guardian's full name (print)

Signature

Date

OFFICE USE ONLY – Please record induction in Safety Inductions folder and file this induction in cabinet.

Staff member performing the induction

Signature

Date