

INDUCTION AND POLICIES

Purearth - Woottating Site Induction



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1. Introduction

Welcome to Woottating Composting Facility.

The purpose of this induction is to outline the minimum expectations of you on our site and to familiarize you with our operations.

In order to ensure ongoing Workplace Health and Safety it is necessary that all personnel onsite are well informed through instruction and training. Before proceeding onto our site, every person who wishes to enter must be familiar with the contents of this induction. Over time, the site will undoubtedly change and additional requirements will be implemented. These changes will be communicated to you on an ongoing basis by our site management team. It is expected that all personnel entering site are to conduct themselves in a safe manner and comply with the conditions laid out in this induction.

Safe operations at Purearth are first and foremost. Everyone on our site including you has the right to stop work if you feel unsafe.

Purearth Management.





2. Location

- The site is located 4km north of Great Southern Highway.
- North along Horton Road and East along the Haul Road.
- On Horton Road and the Haul Road the speed limit is **40 km/h**.





3. Site Purpose

Why are we here?

- Purearth produces 100% organic soil mixes, mulches and composts which play an important role in growing crops with greater nutritional value.
- Purearth gives back to the environment by collecting green waste and other organic waste materials and producing from it a high-quality plant food.
- We supply compost to plant nurseries and landscaping businesses, orchards and farms all over the south west of Australia.



4.1 Access

Permitted Site Access

- Light Vehicles (LVs) entering site are to park in the LV parking area and report to the site office. If the site office is unattended, call up **Shane Brown** on UHF **CH10** or phone – **0429 913 561**
- Only those personnel who have completed an induction and have signed on to the visitors register and/or SWMS and have been given permission to do so by the site Supervisor, may enter the site. If these requirements have not been met access is only permitted in the LV carpark and site office.
- After obtaining approval to enter the site, personnel are only to proceed as directed by the designated Purearth personnel (i.e. the site Supervisor or person appointed by the site Supervisor). The delegated person will outline the appropriate route and activities that can be conducted while onsite.
- It is a requirement that any personnel entering the site, whether in an LV, HV, or on foot, have a working two-way radio that is tuned to **CH10**. Two-way communication is necessary for traversing the site roads and when entering plant work areas.

4.2 Heavy Vehicle Access

Permitted Site Access for Heavy Vehicles

- All Heavy Vehicle (HV) operators must complete an induction to be permitted access to the site.
- Upon entry to site all HV operators must stop at the signed entryway and call up on **UHF CH10** to communicate their intention to tip off or be loaded as well as the load they are carrying or intended product to be loaded.
- The HV operator may only proceed once confirmation and direction has been given by an approved site person (Supervisor or plant operator).



5.a Key Features

Purearth

Key Features Onsite

- All visitors must report to the Site Office.
- Only vehicles fitted with an operational UHF radio are permitted onsite outside the LV parking area.
- Minimum PPE requirements: Steel Capped Boots High Visibility Shirt and Shorts, Optional Long Sleeved High Visibility Shirt and Long Pants.
- Additional task specific PPE: Eye Protection, Hearing Protection, Gloves, Hard Hat and Dust Masks.
- Site speed limit for loaders: **20km/h**.
- Loaders equipped with the bulk bucket attachment are to operate in second gear as a maximum.
- Site speed limit (all other vehicles): **10 km/h**. Speed limit on the private access road, Horton Rd, and the haul road into site is **40km/h**.



5.b Key Features



Revision notes:		
Rev:	Date:	Notes:
A	27/1/2021	Aerial only

Drawn by: CW
Client: Purearth

Project: Woolaring Facility
Drawing Title: Site Overview ENR-PUR-WOOL-DWG-0003

Date: 27 January 2021
Scale @ A2: 1:2000
Revision: A

6.a Communications

Radio Communication is Mandatory

- We have a fleet of heavy earthmoving equipment onsite including front end loaders, diggers, stackers and screeners, grinders and shredders. Vehicle and plant interactions represent a high safety risk for our operation. We therefore have a strict protocol of positive radio communications onsite. This applies to all onsite personnel whether a plant operator, HV or LV operator or ground personnel.
- Every piece of mobile plant must have an operational UHF radio.
- Every truck and site vehicle must have an operational UHF radio.
- When personnel are on the ground outside the site office/carpark area, they must carry an operational UHF radio and communicate their movements at all times.
- The radio channel onsite is signposted at the entry and is currently **Channel 10**.



