



**27 PAGE SAMPLE ONLY**

**Policy and Procedures Induction Manual**



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## MANAGEMENT OF WORK HEALTH AND SAFETY RISKS

Here at Malibu Boats, we value the safety and wellbeing of all personnel as the highest priority. All employees, contractors and visitors are required to follow the safety guidelines provided at all times in order to promote, maintain and improve a culture of safety for everyone involved at Malibu Boats.

Every individual has a personal responsibility to ensure that all safety procedures are not only followed accordingly, but also to communicate with management to either eliminate risks entirely, or to look for ways to minimise risk so far as is reasonably practicable to improve the overall safety for everyone involved.

### Definitions of key terms

**Hazard** means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive task, bullying and violence at the workplace.

**Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Risk control** means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

### What is involved in managing risks?

#### Management commitment

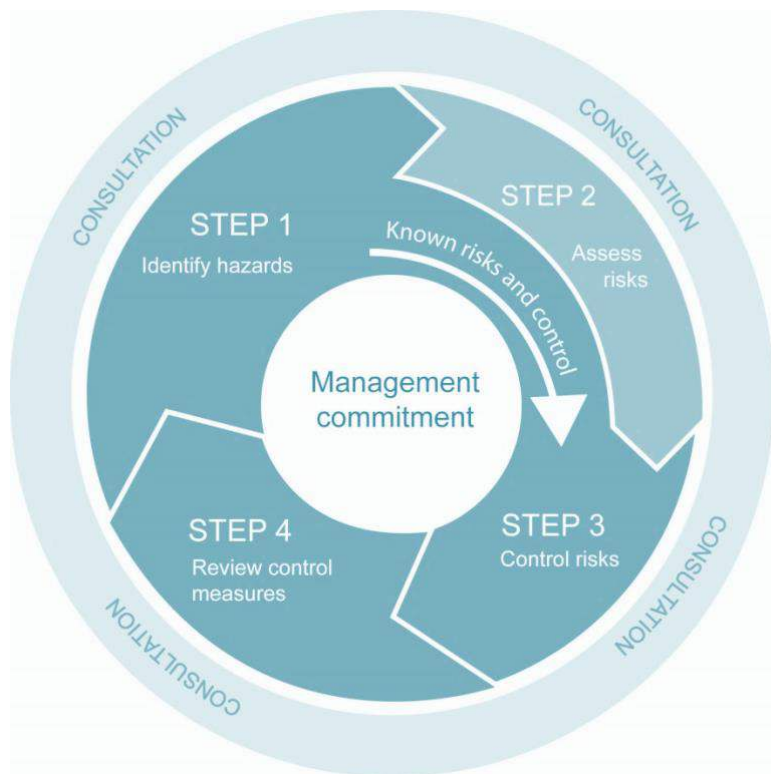
Malibu Boats is committed to an effective risk management strategy by investing the necessary time and resources to provide effective safety policies and procedures as well as the right equipment to enable all employees and contractors to complete the tasks effectively and safely. In order to provide a safe work place we will require the involvement and cooperation of all personnel to provide both input and feedback on a continual basis to correctly gauge the effectiveness of the safety procedures provided.

There are some practical things that you can do as an employee to identify risks while doing your job with Malibu Boats. Things such as thinking through your job or task and think about what could possibly go wrong and what could be the consequence or the injury resulting from such occurrences.



The risk management process involves four main steps which are:

1. **Identify Hazards** – Find out what could cause harm
2. **Assess Risks** – Understand the nature of the harm that could be caused, how serious, and the likelihood of it happening.
3. **Control Risks** – Implement the most effective control measures that are reasonably practicable.
4. **Review Control Measures** – Ensure the measures implemented are working effectively to eliminate or reduce the risk.



**Figure 1:** The Risk Management Process



#### References from the WHS Act

**Section 47:** The WHS Act requires consultation, so far as is reasonably practicable, with workers who carry out work who are (or are likely to be) directly affected by a work health and safety matter.

**Section 48:** If the workers are represented by a health and safety representative, the consultation must involve that representative.

### Consultation with workers

Malibu Boats is committed to the safety of our workers by continually consulting with each employee or contractor by giving our workers a reasonable opportunity to express views and taking these views into account before making decisions on health and safety matters.

Consultation with workers and their health and safety representatives will be required at each step of the risk management process. By drawing on the experience, knowledge and ideas of our workers, we are more likely to identify all hazards and choose effective control measures to help everyone involved at Malibu Boats to experience a safe and productive work environment.

Here at Malibu Boats we encourage all workers to report any hazards and health and safety problems immediately so that risks can be managed and/or eliminated before an incident or injury occurs.

**Section 46:** The WHS Act requires consultation, co-operation and co-ordination activities are conducted with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

From time to time Malibu Boats may share responsibility for a health and safety matter with other business operators who are involved in the same job tasks, projects or activities at the same workplace. For example, we may engage on-hire workers as part of our workforce, and we also share a duty of care to these workers with the business that provides them. In these situations, we must discuss the hazards and risks associated with the work and what precautions will be taken with the on-hire firm, and it is the responsibility of all our personnel to co-operate accordingly.

Never assume that someone else is taking care of a health and safety matter. Find out who is responsible in a co-operative and co-ordinated way so that all risks are eliminated or minimised as far as reasonably practicable. Remember that you cannot transfer your responsibilities to another person. Everybody is responsible for safety, including you.



