



**IOGTA**

**Safety Induction**

# Welcome

## Welcome to IOGTA's Safety Induction

- ✓ Please pay close attention to this induction
- ✓ Please feel free to ask questions during the induction
- ✓ Please share any experiences you have had in Safety
- ✓ There is an assessment after reading through the induction

**Remember....this induction is for your benefit, Safety & the Safety of those around you!**

# Introduction

## Welcome to IOGTA

**This Safety Induction applies to all IOGTA employees, volunteers and jobseekers undertaking activities on:**

- Cocos (Keeling) Islands**
- Christmas Island**



# IOGTA Policies

**IOGTA have introduced the following Policies to demonstrate leadership and commitment to making all worksites a safe, fair & enjoyable place to work.**

OHS Policy

Environmental Policy

Risk Management Policy

Quality Policy

Drug & Alcohol Policy

Contractor Management Policy

Fitness for Work Policy

Smoke Free Workplace Policy

Equal Opportunity & Anti Discrimination Policy

Privacy Policy



# Safety is important!

**Don't accept that injuries & illnesses are part of the job**

**All injuries & incidents can be avoided.**

**Develop a positive awareness of the situations, conditions & people on the job.**

**If you see something wrong fix it or report it to your supervisor!**



# Safety is important!

- No job is so urgent that it cannot be done safely
- Nothing we do is worth getting hurt over
- We can prevent ALL incidents if we properly plan and implement our work tasks
- Everybody must take responsibility for safe work
- We expect Supervisors and Line Managers to lead by example.



# Duty of Care Responsibilities

**Whether you are participating in an IOGTA organised activity, working on IOGTAs site, or on a Host Employers site, you have responsibilities under the following legislation;**

- ☐ **Occupational Safety and Health Act 1984**
- ☐ **Occupational Safety and Health Regulations 1996**

**How do we achieve Safe work sites?**

- ☐ **Competent people**
- ☐ **Equipment that is fit for its intended purpose**
- ☐ **Safe work practices**
- ☐ **Planned and controlled work environment**
- ☐ **Always learning and sharing information**





# Duty of Care Responsibilities

## Management Legislative Responsibilities:

An employer shall so far as is practicable, provide and maintain a working environment in which personnel are not exposed to hazards.

An employer shall provide:

- ☐ Safe systems of work
- ☐ Information, instruction, training & supervision
- ☐ Consultation & co-operation
- ☐ Safe use of plant & substances
- ☐ Personal protective equipment





# Duty of Care Responsibilities

## Employees Legislative Responsibilities:

### General

- ☐ An employee (YOU) shall take all reasonable care:
  - to ensure his or her own safety; and
  - to avoid adversely affecting the safety and health of any other person at work through an act or omission.

### Particular

- ☐ An employee (YOU) shall:
  - Comply with instructions
  - Use personal protective equipment
  - Not misuse or damage equipment
  - Report hazards & injuries

# Waste Management

## Site Requirements

- Minimise the generation of waste.
- Ensure waste disposal is carried out in an environmentally acceptable manner.
- Ensure good housekeeping.
- Recycle wastes and reduce packaging by ordering to size or purchasing in bulk wherever possible.



# Hydrocarbons & Chemicals

## Spill Response – The “3C’s”

C

ontrol

Isolate source e.g. close valves, turn pumps off and shut down machinery

C

ontain

Prevent the spread of the contaminant.  
Use absorbent products (e.g.. Peat moss) construct a temporary earth bund.

C

lean up

Remove contaminated material.  
Place in designated bin.  
Contaminated soil to bioremediation facility.



# Dust Management

## Site Requirements

- Minimise dust generation
- Monitor dust levels

## Your Duties

- Report any activity that results in high dust emissions
- Clean up work areas and maintain good housekeeping



# Site Access & Security

## Site Requirements

- All persons entering site are to report to the Supervisor.
- All work persons must complete the specific Safety Inductions for their worksite.