6.b Communications

Radio Communication is Mandatory

- All operators must communicate with each other whenever the potential for interactions exists e.g. when entering another operator's work area or when passing through an operator's tramming route.
- Positive communications must be made between vehicles and machines e.g. it is not OK to communicate your intention to enter another operators work area and then enter. You must first receive the all clear from the operator in that work area before proceeding. Otherwise if he has not received your message for some reason, he may be unaware that you've entered and potentially reverse into you etc.
- As you move around site, use your UHF radio to communicate and ensure mobile plant are aware of where you are and where you are going. This allows everyone to maintain situational awareness and reduces the risk of surprise interactions.

7.a Trucking and Tipping

Ensure a Safe and Smooth Flow through Site

- Our site receives material from numerous sources
- All site personnel will be made aware of relevant tipping and stockpiling areas
- Upon entry to site all truck operators are to call up on UHF **Channel 10** and communicate to the site plant operators what material they are carting
- The operators will let you know where they want you to tip out
- If you are unsure, please ask – don't assume
- Empties that require loading are to call up on UHF **Channel 10** upon entry to site and await direction from the site plant operators as to the loading point. Ensure positive comms are observed when entering a loaders work area.





7.b Trucking and Tipping

Tipping Rules

- Upon entry all drivers are to stop at the signed entry (adjacent to site office) and call up for direction. Only after site operators have provided direction are you to proceed into the site.
- The **10 km/h** site speed limit must be always adhered to.
- Truck drivers must only tip their load if they feel it is safe to do so.
- Trucks must only tip out on flat, level ground
- Trucks must keep a safe distance from each other when tipping off in case of a tip over.
- Once unloaded the truck driver must ensure all tailgates and valves are correctly secured prior to exiting site
- Trucks being loaded must have their tailgates securely locked prior to loading and roll tarps closed after loading.
- Only one vehicle at a time permitted in the mixing shed area.

8. Dust

Dust Mitigation Measures

- Ensure site speed limits are adhered to.
- Watercart to spray access roads with water and/or dust suppression agents when and as required
- Minimise dust generating activities where practical (e.g. screening, windrow turning) during strong winds.



9.a Bioaerosols

Biological Hazards

- The aerobic process of waste composting leads to heat generation and by controlling the temperature of the waste most of the pathogenic (health threat) organisms are destroyed.
- However, growth of certain bacterial and fungal species can occur.
- Any handling/tossing/turning/lifting of composting materials may generate aerosols (suspension of fine particles in air) of these micro-organisms, which are referred to as bio-aerosols.
- Site personnel may therefore be at risk of exposure to bio-aerosols depending on their work task, proximity to the source, and the control measures in place.
- Many of the microorganisms found in the dust generated during composting are known respiratory sensitisers which may cause asthma or other similar lung related illnesses.

9.b Bioaerosols

Chemical Hazards

- There is also the risk of chemical exposure as wastes decompose.
- The generation of chemical agents depends on the nature of the composting and the organic materials being composted.
- Ammonia, Methane, and Carbon Dioxide are three possible off-gasses that may be generated.
- Methane and Carbon Dioxide are non-toxic but can cause asphyxiation by displacing oxygen from the local atmosphere. Ammonia can cause irritation to the eyes, skin and respiratory system.



9.c Bioaerosols

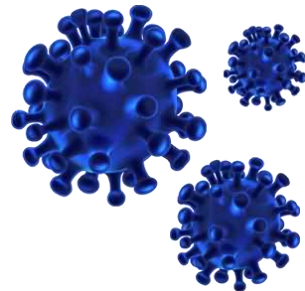
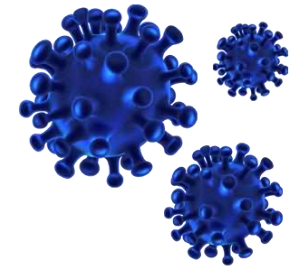
Controls