## When should risk management be applied?

Managing work health and safety risks is an ongoing process at Malibu Boats. Risk Management should be applied when any changes affect your work activities. Risk Management and Assessments should be applied for examples such as:

- Changing work practices, procedures or the work environment.
- Using equipment or new substances.
- New information about workplace risks becomes available.
- Responding to workplace incidents (even if they have caused no injury)

## Identifying Hazards

Every worker of Malibu Boats is responsible for identifying hazards in the workplace while conducting your job role which is why we are proactive in educating our workers on all aspects of work health and safety. Identifying Hazards involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environments
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management

Some hazards can be part of the work process, such as mechanical hazards, noise or toxic properties of substances, while other hazards may result from equipment or machine failures and misuse, chemical spills and structural failures.

Also be aware that each piece of plant, substance or a work process may have many different hazards associated. Each of these hazards needs to be identified and eliminated if possible, or at the very least managed. For example, a production line may have dangerous moving parts, noise, manual task hazards and psychological hazards due to the pace of work.

## Finding Hazards

Regular inspections at Malibu Boats will be conducted to observe job tasks and to assess if any unsafe work practices exist, as well as the general state of housekeeping and cleanliness.

Things to look out for will include such things as the following:

- Does the work environment enable workers to carry out work without risks to health and safety? (For example, space for unobstructed movement, adequate ventilation and lighting)
- How suitable are the tools and equipment for the task and how well are they maintained?
- Have any changes occurred in the workplace which may affect health and safety?

As a valuable worker at Malibu Boats we will also need you to be aware of any other risks or hazards. Be aware that hazards are not always obvious. Some hazards can affect health



over a long period of time or may result in stress (such as bullying) or fatigue (such as shift work). Also think about hazards that you may bring into your workplace as new, used or hired goods.

As you daily conduct your daily tasks, you may spot straightforward problems and action should be taken on these immediately, for example cleaning up a spill. If you find a situation where there is immediate or significant danger to people, it is your responsibility as an individual to warn others in the immediate vicinity and then contact the appropriate person to deal with the matter effectively to eliminate or control the risk.

## **Risk Assessments**

Here at Malibu Boats risk assessments will be carried out. Risk assessments involve considering what could happen if someone is exposed to a hazard and the likelihood of it happening. Risk assessments help us determine how severe the risks are, whether or not the existing control measures are effective and what action should be taken to control the risk at what level of urgency.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards or can be as simple as a discussion with our workers and details recorded.

A risk assessment will be carried out when:

- there is uncertainty about how a hazard may result in injury or illness
- the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
- changes at the workplace occur that may impact on the effectiveness of control measures

Be aware that risk assessments are mandatory under the WHS Regulations for high risk activities such as entry into confined spaces, and live electrical work. As an employee or contractor of Malibu Boats, if you are ever unsure about a particular task or project, please check with your supervisor to confirm if the task you are performing is included in the list of high risk work.

## **Controlling Risks**

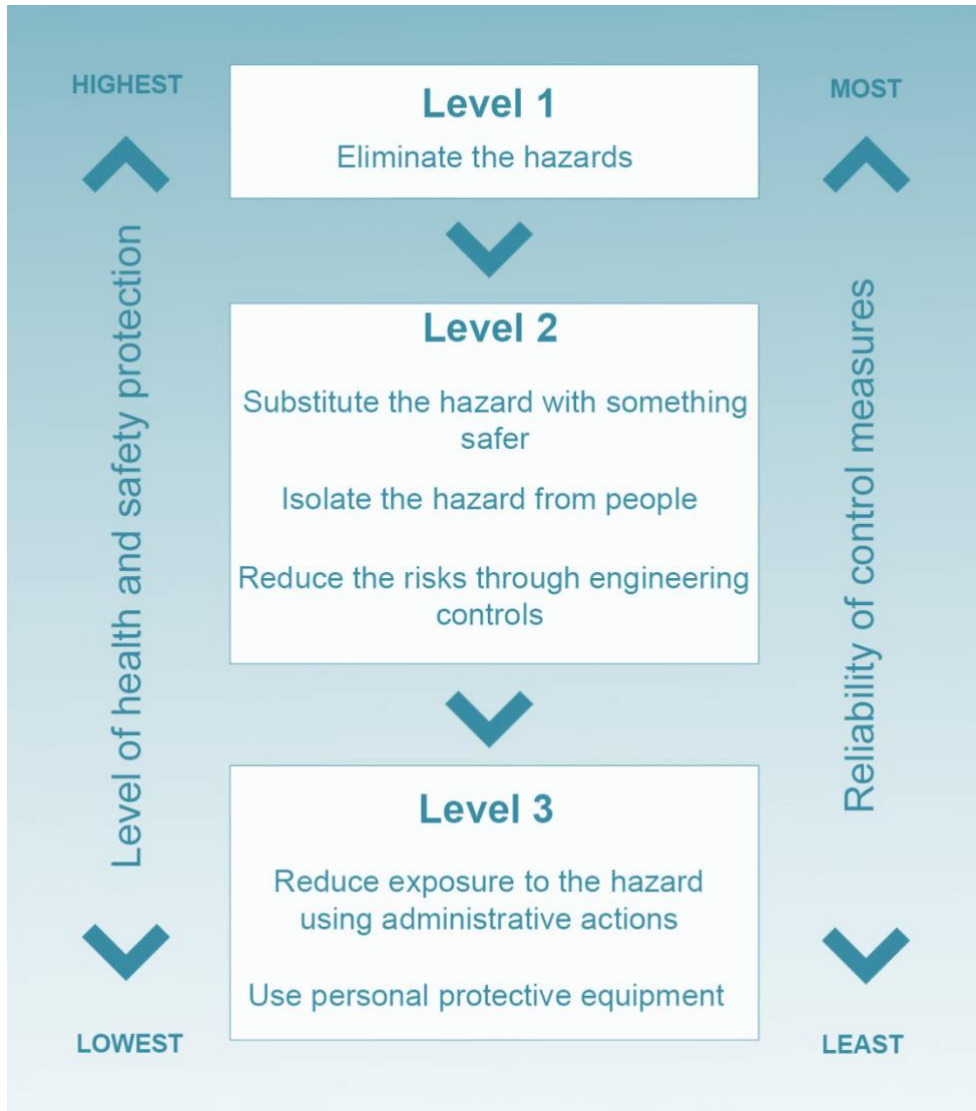
As part of our risk management approach here at Malibu Boats, we endeavour to do everything that is reasonably practicable to either eliminate or at the very least control the risks and minimise them to a workable manner as far as is reasonably practicable.