# Zero Tolerance Rules

**NEVER:**

**Remove any danger / warning tag belonging to another person without authorisation**



# Zero Tolerance Rules

**NEVER:**

**Approach or work in the vicinity of mobile / moving equipment** *(without consultation and risk awareness)*





# Zero Tolerance Rules

**NEVER:**

**Work on machinery (electrical or mechanical)  
that has not been isolated**



# Zero Tolerance Rules

**NEVER:**

**Operate equipment that is not in good working condition**



Part of Grinding Disc embedded in face shield

**If you notice faulty or unsafe equipment in your worksite, don't use it; tell your supervisor immediately.**

# Zero Tolerance Rules

**NEVER:**

**Work under a suspended load**



# Zero Tolerance Rules

**NEVER:**

**Enter a barricaded area without authorisation**





# Zero Tolerance Rules

**NEVER:**

**Work at heights or near an open void without fall protection equipment (above 2m)**



# Zero Tolerance Rules

**NEVER:**

**Fail to report an injury, serious or unsafe work practice incident to your Supervisor**



# Zero Tolerance Rules

*These rules have been made to keep you and those you work with safe.*

**Focus on the SMALL issues to minimise any LARGE or SIGNIFICANT ones.**





# Alcohol & Drugs

**Alcohol, drugs and other substances can seriously effect a persons ability to perform their duties safely.**

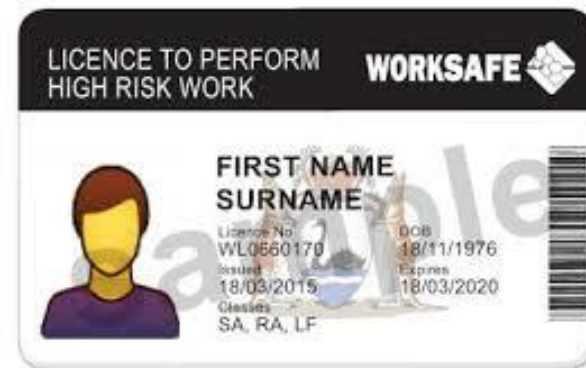
- **No drugs or alcohol permitted on site.**
- **Limit is 0.00% Blood Alcohol Content**
- **Zero tolerance of illicit drugs**
- **Advise the Supervisor if taking any prescribed medication that may impact your ability to work safely.**



# Competency / Licence Requirements

All personnel will need to demonstrate to IOGTA that they hold a relevant suitable Worksafe ticket prior to operating any of the following equipment, or performing the below tasks:

- Operation of specialised plant (cranes, forklifts, EWPs, etc.)
- Mobile Plant
- Working at height
- Confined space entry
- Rigging / dogging
- Isolation of plant or electrical systems
- Scaffolding



# Safety, Signage & Barricading

**Obey all Signage and Information including:**

## Mandatory

Must be obeyed



## Prohibitory

That action is not allowed



## Warning

Caution: be aware that a hazard exists



## Danger

Hazard that may be life threatening



# Safety, Signage & Barricading

**Obey all Signage and Information including:**

## First Aid and Safety Signs

Location of facilities



## Fire related signs

Location of fire fighting facilities



## Hazchem

Identifies dangerous goods



If you notice a 'damaged or missing' Safety Sign or Barricade, tell your supervisor immediately.

# Safety, Signage & Barricading

## Restricted Areas:

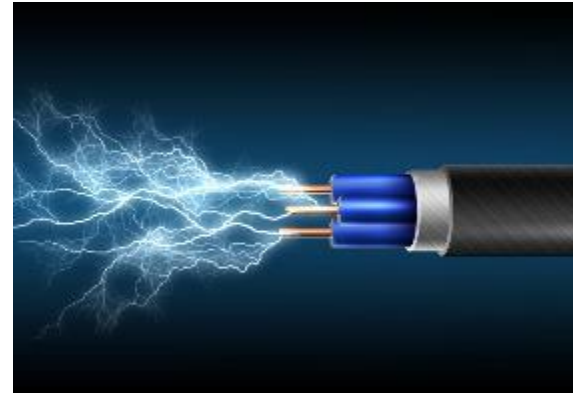
- **Do not enter without authorisation from your supervisor**
- Access 'when approved' only via identified entry/exit points.



# Emergency Response

What can happen?

- Fire
- Medical
- Collision
- Chemical Spill / Poisoning
- Electrocution
- Collapse / Unconsciousness
- Personnel / Machinery at Risk



# Emergency Response

**In an evacuation or muster event, personnel are to meet at the site muster point. Please see the Supervisor for muster location(s).**

**Ensure you:**

- **Know locations of exits and muster points at all times**
- **Know locations of emergency equipment e.g. fire fighting**
- **Know emergency personnel: fire wardens, first aid officers in your workplace**
- **Are signed on to daily attendance sheet**
- **Follow procedures in event of emergency.**

**Report emergencies immediately to your supervisor or call 000**



# Emergency Communications

## Emergency Procedure

**Contact the Supervisor Immediately (or '000' if you cannot immediately reach your supervisor)**

**(State in a slow and clear voice)**

- 1. Identify yourself**
- 2. State your exact location**
- 3. State the nature of the emergency**
- 4. If personnel are involved, state how many, and the nature of injuries if known**
- 5. Stand by for instructions. Do not hang up until told to do so**
- 6. Give assistance if safe to do so**

# First Aid

Make sure you know:

- Who the first aid officers are in your workplace (if you don't know ask your supervisor)
- The location of the nearest first aid kit in your workplace



# Fire Fighting Equipment

## Fire Extinguishers and Hydrants:

- ✓ Multiple types of fire extinguishers used
- ✓ Signs are clear and visible
- ✓ Contained within a protective plastic cover
- ✓ Inspection tags are fitted and current
- ✓ Access to be free of obstructions
- ✓ Charged and locking pin secure
- ✓ Mounted on holding brackets



**CARBON  
DIOXIDE**



**DRY  
CHEMICAL**



**FOAM  
TYPE**

Check what types of fire extinguishers are in your work area.

If you don't know how to use them safely in case of an emergency, ask your supervisor?

