

**Torrens Safety** abn 52 249 507 064

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## Safety Management Plan

*"Safety is Our Priority"*

### 1. Setting up a Safe Workplace

Torrens Safety is an Adelaide based supplier of Industrial Safety Products and Work Wear. Specialising in the supply of Safety Equipment to the Mining, Industrial, Construction and Manufacturing Industries.

Our site address is Unit 3, 4 Coglin Street HINDMARSH SA 5007.

We have 9 employees which includes 2 sales representatives. Although employees are assigned particular responsibilities and work zones, staff are multi-skilled and move throughout the workplace.

Our sales representatives often visit customer and supplier premises and follow general safety procedures and site specific procedures. Site Inductions are required by some customers and suppliers.

Management and employees have a 'Duty of Care' to themselves, each other and the environment. This means that everyone (employees, employers and third parties) involved in a task is responsible for the safety of the task. Everyone is obliged to act safely so we don't cause harm to other people, animals, the environment or ourselves.

Employees are required to ensure a safe work environment by taking care of their own safety, taking care of the safety of others, following established procedures and safety rules, wearing safety equipment if required and not working under the influence of drugs or alcohol.

Refer to our Health and Safety Policy (Appendix A).

### 2. Consulting

Effective consultation between management and staff encourages greater awareness of safety issues and can lead to a safer workplace.

Consultation can occur through Workplace Health & Safety Meetings or discussions. General safety information is distributed through notices and emails.

All staff at Torrens Safety attend a monthly Safety Meeting with documented minutes.

### 3. Managing Hazards

A hazard is anything that has the potential to cause injury, illness or damage to anyone or anything.

A risk is the probability that a hazard will cause injury, illness or damage.

We use the S A F E approach to hazard management.

Spot the Hazard  
Assess the Risk  
Fix it Early

#### Types of Hazards and Examples

Physical  
constant loud noise  
vibrations  
exposed moving parts  
working from ladders

### Physical cont.

tripping hazards  
spills  
high exposure to sunlight etc

### Ergonomic

improperly adjusted chairs and workstations  
poor posture  
repetitive or awkward movements  
poor lighting

### Chemical

cleaning products and solvents  
vapours and fumes  
carbon monoxide and other gases  
fuel and other flammable hazards

### Biological

working with animals, people and infectious materials

## **Managing Risks in the Warehouse**

Goods are received and stored until required and then prepared for transportation.

- Goods are received from manufacturers and suppliers.
- Goods are transferred onto pallets for storage.
- Goods are picked from warehouse shelves and prepared for transport.
- Goods are loaded onto vehicles for transport to the customer.

Managing traffic is essential to providing a safe workplace.

Traffic in the warehouse includes delivery trucks, vans, forklifts and pedestrians.

Loading, unloading and reversing of vehicles are high risk activities and therefore need to be managed.

Customers and visitors are directed to the office for assistance. Entrance to the warehouse is prohibited. Delivery drivers are assisted by warehouse staff. A high visibility safety vest and safety footwear must be worn in the warehouse.

When the forklift is in operation a safety bollard is erected to inform staff and visitors of its use.

Warehouse staff have access to multiple trolleys when picking and moving goods around the store. In addition to the forklift a Hand Pallet Truck is available for transporting pallets. Safety ladders are also readily available.

Noise is measured in decibels (dB).

140 + dB will cause instantaneous damage (eg. a shotgun being fired).

30 seconds at 110dB (eg chainsaw cutting) and 30 minutes at 97dB (eg a lawnmower) will cause harm.

Hearing protection is available when required.

Anti-fatigue matting is located near the Folding Bench and Store Desk as warehouse staff may stand in these areas for greater amounts of time.

Safety vests and safety footwear must be worn in the warehouse.

## **Managing Risks in the Office**

All staff are provided with adequate room to perform their job. Office staff have a large desk and adjustable chair. Staff set up their desks according to their own comfort requirements and are reminded to maintain good posture. The majority of staff have a mixture of seating and standing tasks throughout the day. Alternatively staff with predominately sedentary work may walk around the office and surrounds. Artificial and natural lighting is used.

Limited cash is kept on site. Customers are encouraged to pay via EFT and EFTPOS.

## 4. Informing, Training & Supervising

### The Work Environment

Entries, exits, aisles and walkways are to be kept free of obstructions at all times.

Work materials should be neatly stored.

Spills on floors are cleaned up immediately.

Any waste is regularly removed. There are 2 general rubbish bins and 2 recycling bins. These bins are emptied on a weekly basis.

The offices, kitchen and toilets are cleaned on a weekly basis. Consumable items, such as soap and toilet paper are replenished regularly.

The offices are carpeted and heating and cooling is available.