In deciding how to control risks we will consult with workers and representatives. Your experience as an employee or contractor with Malibu Boats will be valuable in helping us choose appropriate control measures to ensure a safer workplace for everyone employed at Malibu Boats. Malibu Boats management will consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the appropriate circumstance. This may involve single control measures or a combination of controls together providing the highest level of protection that is reasonably practicable while prioritizing highest risk hazards first.



## The hierarchy of risk control

Here at Malibu Boats, we will ensure that the ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 2 below. This ranking is known as the hierarchy of risk control. The WHS Regulations requirements are to work through this hierarchy when managing risk under the WHS Regulations.







## Implementing controls

The control measures that Malibu Boats puts into operation may require changes to the way work is carried out due to new or modified equipment or processes, new or different chemicals or new personal protective equipment. In these situations, we will as far as reasonably practicable support the control measures with resources such as:

- **Work procedures**  
Safe work procedures describing tasks, identifying hazards and documents how the task is to be performed to minimise the risks for our workers.
- **Training, instruction and information**  
Training our workers in the work procedure to ensure demonstration of competency. Information and instruction will also be provided to others who enter the workplace, such as customers or visitors when deemed appropriate.
- **Supervision**  
The level of supervision will depend on the level of risk and the experience of the workers involved of each task. High levels of supervision may be necessary where inexperienced or new workers are expected to follow new procedures or carry out difficult and critical tasks.

## Reviewing Controls

Malibu Boats's safety control measures will be reviewed regularly to make sure they work as planned. There are certain situations where control measures must be reviewed under the WHS Regulations and, if necessary, revise them. A review is required:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review.

## Record Keeping

As part of our safety approach, Malibu Boats's safety control measures will be recorded for future reference in order to continually improve on our safety performance as a company, target training at key hazards, demonstrate accountability and provide a basis for preparing safe work procedures.

By combining your likelihood and consequence estimates you can rate the risk. There are many ways of rating risks of injury or illness, one of the most common ways is to use a government approved risk management form.

All records will be kept on file and will be accessible for any specific requirements. Please contact your supervisor if you require any specific information or tools.



## **GENERAL TOOLS AND EQUIPMENT**

Everyone who works at Malibu Boats is responsible for ensuring a safe work environment. If you notice or consider any workmate or contractor to be working in an unsafe method, it is also your responsibility to contact your Manager without delay and notify them of any details including the location and unsafe work methods used.

### **Use of Tools and Equipment**

Incorrect and irresponsible use of tools and equipment is one of the main causes of injuries and fatalities in the workplace. Each day we aim to ensure that all workers return home healthy and whole to their families, which is why we have the following guidelines for the use of tools and equipment:

Only qualified and/or experienced personnel are to use the tools and equipment. Any personnel must first be trained by a competent person in the use of any tools or equipment. Do NOT use any tool or equipment if you are not qualified (formally and/or experientially) or unless under the instruction of an experienced operator.

All tools and equipment are to be used in a safe method and according to the manufacturer's recommendations. If you are unsure of how to use the tools or equipment appropriately, please see the instruction booklet that is provided with purchase on how to operate the tool or equipment in its appropriate use, or ask a trained and competent person to show you.

If you notice or consider any work practices or tools and equipment to be unsafe, please inform your Manager without delay including as much detail as possible so that adequate response and rectifications may be made to avoid any chance of an injury or incident in the future.

All tools and equipment must be handled carefully and responsibly. It is the responsibility of every individual to look after the tools provided and ensure they are handled and treated with care.

### **Damaged Tools and Equipment**

Never use any tool or equipment that is faulty. Before operation, always inspect leads for electrical tools to ensure there are no frays, cuts and exposed wires. Never operate electric tools or equipment where there is the possibility of contact with water.

If you identify any faulty tools or equipment DO NOT operate or use it. Isolate and tag the equipment as unsafe and isolate the tools or equipment immediately. After tagging and isolating the tool or equipment be sure to notify your manager immediately and record the required information in the Equipment Repair History form located in the OHS Diary.

At all times work areas must be kept clean and tidy. This includes cleaning up any spills in the workplace without delay and floors must be kept clear of scrap material and equipment at all times to avoid any tripping or falls which may cause injury to yourself, and/or another individual.



## **DRUG AND ALCOHOL POLICY**

Here at Malibu Boats, we aim to provide a pleasant atmosphere and a safe environment for our employees, contractors, clients and visitors.

According to the Traffic Act, it is a breach of the Act to drive whilst under the influence of liquor or drugs or with prescribed amounts of alcohol in the blood. Using drugs and alcohol while at work can affect your health and safety including putting your co-workers at risk. It is our policy that all personnel must notify their manager immediately if they have or suspect that they may have a blood alcohol level above 0.00ml/l or are under the influence of any drugs while in the workplace.