# Heat Illness

Heat illness can develop rapidly and can be fatal

Recognise the stages and symptoms

Early warnings

## Dehydration

Headache  
Thirst  
Dark urine

## Heat Cramps

Cramps in legs or abdomen

*Caused by losing too much water & salts by sweating and not drinking enough water.*

## Heat Exhaustion

Headache  
Nausea  
Thirst  
Flushed wet skin  
Rapid breathing  
Shortness of breath

Potentially Fatal

## Heat Stroke

Flushed dry skin  
Nausea / Vomiting  
Irritability  
Mental confusion,  
Collapse and/or  
unconsciousness  
*Water levels in the body become so low sweating stops & body temp rises*

Tell your supervisor immediately if you or someone you are working with shows signs of Heat Exhaustion or Heat Stroke.

# Hydration Information

## Preventing Heat Illness:

- **Drink plenty of water throughout the day**
  - Avoid high caffeine drinks like tea, coffee, coke and energy drinks etc.
  - Plan 'labour intensive' work in the cooler part of the day if possible
- (Take frequent rests out of the heat)*



# Sun Protection

**Australia has a high incidence of skin cancer.  
You need to protect yourself from the sun.**

## **Reduce the risk of skin cancer**

- Make use of shaded areas wherever possible
- Wear a wide brim extension for hard hat
- Keep your sleeves rolled down to protect your skin
- Use sunscreen for unprotected skin



# Hazard & Incident Reporting

A hazard is anything that has the potential to cause injury or harm to you or someone else in your worksite.

Report hazards  
to your  
Supervisor  
so the hazards  
can be removed  
or controlled.

Everyone on site has a responsibility to report hazards



# Hazard & Incident Reporting

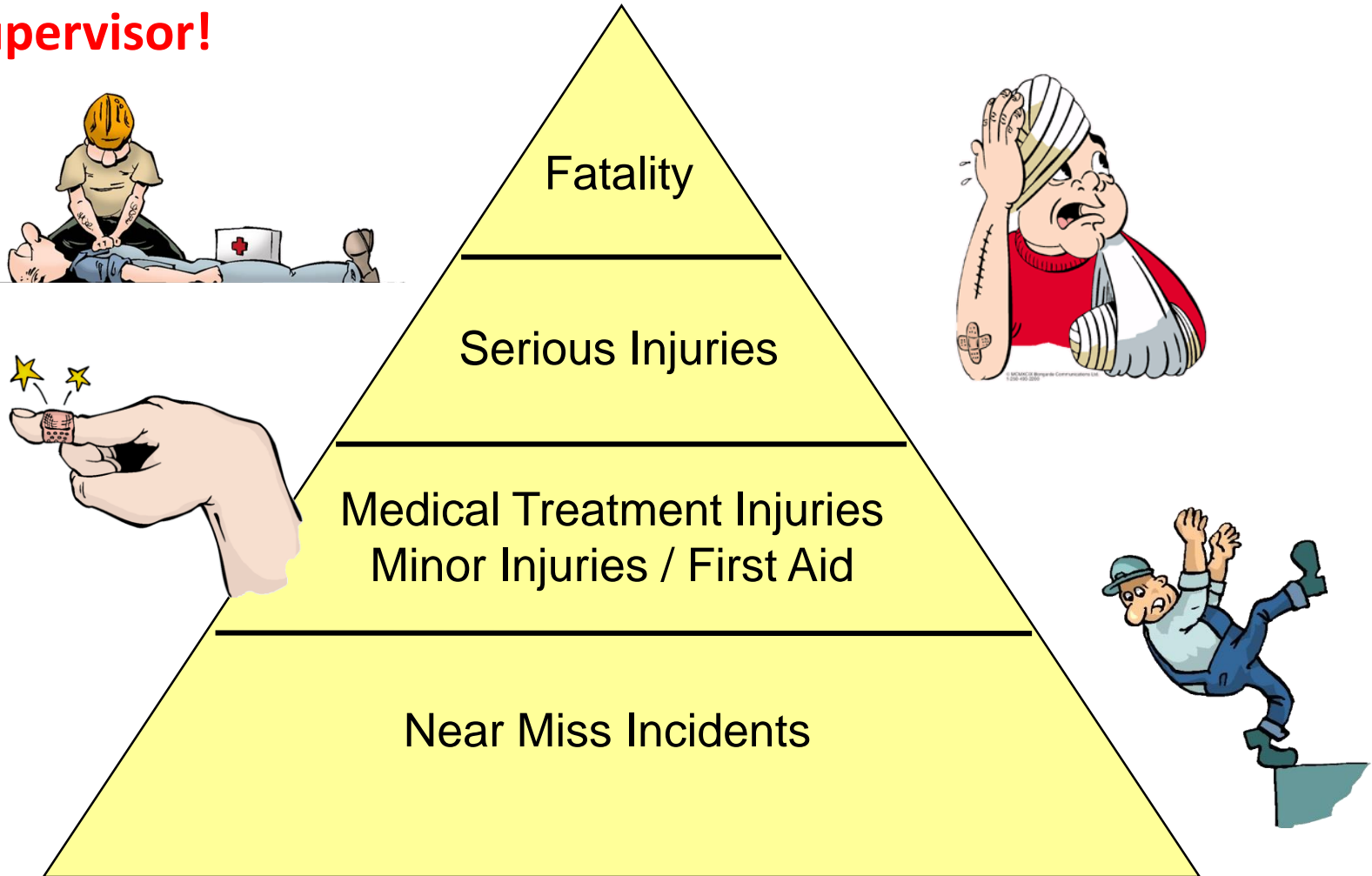
An incident is any unplanned event that results in:

