



Safe Work Procedure

SWP-201.01 Fitness for Work

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1. Introduction

This Safe Work Procedure (SWP) specifies the minimum fitness for work (FFW) requirements for Ausmite Civil Construction projects.

Ausmite Civil Construction has a duty of care to ensure that all individuals are fit for work while they are on Ausmite sites or undertaking activities on Ausmite's behalf. This Fitness for Work SWP defines the responsibilities of Ausmite employees, contractors, contractor's employees, subcontractors, visitors and any other person who is on a Ausmite site or intends to enter on a Ausmite Site.

2. Definitions

Term	Definition
ACC	Ausmite Civil Construction
Fatigue	A state of impairment that can include physical and/or mental elements, associated with lower alertness and reduced performance. There are a number of contributing factors to fatigue, but they usually relate to lack of sleep quantity or quality, extending the time someone is awake (see wakefulness and extended wakefulness), or other work related or individual factors. Fatigue due to loss of sleep quality or quantity can be experienced after a short period of exposure to sleep loss (acute fatigue) or over a longer period of time where sleep loss has accumulated (cumulative fatigue).
Fitness for Work (FFW)	The physical, mental, and emotional state which is required to enable the worker to perform their tasks safely.
Worker	Any person performing work duties on an Ausmite worksite including workshops, quarries and construction sites.
Worksite or site	Any Ausmite office, workshop, quarry, construction site or any other venue or location where work is performed.

3. Competencies / Authorisation

All personnel must receive training relating to any work tasks performed on any Ausmite worksite.

The Ausmite Training Needs Analysis must be applied to any all workers.

No worker should commence a task unless he/she has been authorised to do so by Ausmite management.

4. Management of Fatigue

Monitoring for Signs and Symptoms

There are signs and symptoms which may be used to identify the presence of fatigue in one's self or in others which may include but is not limited to:

- Physical signs such as excessive yawning, heavy eyelids and fidgeting.
- Mental signs such as errors and decreased coordination.
- Emotional signs such as lack of motivation and grumpiness.
- Errors caused by poor judgement, poor decision making or lack of concentration.

Action in the Event of Fatigue

Any person who believes that they, or another person, are fatigued and could be placing themselves or others at risk either at work or while travelling to/from site must immediately report this to their Supervisor.

Supervisors must immediately take steps to manage the risk of fatigue to as low as reasonably achievable.

Typical countermeasures to be considered include, but are not limited to:

- Caffeine
- Napping
- Lighting
- Buddying up
- Journey management plan
- Altering the task

5. Drugs and Alcohol

Drugs

Any person will be considered unfit for work if a urine/salvia sample collected indicates the presence of a drug at or above the limits as stated below.

A positive test will result in the worker being escorted from the site and prohibited from driving a vehicle or operating any machinery.

Permission to re-enter the site will be at the sole discretion of the Ausmite management.

Alcohol

A person shall be considered to be Unfit for Work if they produce a Br.A.C of 0.01 or greater.

I.e. all persons MUST be Br.A.C of 0.00 to be considered Fit for Work.

Where a breath test has register a Br.A.C of 0.01 or greater a 2nd breath test will be required after 30 minutes.

If the 2nd breath result is 0.01 or above the worker will be deemed as being unfit for work and will subsequently escorted from the site and sent home and will not be permitted to re-enter the mine site until his/her next scheduled shift.

Where a worker has submitted three positive breath tests and been removed from site, the worker will be suspended from working at any Ausmite worksite with re-entry being at the sole discretion of the Ausmite site manager.

Returning to work

Upon re-entry to the site and before returning to work the following will occur:

- Employee to make contact with supervisor
- Retesting will be conducted to ascertain clearance

This clearance may involve a BrAC test and a drug test (urine, salvia or blood)

- A Clearance to Return to Work form shall be completed and given to the Supervisor
- Clearance must be granted by medical professional

Note! Alcohol testing equipment will be available for employees who wish to test themselves voluntarily prior to the start of their normal shift by proceeding directly to the testing centre located at the main site office.

Compliance to testing procedures

All workers including, contractors and visitors are required to adhere to the Ausmite Drug and Alcohol Policy.

Drug and/or alcohol testing procedures may be performed at any time. If required to undertake drug and alcohol tests, all personnel must comply with the instructions provided by site drug and alcohol testing officers.

Failure to comply with instructions will result in immediate removal from site.

Non-compliance to site drug and alcohol testing procedures includes (but is not limited to):

- Refusal to undergo drug and alcohol tests
- Failing to provide a specimen
- Tampering with or substituting samples

Prescription and Over the Counter Drugs

The use of prescription or over the counter drugs may impair an employee's ability to perform safely and efficiently.

There are several types of drugs which may impair performance including:

- Hypnotics and sedatives
- Anti-depressants
- Antihistamines
- Stimulants and appetite suppressants and
- Analgesics/Codeine.

A Medication Declaration Form (FRM-041.01) shall be used to record all prescription and over the counter medication being taken by a worker.

Where a worker is unsure of any aspect relating to prescription or over the counter drugs, the worker should not commence work and report to their supervisor.

Prescription or over the counter drugs must also be declared on Fitness for Work Self Assessments when required to be completed.

6. Minimum PPE Requirements

PPE Items

The minimum PPE requirements shall apply unless specified otherwise by one of the following means:

- A Workplace Risk Assessment & Control for the work area.
- A task specific work instruction.
- Designated signage.