The effects that drugs and alcohol have can include poor physical and hand-eye coordination, impaired judgment as well as a decrease in alertness, concentration and vision, and decreased energy levels, resulting in tiredness. It is expected that you remain free from the influence of drugs and alcohol before commencement of work, for your time at work and including all breaks. This policy also applies to all contractors, shift workers and people working overtime. You must not drive a company vehicle or operate any machinery whatsoever if you may be above the 0.0ml blood alcohol level or while under the influence of drugs.

### **Prescribed Medication**

Medication prescribed for you by your doctor may cause decreased mental or physical functioning of the body and drowsiness. For example, anti-depressants, sleeping pills or blood pressure medication. If prescribed medication is required to be taken while at work, you must first of all notify your manager and supply a copy of a prescription and a letter from your doctor outlining the duties you are capable of performing.

Here at Our Company, we expect all personnel to take responsibility for their own actions, in which case we require everyone to notify their manager immediately if they are in breach of this policy so that safety measures can be taken to avoid the possibility of an incident. It is also your responsibility as a responsible individual to advise your Manager without delay if you suspect or know of any other person/s that may be in breach of this policy.



## **MOBILE PHONES**

Here at Malibu Boats, we aim to provide our personnel with sufficient, up to date technology to aid in performing their duties as diligently as possible. Investing in technology can be expensive and we aim to make sure that all workers are provided with a company owned mobile phone. It is for this reason that we ask all personnel to ensure using our technology and equipment responsibly and with care.

Health Authorities worldwide have documented the effects of micro wave emissions. It is for this reason that we strongly recommend that you only use mobile phones when absolutely necessary. Always use a landline if it is available. When using your mobile phone avoid any extended phone conversations.

If when using your mobile phone you experience dizziness or a heated/burning ear, end the call immediately and report it to your manager. If any symptoms persist and you suspect the cause to be your mobile phone, consult the services of a specialist as soon as possible.

### **Company Phone Calls**

The company provided mobile phones are predominantly for company use only. All personal phone calls must be paid by the individual who uses the mobile phone. Malibu Boats will not be held responsible for costs incurred by personal use.

### **Care of Equipment**

Any damages to equipment subject to carelessness or intentional damage will be repaired at the workers expense. In the case that the mobile phone cannot be repaired, the person in possession of the mobile phone agrees to replace the equipment to that of the same initial purchase value.

### **Phone Etiquette**

It is expected that all personnel use the mobile phones provided with a tactful approach. Any phone calls, text messages, emails or any other form of communication that exhibit content in the nature of pornography, sexually explicit material, abusive, threatening, invasive or otherwise is strictly prohibited.

### **Additional Obligations**

Never drive a vehicle while using a mobile phone. Please request a hands free kit from your Manager if you feel there is a requirement to be on the phone while driving. This includes text messaging, emailing and browsing the internet from your mobile phone.



## **USING COMPANY VEHICLES**

Here at Malibu Boats, we aim to provide our staff with sufficient, up to date vehicles and equipment to aid our personnel in performing their duties as diligently and as professionally as possible. All workers are required to use Malibu Boats vehicles and equipment responsibly.

We expect that any person/s provided with a company vehicle will be totally responsible and accountable for the use and condition of the vehicle. It is also expected that a vehicle inspection checklist should be used in accordance with commercial vehicle use legislation including the Traffic Act. You will find a form for the vehicle inspection checklist in the OHS Diary which will be located in each company vehicle.

When driving a company vehicle, it is the responsibility of the worker to be familiar with and obey all applicable laws in your state. If you are not familiar with the traffic laws of your state, be sure to inform your manager in order to acquire the relevant information.

### **Driving Behaviour, Speeding & Fines**

Always be courteous to other drivers. Remember that you are presenting the company image of Malibu Boats while on the road. Your conduct on the road should also be professionally presented.

If in traffic and needing to be stationary or the vehicle stalls, becomes immobile or breaks down always be sure to use the hazard lights as to warn off any other vehicles in order to avoid an unnecessary accident. In the event of an accident, refer to the Incident Reporting Policy. Be sure to travel at a speed within the confines of the speed limit. Speeding in Malibu Boats vehicles is strictly prohibited.

Tailgating has been responsible for many accidents. Under no circumstances whatsoever should you tailgate another driver. Where practical be sure to always remain at least 4 car lengths behind other vehicles. Always allow for sufficient room to respond safely should the car in front of you suddenly brake.

Any speeding fines incurred will be at the expense of the person driving the vehicle at the time of the incident. Never drive while talking on a mobile phone. Always ensure that the vehicle is in park and stationary when talking on a mobile phone. Road Rage will not be tolerated under any circumstances and will result in instant dismissal. You must also remain fully qualified to drive the vehicle.

Keep, maintain and use the vehicle that always meets and is in accordance with the manufacturer's warranty, including being serviced as per the manufacturer's recommendation and also ensure that the conditions of any insurance policy on the vehicle are observed.

You must not drive the company vehicle in a manner or at a time which would be a breach of laws including the law relating to blood alcohol content; and Our Company reserves the right to recover costs from you where the vehicle has sustained damage and was being used in such a manner that it is uninsured.



## USING PRIVATE VEHICLES

Here at Malibu Boats, we value the health & safety of all our employees, contractors, clients and visitors. It is for this reason that we require all personnel to be well informed in what procedures must be followed when using company and privately owned vehicles for work duties.