- Fatality or serious injury
- Medical treatment including first aid
- Damage to equipment or the environment
- Any near miss that could have caused one of the above

**REPORT ALL INCIDENTS** to your supervisor so the incident can be investigated.

# Hazard & Incident Reporting

**Report ALL Incidents including Near Misses to your supervisor!**



# General Requirements

## Housekeeping

Good housekeeping improves safety and efficiency.

The following are good habits:

- ✓ Cleaning up mess and waste as you go
- ✓ Putting tools/ equipment/ materials away after using them
- ✓ Keeping walkways clear
- ✓ Removing trip hazards off floors
- ✓ Planning how things are stored to minimise manual handling



# General Site Requirements

## Electrical Hazards

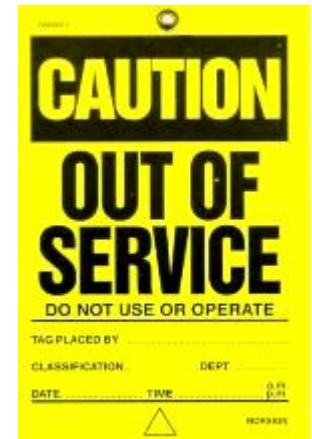
### Before using any electrical equipment

- ✓ Check the Test Tag to see if it is 'in date'
- This means the equipment was safe to use at the time of inspection



### Always conduct a visual inspection

- ✓ If equipment is faulty or damaged, remove it from service (so no one else can use it)
- ✓ Tag it Out of Service
- ✓ Report it to your Supervisor



# General Site Requirements

## Basic Electrical Tagging Requirements

### Construction/Demolition and Mining

- ✓ Tested and tagged at least 3 monthly by a competent person

### Manufacturing/Workshops and Commercial Cleaning

- ✓ Tested and tagged at least 6 monthly by a competent person

### Hostile Operating Environment (Kitchens, Meeting Rooms, Bathrooms)

- ✓ Tested and tagged at least 12 monthly by a competent person

### Non-Hostile Operating Environment (General Office Areas)

- ✓ Tested and tagged at least 5 yearly by a competent person

### New equipment

- ✓ Upon entry to the site should be inspected for damage and tagged with a 'New to Service' tag indicating it has not been tested and the date it will be tested

**If you are not sure what the tagging requirement is for a piece of electrical equipment – ask your supervisor before using it!**

# Chemical Management

All chemical products must have a **Material Safety Data Sheet**

Personnel must follow all the instructions detailed on the MSDS

***Hazardous Substances or Dangerous Goods must have  
chemical risk assessments completed***



# Hand Tools

Many minor but painful injuries result from the incorrect use of hand tools.

To avoid this:

- Use correct tool for the job
- Wear eye protection & gloves whenever using hand tools
- Do not use damaged tools





# Power Tools

**Do not use any power tool unless you have been trained and approved by your supervisor.**

- Make sure all power tools have current electrical inspection tags
- For more information on the use of power tools, see the instruction / owners manual



# Falling Objects

**Could your tools or equipment fall and cause injury?**



- Barricade the area where objects could fall
- Erect signs
- Tie tools to belts or containers where possible
- Ensure all tools and equipment are removed when job is complete, have a clean-up

# Ladder Safety



## **Always:**

- Keep ladders clean and free of slip hazards
- Make sure ladder is on an uncluttered and secure base
- Inspect ladder before use
- Ladders must be tied at the top or footed at the bottom (or both)
- Ladders are only for access / egress or inspection purposes (unless it is a platform ladder)

# Elevated Work Platforms

**Do not work from an elevated work platform unless you have provided IOGTA with a copy of your Worksafe ticket, and:**

- Never walk under an elevated work platform
- Platforms shall be inspected before use
- Full harness – Fall Arrest System Mandatory
- NO personnel shall exit an EWP at heights.
- JHA's are required for all EWP work



# Safe Unloading of Trucks

- Drivers to be escorted at all times
- No unprotected unloading or unnecessary personnel in vicinity
- Drivers must not remove any binders or chains until inspected by the contractors rigger/dogman unloading the truck and chocks applied as appropriate.
- No over-centre binders, all loads to be restrained by chains and ratchet binders or straps and binders
- Use safe manual handling techniques

# Driver Safety

- Check vehicle/plant before use
- Drive to conditions (speed limits, weather, dust, public)
- Only operate heavy plant if you feel safe and hold the relevant qualifications (tickets)
- Follow the rules
- Monitor your fatigue whilst driving
- Do not consume alcohol and drive
- **Must hold a Valid Drivers Licence**