- Pasteurisation which occurs during the composting process kills off biological pathogens that may exist in the source materials.
- Before pasteurization occurs there may be some risk which can be reduced by filtering the air.
- Mobile plant should keep their doors and windows closed during operation and the air conditioners turned on which will induce a positive pressure in the cab and help to keep unfiltered air out. This is mandatory during windrow turning events and other times where compost is being disturbed or dust generating activities occur.
- Mobile plant should be fitted with, as a minimum, a cab filtration system as supplied by the manufacturer.
- In addition to standard PPE, personnel on the ground are to wear a P2 mask and gloves as a minimum when working around or on the new stockpiles/windrows.

9.d Bioaerosols

Controls

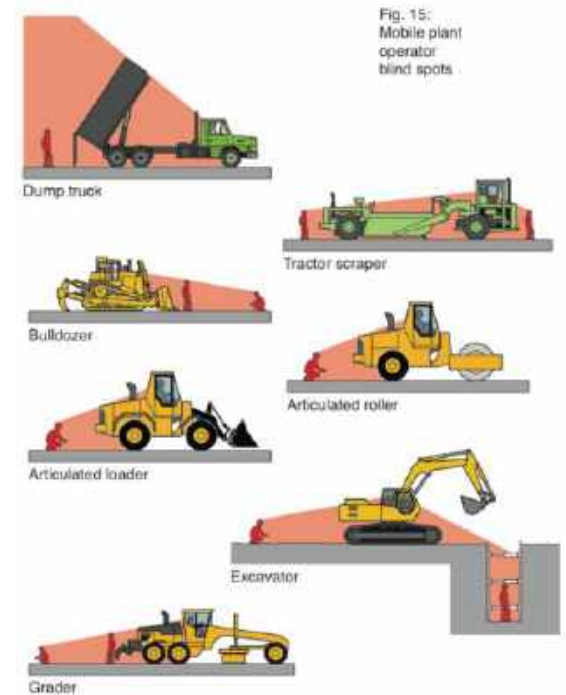
- As most of the windrows and stockpiles are outdoors the risk of chemical agents building up to hazardous levels is very low.
- The highest risk area is the liquid waste shed.
- Ground personnel should not be permitted into the shed.
- Loaders pushing up and turning the liquid and shredded organics should be fitted, as a minimum, a cab filtration system as supplied by the manufacturer and are to have their windows and doors sealed, and air conditioner switched on.



10. Exclusion Zones

Mobile Plant and Equipment – Working on the Ground

- Never approach an operating mobile plant.
- If required, get the attention of the operator via radio or visual contact. Operator is to stop, ground attachments and respond with positive communication that you are clear to approach.
- If you're working nearby mobile plant e.g. covering a windrow, ensure you are not in the machines blind spots and maintain positive communications with the operator at all times.
- Be aware of a machines blind spots.
- If unsure, discuss with the operator before commencing the work.



10. Exclusion Zones

Screening, Grinding/Shredding

- A 20m exclusion zone applies to all screening, shredding and grinding equipment.
- To enter within the 20m exclusion zone you must first read, understand and sign onto the appropriate SWMS and have the appropriate PPE.
- Do not proceed into the work area until you have been given the all clear by the screener operator to do so.



11.a Drugs, Alcohol, Smoking & Mobile Devices



Purearth have a zero-tolerance policy and are committed to ensuring the health and safety of all persons associated with the facility. To facilitate this objective:

Purearth may perform and/or allow ADOS testing at the following times:

- Daily prestart ADOS testing.
- On return from duties following a previous confirmed positive test result.
- Show Cause – where an individual is reasonably believed to be under the influence of ADOS or following a serious incident.
- Random testing.

• [PE Drug and Alcohol Policy v1.docx](#)

• [PE Drug and Alcohol Testing v1.docx](#)



11.b Drugs, Alcohol, Smoking & Mobile Devices *Purearth*

Here are the very simple site smoking rules

- Smoking on site is strictly prohibited.
- This also includes the use of E-Cigarettes/Vapes.