### Approval

A private motor vehicle must not be used for the conducting of Company business without prior approval for the use of that vehicle. Applications for approval to use a private motor vehicle on Company business must be made in writing to the Manager and copies of the following documents must be provided:

- Current registration papers for the vehicle
- Current comprehensive insurance policy for the vehicle
- Current drivers' licence
- Consent to such use of vehicle (if owner is not the worker)
- An undertaking to keep the vehicle in good repair

Where a vehicle is covered by a Third Party Policy only, approval will not be considered unless the application is accompanied with a written undertaking provided by the owner of the vehicle that the Company is not liable for any claims for compensation arising from any loss or damage to the vehicle whilst being used on Company business.

Where approval to use a private motor vehicle is granted in accordance with this Policy, it is a condition of that approval that the worker provides copies of all the above documents at the time of renewal to the respective registrations and policies.

### Maintenance of Records

Applications for approval to use particular motor vehicles on Company business, together with authorisations for the use of the vehicle for particular purposes or on particular occasions, will form part of the workers personal file. The Vehicle Inspection Checklist is also located in the OHS Diary and must be completed on a regular basis to ensure the safety of your vehicle.

It is the responsibility of personnel to keep full maintenance of their vehicles up to date if being used for Company business. All maintenance records must be submitted to the manager and kept up to date.

### Other Safety Matters

Personnel must follow all applicable Australian road laws. The company's drug & alcohol policies also apply to the use of private vehicles.



## INTERNET USE

Here at Malibu Boats, we aim to provide our personnel with the best facilities possible. The internet can be a valuable tool for research and aiding you in gathering resources in order to perform your job role with greater ease and comfort. To ensure against the abuse and misuse of internet use, this policy applies to the use of internet services and your co-operation in using these facilities appropriately is required.

In order to use our internet facilities to provide you with better working conditions, you agree to treat these facilities in a responsible manner. Malibu Boats may at any time monitor record and/or restrict internet access in order to maintain our standard of appropriate internet use.

### **It is the policy of OUR COMPANY that:**

Internet access is only provided and allowed to personnel who will need to use the facility as an aid in order to perform their work efficiently and effectively. All information collected from use of the internet as a result of performing company business will remain the intellectual property of the company.

Searching through the internet's resources must only be performed for activities that directly relate to your job role and for matters that relate to the company's business.

Certain software applications can be harmful to computer hardware, especially if they are downloaded from uncertified sites, which is why downloading of any software is strictly prohibited. If for any reason you have to download any software it must be only for the company's business matters and the approval of your manager must be provided beforehand.

From time to time, joke emails, spam and other non-work related emails are sent from various resources and are received in a workers inbox. It is the individuals' responsibility who uses the email facility to ensure that emails are kept for company use and any emails which are of an unclean nature including sexually explicit, offensive, discriminatory or profane must not be displayed but are to be deleted immediately .

If you are aware of any other person/s who are abusing their privilege to use the internet facilities provided by the company is to notify and give as much details as possible about the incident to the Manager.

It is a privilege to be provided with these facilities and we ask that you treat these facilities responsibly and ethically. No illegal activities are also to be conducted on the company's internet facility.





## E-MAIL USE

Here at Malibu Boats, we aim to provide the best facilities possible. Email can be a valuable tool for research, efficient communication and aiding you to gather resources in order to perform your job role with greater ease and comfort. To ensure against the abuse and misuse of email, this policy also applies and your co-operation in using these facilities appropriately is required. The confidentiality, workplace harassment, and privacy policies also are applicable when using the company's email facility.

In order to use our email facilities to provide you with better working conditions, you agree to treat these facilities in a responsible manner. Malibu Boats may at any time monitor record and/or restrict staff member's internet access in order to maintain our standard of appropriate internet use.

### **It is the policy of OUR COMPANY that:**

Access to the company's email facilities is only provided and allowed to personnel who will need to use the facility as an aid in order to perform their work efficiently and effectively. All information collected and created from use of the provided email facility as a result of performing company business will remain the intellectual property of the company.

Please also be aware that other workers will be using the email facility also and the larger the attachments that are being sent, the longer it takes to clear the servers from completing the send. This can at times overload the server and can result in the server being jammed with delayed message deliveries. We ask that you be considerate of your colleagues when sending email messages by keeping the attachment size to a minimum.

Certain software applications can be harmful to computer hardware, especially if they are downloaded from uncertified sites, which is why downloading of any software through an email attachment is strictly prohibited. If for any reason you have to download any software it must be only for the company's business matters and the approval of your manager must be provided beforehand.

From time to time, joke emails, spam and other non-work-related emails are sent from various resources and are received in a worker's inbox. It is the individuals' responsibility who uses the email facility to ensure that emails are kept for company use and any emails which are of an unclean nature including sexually explicit, offensive, discriminatory or profane must not be displayed but are to be deleted immediately.

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It is a privilege to be provided with these facilities and we ask that you treat these facilities responsibly and ethically. No illegal activities are also to be conducted on the company's email facility.





## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

Here at Malibu Boats, we aim to provide a positive work environment for all personnel. Research has proven that people who enjoy their time at work and who have good relationships with their work colleagues are happier, healthier and more productive than in places where they feel uncomfortable, discriminated or harassed. Here at Malibu Boats, we are dedicated to an unbiased workplace and will follow the current legislation regarding Anti-Discrimination and Equal Employment.

Any type of harassment has no positive effects on people in the workplace and has been known to reduce team morale and can be destructive to a persons' emotional and physical health. Discrimination and harassment come in many different forms which include intimidation, the giving of insults, humiliation or in more subtle forms it can come in sarcasm, belittlement and snide remarks. Our policy regarding equal employment is that we will not discriminate against anyone in our recruitment methods or in the provision of our products and services.