# Gas Cylinders

## All Cylinders

- Use appropriate lifting aids to move cylinders
- Cylinders to be correctly stored as per Australia Standards
- Cylinders to be transported in trolleys or in cages
- Damaged hoses / connections, tell your Supervisor





# Compressed Air

- Ensure hose fittings are secure and of the correct type

- Ensure correct hoses are used

- Drain air from system when shutting down

- Under no circumstances is compressed air to be used to blow down, clean clothes or blow dust of yourself or others. Do not direct compressed air at another person



# Noise

## Noise Exposure:

**If you have to  
raise your voice to  
speak to someone  
who is 1 metre  
away – you need  
to be wearing  
hearing  
protection!**



# Permit to Work System

**Permits to work include to:**

- **Hot work (where required)**
- **Work at height (where required)**
- **Confined space entry (where required)**
- **Excavation & Penetration Permit**



# Hot Work

- ✓ Any hot work outside a workshop requires a Permit.
- ✓ Ensure that adequate fire-fighting equipment is available
- ✓ When cutting at height, barricade the area below.
- ✓ Fit for purpose goggles must be used when cutting.



# Working at Heights

## Definition

**Where there is a risk that a person can fall from, into or onto anything that can cause harm or injury regardless of height.**

**Therefore....**

**All work at height shall be in a restraint application  
(where practicable)**

**FROM WHAT HEIGHT?**

**ANY HEIGHT**

# Working at Heights

- **Always strive for fall prevention (work in restraint)**
- **If there is no alternative and you must work in a fall protection (fall arrest) situation, then a Permit is required**
- **Always do a pre-use visual inspection of all fall prevention / protection equipment**

**DO NOT USE FALL  
PROTECTION EQUIPMENT  
UNLESS YOU HAVE BEEN  
TRAINED IN ITS USE.  
IF YOU AREN'T TRAINED  
DON'T PERFORM THE TASK!**



# Excavations

**All excavations and trenches must have the following:**

- Safe access and egress
- Physical barricade
- Shored, battered or benched back to a safe angle
- Signage

**All excavations and trenches must be:**

- Checked daily
- Kept 2m clear of all plant and machinery





# Confined Spaces

- **Confined spaces are high risk**
- **Specific training and a Worksafe ticket are required before you enter a confined space**



# Behaviour

- ✓ **Treat others with dignity and respect**
- ✓ **Promptly report discrimination, harassment or bullying**
- ✓ **Discrimination, Victimisation, Harassment and Bullying are made unlawful by Federal and State Legislation**
- ✓ **Evidence of the above behaviour is unacceptable on site and will be dealt with accordingly**



# Mobile Phones

- ✓ Mobile phones can be a distraction at work, and should only be used when:
  - **There is an emergency**
  - You need to call my supervisor
  - You are on a break

**Note: Some host work sites will not permit mobile phones or electronic devices at any time**

Working with  
headphones on is  
not permitted as it  
can affect your  
safety and the safety  
of others.



# Hazard Identification & Management

**What is a hazard?**

- **A hazard is anything in the workplace that has the potential to harm people, process and/or property**

**What is a Risk?**

- **Risk is the chance or probability that a person, process and/or property will be harmed if exposed to a hazard**

# Identifying Hazards

**What is hazard identification?**

- **It is taking the time every day and before every job to have a good look at the workplace before you commence work to determine what can cause injury or damage equipment**
- **You have a legal obligation to report hazards in your workplace!**
- **If you see a Hazard, report it to your supervisor immediately**

# Identifying Hazards

**Are the following potential hazards in you workplace?**

- **Dropped objects**
- **Working at heights**
- **Hot work**
- **Rotating equipment**
- **Light and Heavy vehicles**
- **Electrical wires**
- **Falling objects from heights**
- **Dust**
- **Fumes**
- **Sharp objects**
- **Radiation**
- **Manual handling**

# Identifying Hazards

There are various tools and strategies that can be used to identify hazards:

- Pre-Start checks
- Job Hazard Analysis (JHA's)
- Workplace Inspections
- Procedures
- Your own and others experience
- Safety Meetings
- Incident reports

Stop,  
Look,  
Listen,  
Think.