**Strictly no
smoking whilst
operating this
machine**

11.c Drugs, Alcohol, Smoking & Mobile Devices

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Mobile Devices

- Mobile phone usage on site is restricted to the following.
 - During scheduled breaks and lunch periods in the lunchroom or at the site office.
 - If a necessary phone call must be made/received during shift it is acceptable to do so at the site office. The need to make a phone call during shift should be addressed with the supervisor at prestart.
 - If an emergency call must be made/received while operating a machine, the operator must move away from the active workspace, ground all buckets and attachments, and exit the vehicle, if safe to do so, prior to making/receiving the call.
 - Phone calls should be prompt so as not to impact on operations.



12.a Hazard & Incident Reporting



Hazard Reporting

Every person on site has a Duty of Care to ensure the safety of themselves and their work mates. To this end it is the responsibility of each person to:

- Report any identified safety hazards immediately to the supervisor.
- Report all hazards whether or not it has been rectified.
- Reported hazards will be addressed to the work crew by the supervisor in the prestart meeting.
- Take action within your power and ability to control risk of a hazard causing harm.
- The above will help us to prevent potential incidents.

IF YOU SEE IT YOU OWN IT, IF YOU WALK AWAY YOU CONDONE IT

12.b Hazard & Incident Reporting

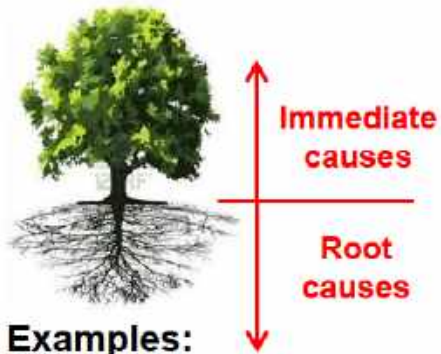


- Incidents are Work related event(s) in which an injury or ill health (regardless of severity), fatality, or damage to plant and equipment or the environment occurred or could have occurred.
- Incidents include:
 - First Aid Injury
 - Medical Treated Injury
 - Restricted Work Injury
 - Lost Time Injury
 - Near Miss
 - Property Damage
 - Environment
 - Other
- It is the duty of every person, to **immediately report** any incident and dangerous occurrences to the supervisor, no matter how small the incident may be.
- If unsure whether it is an incident, report it, and let the Supervisor decide.
- The incident scene (area, tool, plant) is not to be disturbed until any/all investigations have been completed.

- See-it
- Hear-it
- Report-it

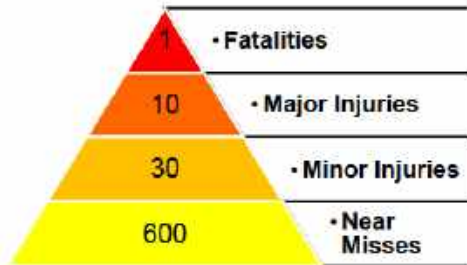


Why Incidents should be reported?



Examples:

Immediate causes: <ul style="list-style-type: none">- distracted- unsafe position- no protections- not aware	Root causes: <ul style="list-style-type: none">- inadequate equipment- no procedure- not inspected- no enforcement
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- So that others can be made aware and to avoid repetitive incidents
- Initiating immediate corrective actions
- Allowing the employer to investigate the problem, determine its root causes and eliminate them
- Making the workplace safer by improving work practices
- Meeting your legal obligation (Duty of Care)
- Possibly saving a work mate from injury or death

What is a near miss?

- An incident where “but for luck” no damage/injury resulted
- A near miss this time may be an incident next time
- If we eliminate the causes of a near miss, we are reducing likelihood of an incident occurring



Keep in mind: A near miss today is an accident waiting to happen

13. Emergency Response



In the event of an Emergency

All personnel if able (competent, trained etc.) must act to save lives, prevent further injury, protect the environment and preserve evidence by:

- Raising the alarm – **UHF Channel 10**
- Ensure own safety and safety of others
- Call **000** if Required
- Evacuate if directed to do so
- Allow access to emergency responders
- Obey all directions

Report all emergencies to the Supervisor immediately on **UHF Channel 10**. If unable to reach the Supervisor, have someone else keep trying while you call **000**.

Further information can be found in the **Fire Action Plan**.



13.a Emergency Response



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