The way we perform our recruitment selection of successful applicants is always based on the employment advantages of selecting an applicant over another. All applicants who apply for a position with our company will be given an equal opportunity to apply, provided they meet the qualifications necessary for the position. The successful applicant will be someone who best meets the specific requirements of the position we are seeking to fill.

We will not discriminate against anyone on the basis of race, age, marital status, sex, health status, political preferences, affiliations, disability or any other reason. It is our policy that all personnel employed by Malibu Boats will uphold the same values regarding equal employment.

Here at Malibu Boats, we pride ourselves in developing and fostering individuals that act responsibly and professionally. Please be aware that you may be held personally liable for any personal damages caused through discrimination and harassment.



## WORKPLACE FIRST AID

Malibu Boats has the primary duty under the WHS Act to ensure, so far as is reasonably practicable, that all personnel are not exposed to health and safety risks arising from the performing of your duties.

All personnel have the responsibility of taking reasonable care for their own health and safety and must not adversely affect the health and safety of other personnel. Malibu Boats personnel (and contractors) must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace, such as procedures for first aid and for reporting injuries and illnesses.

### First Aid Consultation

Consultation involves sharing of information and giving our workers a reasonable opportunity to express views and then taking those views into account before making decisions on health and safety matters.

The WHS Act states: A business must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking who are (or likely to be) directly affected by a work health and safety matter.

If the workers are represented by a health and safety representative, the consultation must involve that representative.

Malibu Boats will consult and discuss with our workers when making decisions about what facilities are needed, including those required for administering first aid. Consultations will include:

- the number, location and contents of first aid kits and other equipment such as defibrillators
- the type of first aid facilities that may be needed
- first aid procedures, and
- the number of trained first aiders on site

### First Aid Equipment

Malibu Boats management requests that you think of any risks that may be associated with your role with the company and provide any valuable feedback of the types of first aid equipment that could possibly be needed in the case of an incident or accident. Malibu Boats management will also conduct risk assessments of the workplace to determine the types of accidents and incidents which could possibly occur and then add the items to our first aid kits which would treat such injuries.

First aid facilities will be located at convenient points and in areas where there is significant risk of an injury or illness occurring. First aid kits will also be supplied in all company vehicles for mobile workers. First aid equipment will be available in more than one location where:

- work is being carried out a long distance from emergency facilities
- small numbers of workers are dispersed over wide areas
- access to treatment is difficult, and/or there are multiple floor levels



**A first aid kit should at the minimum include the following items.**

Item	Standard Workplace Kit	Small Workplace Kit
	Quantity	
Basic instructions for providing first aid	1	1
Note book and pen	1	1
Resuscitation face mask	1	-
Resuscitation face mask or face shield	-	1
Cardio-Pulmonary Resuscitation (CPR) flow chart	1	1
Disposable gloves like low-protein, powder-free latex gloves, vinyl gloves or nitrile gloves. (NB: Latex-free gloves should be provided if any first aider is allergic to latex)	5 pairs	2 pairs
Gauze Pieces 7.5cm x 7.5cm, sterile (5 pieces per pack)	5 packs	2 packs
Saline (30mls)	5	■
Saline (15mls)	■	4
Wound cleaning swab (single 1% Cetrimide BP)	10	2
Adhesive dressing strips (packet of 50)	1	1
Splinter probes (disposable)	10	5
Tweezers	1	1
Antiseptic liquid, spray or swabs (single use packs)	1	1
Non-adherent wound dressing/pad 5cm x 5cm (small)	6	3
Non-adherent wound dressing/pad 7.5cm x 10cm (medium)	3	1
Non-adherent wound dressing/pad 10cm x 10cm (large)	1	■
Conforming cotton bandage, 5cm x 1.8m	3	1
Conforming cotton bandage, 7.5cm x 1.8m	3	1
Conforming cotton bandage, 10cm x 1.8m	1	■
Scissors	1	1
Alcohol swabs – single	10	4
Non-stretch, hypoallergenic adhesive tape – 2.5cm wide roll	1	1
Safety pins (packet of 12)	1	1
BPC wound dressings No. 14, medium	1	1
BPC wound dressings No. 15, large	1	■
Plastic bags - clip seal (set of small, medium and large) (NB: these can be used for amputated body parts)	1	1
Triangular bandage (calico or cotton minimum width 90cm)	2	1
Emergency rescue blanket (for shock or hypothermia)	1	■
Eye pad (single use)	4	2
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5gm sachets)	5	5
Reusable/instant ice pack – (treatment of soft tissue injuries/stings).	1	■

■ If a risk at your workplace could be controlled with an item indicated with this symbol, you should provide the item in a first aid kit.



## Record keeping & Confidentiality

A first aid recording system should be maintained at the workplace. A copy of the first aid record should accompany the ill or injured person if the person is transferred to a medical service or hospital. The original copy of the first aid records should be retained at the workplace and a copy should be given to the worker or be available on request. Personal information about the health of a worker is confidential including details of medical conditions, treatment provided and results of tests.

## First aid signs

Malibu Boats will have standardised first aid signs displaying where the first aid station is which will assist in easily locating first aid equipment and facilities.

Note: First aid signs may be constructed to suit individual requirements but should comply with AS 1319: 1994 - Safety Signs for the Occupational Environment.



Please see your manager to be shown where the First Aid points are located.

## Trained first aiders

Malibu Boats will ensure that an adequate number of workers are trained to administer first aid at the workplace or that workers have access to an adequate number of other people who have been trained to administer first aid.