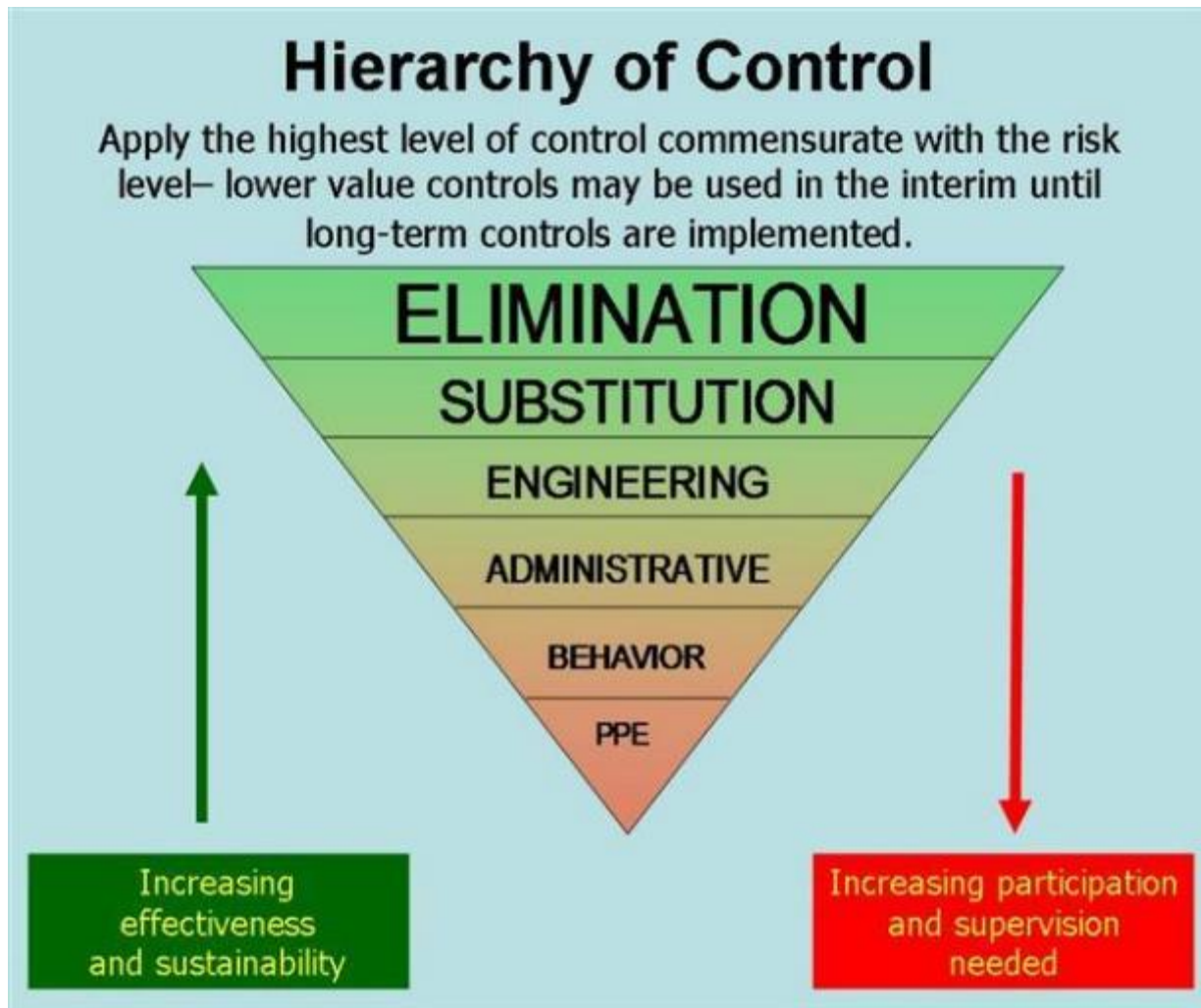
# Hierarchy of Controls

1. Eliminate the hazard or task
2. Substitute for something less dangerous
3. Engineer/Isolate tools and equipment so the task is less hazardous
4. Administer provide procedure, JHA, training
5. PPE provide a physical barrier between you and the hazard

TABLE 4 – RISK MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Very Likely	Moderate	High	Extreme	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	Moderate	High	Extreme
	Unlikely	Low	Low	Moderate	High	Extreme
	Very Unlikely	Low	Low	Low	Moderate	High