As a minimum, all site workers and visitors must meet the following PPE requirements:

- High-visibility clothing that includes long sleeved collared shirt or jacket, or safety vest for visitors or new employees).

- Shirt sleeves must be worn rolled down and buttoned at all times, unless a Job Safety Analysis (JSA) is completed and approved by the area supervisor where long sleeves are identified as a potential hazard to specific tasks (i.e. rotating parts of machinery).
- Long pants / trousers.
- Boots with a protective toe cap, lace up and with ankle support. Laces of footwear must be laced to the top.
- Hard hats with reflective tape.
- Safety glasses (medium impact with side shields), including prescription safety glasses.
- Gloves carried on workers and be readily accessible (i.e. on a belt clip).

PPE and accessories must be selected, worn, used and maintained in accordance with Original Equipment Manufacturer (OEM) and Australian Standards to control the hazard or exposure.

When working around rotating equipment, loose items including jewellery and clothing must not be worn and long hair must be restrained.

PPE Condition

PPE that is worn-out, damaged or modified beyond the manufacturer's specified utilisation limits must not be used.

PPE must not be modified or altered without authorisation. This includes:

- Unauthorised badges; or
- Stickers on hardhats.

7. Additional PPE

Additionally, required PPE will be determined by other site procedures and by risk assessments that occur for any given activity.

8. Respiratory Protection

Dust masks must be used for protection against nuisance dusts.

Gas filters must be worn for tasks where low concentrations of certain gases and vapours have been identified.

The correct particulate filters (listed below) must be worn for tasks where finely divided solid or liquid particles have been identified to remove particles from inhaled air.

Class P1 – Mechanically generated particulates (i.e. silica, asbestos).

Class P2 – Mechanically and thermally generated particulates (i.e. metal fumes).

Class P3 – Highly toxic materials. Requires a full-face mask.

9. Eye Protection

Dark tinted glasses must not be worn at night, or in areas of low lighting.

Polarised glasses must be provided for employees who have prolonged exposure to UV radiation or glare (i.e. Dozer working on coal stockpile).

Double eye protection is required for welding, cutting, grinding and air gouging operations.

For arc welding and cutting operations, protection must be provided against radiation using helmets fitted with filters of shade no. 8 – 15 (inclusive), as appropriate.

10. Hand Protection

Gloves must be carried at all times and be worn for all manual tasks, except if:

- The task introduces greater hazards as documented in a Take 5 or other risk assessment, such as diminished sense of touch or dexterity.
- If the hand could be trapped, dragged or twisted due to the glove being caught (i.e. when using rotating equipment); or

Note. Hand protection includes barrier creams and hand cleaners.

11. Hearing Protection

Ear plugs and ear muffs must be used:

- when exposed to tasks that may result in damaging noise levels, and
- in all designated hearing protection zones.

Any environment where a voice must be raised to be heard at a normal conversation distance indicates hearing protection must be worn.

Double hearing protection must be worn when arc air gouging.

Muffs must be cleaned with warm, soapy water; rinsed and completely dried before re-use.

12. Head Protection

Chin straps shall be worn when working at heights.

Helmets that are showing deterioration, change in colour or damage, or have passed their use-by-date must be removed from service.

Safety helmets have a maximum life of 3 years from date of issue (not manufacture).

13. Skin Protection

Personnel subject to prolonged UV exposure must:

- Use a broad-spectrum water-resistant sunscreen (Minimum SPF 30+ and applied in accordance with OEM instructions) and reapply every 2 hour.
- Wear close fitting EPF10 rated safety sunglasses.
- Wear sun hats with a suitable brim, peak or neck flap (as appropriate).


















Chemical splash outerwear must be selected in accordance with the hazards associated with the specific work in progress and the requirements of the SDS for the chemical(s) involved.

14. Oxy-acetylene Protection

The minimum PPE requirements for oxy-acetylene work are:

- correctly rated goggles or face shield.
- welding gloves.
- welding jacket.

Appendix: Summary of Key Points

-  If a worker is feeling fatigued he/she must report to their supervisor.
-  A person shall be considered to be Unfit for Work if they produce a Br.A.C of 0.01 or greater.
-  Unless otherwise specified, the site's minimum PPE requirements for all workers are:
 -  High-visibility clothing;
 -  Long sleeved shirts;
 -  Long pants;
 -  Safety boots;
 -  Hard hats;
 -  Safety glasses;
 -  Gloves carried on the person;
-  PPE and accessories must be selected, worn, used and maintained in accordance with Original Equipment Manufacturer (OEM) and Australian Standards.
-  Dust masks must be used for protection against nuisance dusts.
-  Dark tinted glasses must not be worn in low lighting.
-  Polarised glasses must be provided for prolonged exposure to UV radiation or glare.
-  Gloves must be worn for manual tasks other than in exceptional circumstances.
-  Ear plugs and ear muffs must be used when noise is a hazard.
-  Chin straps on hard hats shall be worn when working at heights.

Worker/ Contractor Declaration of Compliance

I (Print Name) _____ declare that I have read and understood the requirements and procedures of this Ausmite Civil Construction Safe Work Procedure (SWP) being document number and title: **SWP-201.01 Fitness for Work (FFW)**.

I acknowledge that while performing any work activity for Ausmite, I must comply with all aspects of this SWP. I understand that failure to comply with this SWP may result in me being escorted from the work site with re-admission and/or approval to continue work duties being at the sole discretion of the Ausmite.

Signature: _____

Date: _____

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