The company's trained first aid officer is: \_\_\_\_\_

**Additional first aid officers: (Enter here or delete)**

Note: Malibu Boats first aiders are instructed not to exceed their training and expertise in first aid. Other personnel, including supervisors, are also instructed not to direct first aiders to exceed their first aid training and expertise.

## Emergency Numbers

- ❖ Ambulance, Fire or Police      Call - triple zero (000) or 112 from some mobile phones.
- ❖ Non Urgent Transport              Call - 13 12 33 (after authorised by a medical practitioner)
- ❖ Deaf Emergency Number        Call - 106
- ❖ Poisons Information Centre      Call - 13 11 26



## Response to an Emergency or an Urgent Condition

There are a number of critical factors that need to be followed during an emergency. In any emergency, it is important to initially confirm that it is safe to approach a casualty and assess the situation for any life-threatening hazards.

The first aid provider should do the following in the case of an emergency:

1. Assess the incident area and determine whether or not it is safe to approach the casualty.
2. Phone for help – Call (000)
3. Assess the casualty for life threatening injuries – This includes aiming to get a response from the casualty. Do not shake the person, instead use the touch and talk method which you should incorporate soft touching with loud talking. The touch and talk method will help you to determine the level of consciousness to the casualty.

## Immediate Attention

There are a number of situations which will require immediate attention, they are:

**Breathing** - Check the persons breathing by gently tilting their head backward and looking into the mouth for foreign objects such as food, loose dentures and fluid. Unless the persons' airway is blocked by water, vomit, blood or any other fluids, checking the airway should be done while the casualty is on their back. If the airway is obstructed with any fluids however, place the injured person on their side and clear the airway from any obstruction as best as possible. If the casualty is breathing, the first aid provider should keep the casualty on their side while maintaining neck stability and then call (000) for assistance. Keep checking the airway and breathing regularly and look for other injuries while waiting for the ambulance paramedics to arrive.

**Bleeding** - When dealing with blood or other bodily fluids use the appropriate PPE at all times, including equipment such as gloves, overalls, aprons and glasses where contact may occur. Bleeding is considered severe when it is spurting or cannot be controlled. Such severe bleeding is life threatening and should be addressed as quickly as possible by applying firm, direct pressure to the injury using a sterile pad or clean cloth. DO NOT remove any penetrating objects if there are any lodged in the wound.

Apply a clean dressing directly over the wound and firmly secure it with a bandage if possible, ensuring the entire wound remains covered, then elevate the wounded part of the body and restrict any movement as much as possible. Keep the casualty calm to avoid going into shock while occasionally checking to make sure that the bandage is not restricting circulation.



**Poisoning** – In all cases of poisoning, call triple zero (000) and then seek advice from the Poisons Information Centre on 13 11 26 (Available 24hrs). If the casualty is unconscious, do not leave them alone, if possible, by asking someone else to seek help. Do not induce vomiting. Find out as much information as possible about what poison has been taken in order to advise the paramedics when they arrive.

**Electrocution** - NEVER try to cut leads or power lines. Do not go anywhere near a high-tension power line. Electrical current can arc (jump) 1 inch per every 10,000 volts being carried. A person does not have to touch the source to sustain an injury. Always ensure the power source has been switched off before handling the casualty, then dial triple zero (000) for an ambulance. Commence any resuscitation if required. If the casualty is conscious, away from danger and has suffered burns as a result, cool the area by flushing with clean water. Be aware that excessive cooling can lead the casualty to becoming dangerously cold. Stabilise the casualty and wait for an ambulance to arrive.

## **Risks of Exposure**

First aid personnel and workers may be at risk of exposure to infectious diseases or biological hazards if they receive:

- a skin penetrating injury such as a needle stick injury
- if blood or body substances come into contact with broken skin, open wounds, eyes or mouth
- contaminated first aid equipment or materials are used

Infectious diseases which may be transmitted by blood and some body substances include:

- hepatitis B
- hepatitis C
- human immunodeficiency virus (HIV), the virus that causes AIDS

Be sure to remove any risks of infection or exposure to biological hazards.

## **Standard precautions**

Assume all blood body substances are infectious. Standard precautions include:

- good hygiene practices
- use of Personal protective equipment (PPE)
- correct handling and disposal of sharps and other infectious waste



There are a number of areas to take into consideration when administering first aid. They are:

### **Risk of infections**

First aid personnel and workers may be at risk of exposure to infectious diseases or biological hazards if they receive:

- a skin penetrating injury such as a needle stick injury
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- contaminated first aid equipment or materials are used

Infectious diseases which may be transmitted by blood and some body substances include:

- hepatitis B
- hepatitis C
- human immunodeficiency virus (HIV), the virus that causes AIDS

All workplaces should undertake a review of their first aid practices to remove the risks of infection or exposure to biological hazards.

### **Standard precautions**

Always assume that all blood body substances are infectious. Standard precautions include:

- good hygiene practices
- use of personal protective equipment (PPE)
- correct handling and disposal of sharps and other infectious waste.

### **Hygiene**

Hands should be washed using soap and water:

- before and after contact with an ill or injured person
- when there is contact with blood or body substances or contaminated items
- when protective gloves are removed

When soap and water is not available, use an alcoholic chlorhexidine hand wash or equivalent.

Waterproof dressings should be available to allow first aid personnel to cover injuries. This reduces the risk of an injured person's blood or body substance coming into contact with the broken skin of the first aid person.



## **Management of blood or body substance spillage**

Spills should be attended to immediately and protective gloves should be worn. Absorbent material such as paper towels should be used to absorb the bulk of the blood or body substance. These contaminated materials should be disposed of in a sealed, leak-proof waste bag.