# Hierarchy of Controls



# Manual Handling

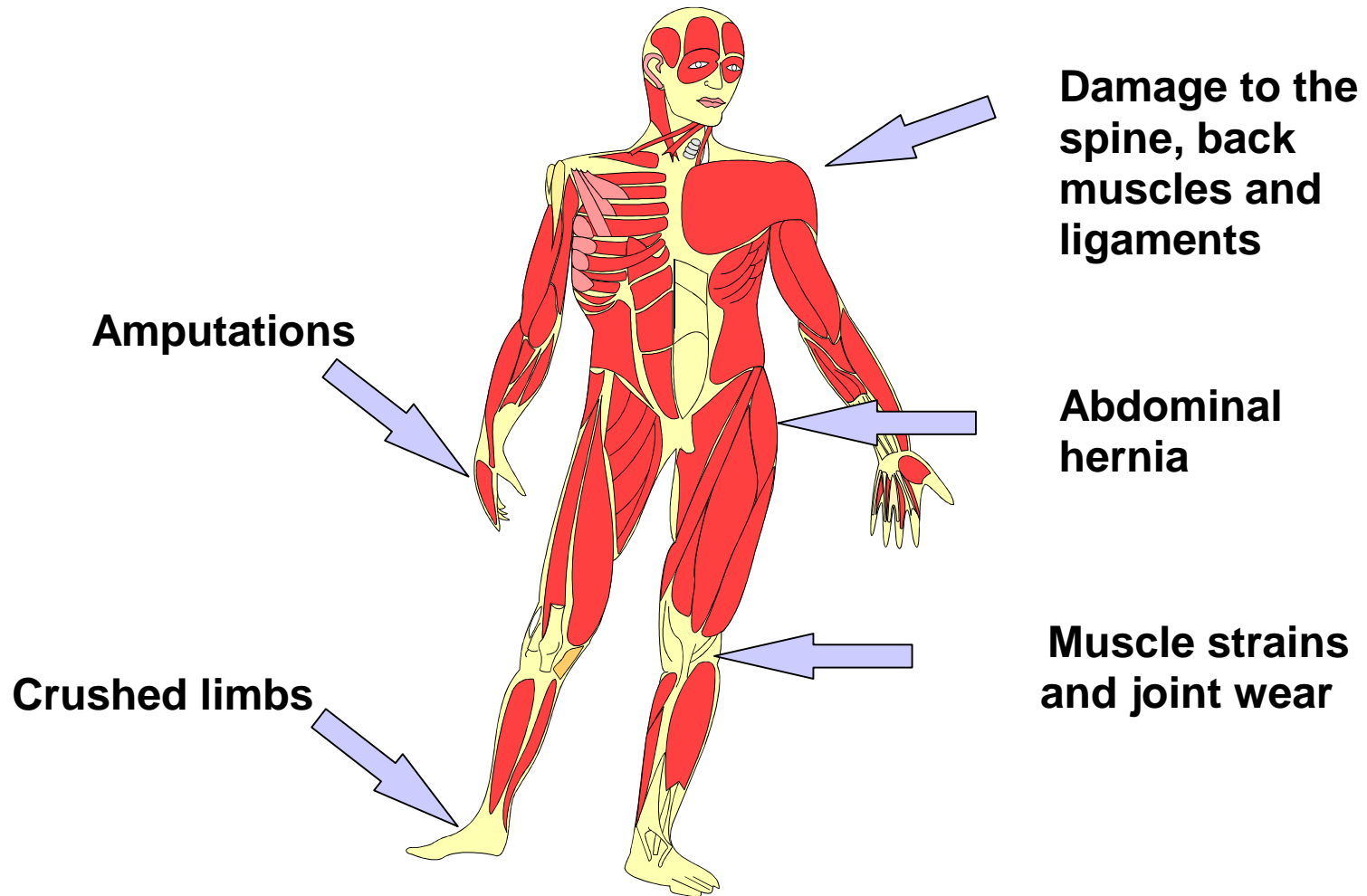
**Manual Handling is any task which involves people moving, handling or shifting materials and objects.**

**This includes:**

- ✓ **Lifting**
- ✓ **Pushing**
- ✓ **Carrying**
- ✓ **Sliding, &**
- ✓ **Stacking**



# Types of Injuries



# Causes

- **Overexertion** - handling a load beyond the body's capability
- **Repetitive actions** - continually repeating certain movements or maintaining a body position for long periods
- **Poor housekeeping** - slips, trips and falls
- **Poor workplace layout** - encourages unsafe work postures and unnecessary manual handling
- **Incorrect technique** - incorrect body positions and movements

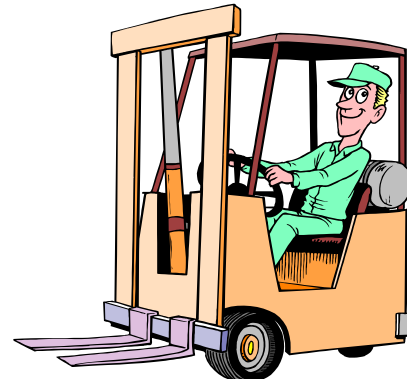
# Preventions

- Carry out work on waist high benches and trestles to prevent crouching
- Store frequently used materials, tools and equipment near your work area to minimise and prevent overstretching
- Prevent slips trips and falls by keeping floor surfaces free of water, oil, grease and tools, and keeping aisles and walkways clear
- The use of Mechanical Aids and hoists

# Mechanical Aids

**Some of the mechanical aids you can use to make manual handling easier include:**

- **Hand trolley**
- **Wheelbarrow**
- **Crane / hoist**
- **Power tools**
- **Powered hand truck**
- **Forklift**





# Safe Lifting

- ✓ **Size up and assess the load** to make sure it is not too heavy or too large
- ✓ **Adopt** a stable footing
- ✓ **Bend your knees** and reach down to the load
- ✓ **Keep your back straight** as you lower yourself
- ✓ **Grip the load** with both hands
- ✓ **Slowly push up with your legs** and keep your back straight
- ✓ **Never bend at the waist**, always bend at the knees - it makes the job easier on your back

# Carrying Loads

**When carrying a load you should:**

- ✓ **Keep the load close to your body**
- ✓ **Keep the load at no more than waist height**
- ✓ **Take short steps**
- ✓ **Safe pathway clear of slips & trips**

**If a load is too heavy or too large for you to lift and carry on your own,**

- ✓ **Use a mechanical aid, and/or**
- ✓ **Get someone else to assist you!**

# Pushing & Pulling Loads

When pushing a load you should:

- ✓ Place your feet apart with one well behind that other
- ✓ Lean forward
- ✓ Gradually apply your body weight
- ✓ Thrust forward with your rear foot

# Pushing & Pulling Loads

When pulling a load you should:

- ✓ Place your feet apart with one well behind the other
- ✓ Lean back into the line of the pull
- ✓ Gradually apply your body weight
- ✓ Thrust backwards with your front foot

# Summary

- ✓ **Think before you lift** – Do you need assistance?
- ✓ **Team lift**; try and get a partner of similar height/build to lift with
- ✓ **Clear the path**; place the load between knees and shoulder height
- ✓ **Use your knees** to do the heavy lifting where possible
- ✓ **Look at where you have to walk** before you start the lift. Is it clear and even? Is there any traffic?
- ✓ **If you suffer a muscle strain or manual handling injury, you must tell your supervisor immediately**

# Basic PPE

- **While at work, YOU must..**
- **Co-operate with your employer to help comply with safety requirements**
- **Wear and not mistreat Personal Protective Equipment (PPE)**
- **Not interfere with or misuse items provided for health and/or safety**

# Correct Use of PPE

- The correct fitting of PPE is critical for the effective use of PPE
- Employees (you) will be advised by your supervisor how to maintain personal protective equipment and keep it in good repair
- Always check your PPE before using it to ensure it is not faulty



# PPE minimum requirements

Please check with your Supervisor what the Personal Protective Equipment (PPE) is required to completed your job

## Examples of PPE include:

- ✓ Hard hat
- ✓ Safety glasses
- ✓ Steel capped footwear
- ✓ Hi-vis shirt
- ✓ Long trousers or shorts
- ✓ Gloves (as required)



**Your supervisor is responsible for providing you with the correct PPE for the task you are performing on site**

# Hearing Protection

## The two main types of hearing protection:

- **Ear muffs** - Available in light, medium and high performance models, depending on the degree of sound attenuation required
- **Ear plugs** – ear plugs will give the stated protection ONLY if they are correctly inserted into the ear canal



# Respiratory Protection

**All personnel and visitors shall wear respiratory protection in prescribed areas, and:**

- Whenever performing a task or working in the vicinity of work that may cause harm to your respiratory system
- If a material safety data (MDS) says to, when working with chemicals



# Head Protection

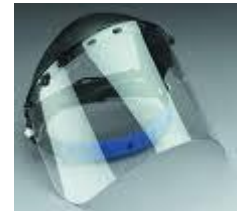
**When wearing a helmet the following practices are to apply:**



- Helmets shall not be painted or have stickers placed on them
- Helmets are not to be cleaned with petroleum or similar cleaning agents
- Helmets shall not have holes drilled in them
- Helmets showing damage or deterioration are to be replaced
- Helmets are to be replaced after sustaining a heavy blow to the shell
- **All personnel and visitors shall wear helmets in prescribed areas**

# Eye Protection

- Eye protection is required to be in the form of impact resistant safety goggles, face-shield or hood
- Where protection from excessive sun glare or glare from visible radiation is required, eye protection fitted with tinted lenses is to be provided
- Eye protection needs to be worn even if you wear prescription glasses



# Hand Protection

**The type of gloves used whilst performing tasks shall be appropriate to the risk.**

**As an example:**

Protection against heat	Loop pile and aluminised
Chemical etc	PVC coated fabric or nitrile rubber
Protection sharp edges	Neoprene sandwich palm pads



# Foot Protection

- **All personnel and visitors shall wear safety boots in prescribed areas, or when told to by your supervisor.**





# Body Protection

- Polyester / cotton blend uniforms should be avoided whenever there is a potential risk of fire or where heat stress or hot ambient conditions prevail.



# Breaches of Safety

*All Personnel are expected to wear and use PPE as directed by:*

- Manufacturer specification
- Job Requirements
- Safety Procedures

*If not, disciplinary action may be required which includes:*

- Consultation
- Written warning
- Disciplinary action



# Job Hazard Analysis (JHAs)

- Effective JHA's help the employer recognize and control hazards and exposures in the workplace
- The JHA is your document to keep you safe
- There is no defined list of steps or hazards that should or should not appear on it

**If you are not satisfied with a control measure in your JHA, stop work and contact your supervisor immediately!**

# Job Hazard Analysis (JHAs)

- IOGTA will develop a specific JHA for your worksite / job role which needs to be signed by you before you commence work
- **Your supervisor / host employer will also need to complete a JHA for specific tasks that have potential hazards**
- Both you and your supervisor need to sign your task specific JHAs

# JHA Changes

**Any of the following situations will require the job to temporarily stop and the JHA to be formally reviewed and amended:**

- **Job role changes**
- **The job workplace changes**
- **Work practices are altered in anyway**
- **Incident or accident**

# Please complete the Assessment





**Thank you & Welcome**