The store has a concrete floor as the forklift is in regular operation. A heater is available for store staff. In extreme heat or cold store workers may relocate to office areas or vary work between the store and delivering goods in the ute.

### Welfare Facilities

Workers are provided with breaks to use facilities.

Water, tea, coffee and kitchen facilities are available for all staff.

Electrolyte replacement drinks such as Thorzt and Sqwincher is used in hot weather.

We have 2 female and 2 male toilets with hand washing facilities for staff and visitor use.

In addition 1 lockable change room is available for staff and visitor use.

### Safe Work Procedures

- **Ensure Safety Equipment is Used at all Times**

Orange high visibility safety vests are to be worn in the store at all times. All staff are provided with a safety vest. Additional vests are located near the store. Refer to the Site Plan (Appendix B) . Alternatively, high visibility jackets may be worn.

Safety footwear must be worn in the warehouse.

- **Eliminate Any Potential Safety Hazards**

Potential safety hazards may be eliminated by good housekeeping. Staff are encouraged to take ownership of their work areas and keep them tidy.

- **Clearly Label Designated Hazardous Zones**

There are two entrances to the store. Both entrances are marked with a yellow safety chain and signs "Caution Forklifts in Use" and "No Entry Authorised Personnel Only".

We have a designated Battery Charging Station for the forklift. This area is indicated on our Site Plan. This area is clearly labelled as "Battery Charging Station" with the sign "No Smoking or Naked Flames". A Chemical Spill Response Kit (BUDDI-C) is located on the opposite wall. This may be used in the event of battery leaks.

A Chemical Spill Response Kit specifically for Oil & Fuel (DOK120-EH) is located in the store. This may be used in the event of oil and fuel leaks from vehicles. This area is indicated on our Site Plan.

Jays Safety is responsible for part of the store. Therefore this area is marked with a yellow safety chain and "No Entry Authorised Personnel Only".

Visitors are directed to the office for assistance and will be accompanied by a staff member if access is required to other areas.

Specific areas of the warehouse are marked for safe pedestrian use (although a safety vest and safety footwear is still required).

Cleaning Supplies are located together as marked on the Site Plan. The signal word of CAUTION indicates that you are working with a Schedule 5 poison. Generally, the higher the schedule the more hazardous the substance, and therefore more protective clothing and equipment will be required.

Schedule 5 substances have low toxicity and are non-corrosive. It has a low health hazard and is capable of causing only minor adverse effects to people in normal use. Specialised equipment should not be required for safe use. However, it is important to check the label of the chemical to be used and Safety Data Sheet to confirm PPE (personal protective equipment) requirements.

There are NO Schedule 6 – POISON or Schedule 7 – DANGEROUS POISONS on site.

- **Manual Handling**

Warehouse staff have undertaken manual handling training.

- **Provide Training and Refresher Courses**

All staff that drive work vehicles have a valid Drivers License.

Warehouse staff have undertaken Forklift Training.

We have 1 First Aid Officer.

## **Emergency Procedures**

### **In case of Emergency Dial 000 for Ambulance, Fire & Police assistance.**

Our nearest hospital in case of emergency is  
Royal Adelaide Hospital  
North Terrace, ADELAIDE SA 5000  
which is approximately 10 mins away.

Refer to Appendix C for a map and directions to the Royal Adelaide Hospital.

We have 1 employee with a Provide First Aid Certificate.

In case of Evacuation staff are to escort visitors to the Emergency Evacuation Area as detailed on the Site Plan.

There are 4 Powder ABE fire extinguishers throughout the premises. They are shown on our Site Plan. Powder ABE Fire Extinguishers can extinguish the following fires.

- A – Wood, Paper & Plastic
- B – Flammable & Combustible Liquids
- C – Flammable Gases and
- E – Energised Electrical Equipment

Refer to Fire Extinguishers (Appendix D)

There are 2 fire hose reels with direct water supply. These are indicated on our Site Plan.

All fire extinguishers and hose reels are inspected and pressure tested every six months.

There is a fire hydrant for emergency services use at the front of the building. This is shown on our Site Plan.

## **5. Maintaining a Safe Workplace**

Hazards should be reviewed when new machinery or chemicals are introduced as well as changes to work practices.

New employees are given a Site Induction. Refer to the Induction Checklist (Appendix E).

Staff are required to report incidents and hazards. Refer to Incident / Hazard Report Form (Appendix F).

## **6. Keeping Records**

Safety procedures and records assist with managing the safety of the workplace.

Refer to Record of Safety Discussions (Appendix G).

Refer to Training Record (Appendix H).

Refer to Plant and Equipment Register and Maintenance Record (Appendix I).

## **7. Monitoring, Reviewing & Improving**

Safety procedures and incidents are reviewed regularly to ensure we are meeting our safety obligations.

**Shane Limbert**

*Director*