A spills kit should be available where there is a risk of blood or body substance spills. A 'spills kit' should contain:

- PVC household rubber or disposable latex gloves
- cleaning agents
- disposable absorbent material
- a leak-proof bag

## **Cleaning the area when finished**

When finished, the area should be cleaned with warm water and detergent and then disinfected. Mops and buckets should be rinsed with warm water and detergent and stored dry. Reusable gloves and other protective clothing should be removed and disinfected after cleaning the contaminated area and equipment.

## **Cleaning, disinfecting and sterilising**

- Single use disposable sterile items like disposable splinter forceps, should be used to reduce the risk of cross infection. When disposable items are used for first aid they should not be reused.
- Non-disposable items need careful handling and should be processed after each use. The method of processing depends on the purpose for which the equipment is to be used.
- If first aid equipment has contact only with intact skin, such as bandage shears, then it requires cleaning.
- Cleaning removes soil and reduces the number of germs from the surface.
- If the equipment becomes contaminated with blood such as used kidney dishes and liquid containers, or has contact with intact mucous membranes, such as a thermometer in the mouth, then the equipment needs cleaning and disinfecting.
- Disinfecting inactivates bacteria, viruses and fungi, but not necessarily bacterial spores.
- When reusable equipment such as reusable splinter forceps come into contact with wounds or are used to penetrate the skin, they should be cleaned and sterilised immediately.
- Sterilising completely destroys all germs. The only practical means of achieving sterilisation, in the first aid setting, is by using an autoclave.
- Thorough cleaning of all items should start as soon as possible after use. Protective gloves should be worn during cleaning and care should be taken to avoid eye splashes.





## **Waste management**

Contaminated waste should be placed in a leak-proof bag or container and sealed. The bag or container should not be overfilled. All waste should be handled with care to avoid contact with blood or body substances. Gloves should be worn when handling waste bags and containers. Waste bags, appropriate for the type of waste, should be used when large amounts of waste are generated. Waste disposal practices must comply with state or local government requirements.

## **Laundry and storage of equipment**

- Soiled linen should be identified and kept separate from clean linen.
- PVC latex or household rubber gloves and protective clothing should be worn when handling soiled linen.
- Soiled linen should be washed immediately in hot water with detergent.
- Heavily soiled items should be placed in a leak-proof bag and closed and soaked in bleach where possible.

All first aid items and equipment should be stored to maintain an appropriate state of cleanliness and sterility. All items and dry, sterile, packaged instruments should be stored in a clean, dry environment.

## **Sharps**

Sharps are a major cause of accidents involving potential exposure to biological hazards which can pose a risk of transmission for Hepatitis B, C and HIV viruses. Sharps include hypodermic needles, syringes (with or without the attached needle), scalpel blades, suture needles and lancets.

The following practices should be followed:

- if there is a risk of finding discarded sharps, tongs or a similar item should be available to pick up the sharp items safely
- sharps should be disposed of in a puncture proof container
- sharps containers should be located as close as possible to the area where sharps are used
- dispose of sharps containers in accordance with local government requirements
- 

## **Immunisation**

If you will be regularly exposed to bodily substances, consider enrolling in an immunisation program. Medical advice should be sought in this matter. For instance, a Hepatitis B immunisation program should be assessed for first aid personnel who are at risk of regular exposure to blood or body substances.



## **Personal protective equipment (PPE)**

Personal protective equipment (PPE) should be used to protect first aid personnel and ill or injured persons from risks of exposure to infections. PPE should comply with the relevant Australian standards.

PPE includes but is not limited to:

- protective gloves such as disposable PVC, latex gloves or heavy-duty gloves where there is a risk of exposure to sharp objects or when cleaning blood or body substance spills
- protective clothing such as disposable non-porous overalls or plastic aprons
- eye protection such as goggles and safety glasses
- safety footwear to protect feet from sharp objects
- resuscitation mask to reduce the risk of exposure to blood and body substances

## **Skin penetrating injuries (SPI)**

Management of skin penetrating injuries (SPI) and other blood or body substance exposures:

- encourage the wound to bleed by gently squeezing
- wash the area with cold running water and soap if available
- apply an antiseptic if available then cover the wound with a band aid or dressing

## **When a person has exposure to blood or body substances**

- wash away the blood or body substance with soap and water. If water is not available then use a 60-90% alcohol-based hand rinse or foam
- if the eyes are contaminated, rinse eyes while open with tap water or saline solution
- if blood gets into the mouth, spit it out and then repeatedly rinse with water

If exposed to blood or body substances the person should be referred for medical assessment as soon as possible. The doctor can then assess the degree of exposure and arrange blood tests and immunisation where appropriate. Access to professional counseling should also be available if needed.

Records of blood or body substance exposure should be documented and kept on file. Records of exposure and treatment should be kept confidential.



## INDUCTION COMPLETION ACKNOWLEDGEMENT

I \_\_\_\_\_ (Full Name) understand that Malibu Boats endeavours to provide a safe, positive and productive working environment and I understand that my responsibility in contributing to this environment is by following the policies and procedures outlined in the Malibu Boats Policy Manual.

I understand what I have read and agree to follow the policies and procedures in the Malibu Boats Policy Manual and have raised any questions or concerns that required explanation or clarification with Management. I am aware that any infringement of these company policies and procedures will be subject to disciplinary action if required.

### SIGNATURE OF DECLARATION

Signature:	Date:
Full Name:	Date:

Witness Name:	Date:
Witnesses Signature:	Date: