



EYE SPY®

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1300 SIGNWRITER

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SUB-CONTRACTOR INDUCTION MANUAL



EYE SPY®

Sub-Contractor Induction Checklist

Personal Records:

- ☐ Company Details
- ☐ Business Contact
- ☐ Financial Details for Payment
- ☐ Public Liability Insurance
- ☐ Workers Compensation Insurance
- ☐ Sub Contractor Employee Acknowledgement

Eye Spy Signs:

- ☐ Company history
- ☐ Business activities

Team Environment

- ☐ Management/Staff (Org Chart)

Work Environment

- ☐ Facility layout (floor plan)

OH&S

- ☐ Personal Protective Equipment
- ☐ Site Signage

Policies & Procedures

- ☐ Code of Conduct
- ☐ Discrimination & Sexual Harassment Policy & Procedure
- ☐ Drug & Alcohol Policy
- ☐ Environmental Policy
- ☐ Equal Employer Opportunity Policy
- ☐ Manual Handling Policy
- ☐ OH&S, Quality & Environment Policy
- ☐ Smoke Free Workplace Policy
- ☐ Sustainability Policy

Emergency Evacuation

- ☐ Procedures & exit points
- ☐ Emergency assembly point



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PERSONAL RECORDS

SUB CONTRACTOR DETAILS

COMPANY DETAILS

Company Name: _____

Business Address: _____

_____ P/Code: _____

Postal Address (if different): _____

_____ P/Code: _____

Email Address: _____

Contact No's:

☐ Work: () _____ ☐ Fax: () _____

☐ Mobile: () _____

BUSINESS CONTACT:

Name: _____ Position: _____

FINANCIAL DETAILS FOR INVOICE PAYMENT:

Bank: _____ Branch: _____

BSB: _____ Account No.: _____

Account Name: _____

PUBLIC LIABILITY INSURANCE:

Insurer's Name: _____

Policy Number: _____ Expiration Date: ____/____/____

Phone: _____

(NB: Please provide a copy of your certificate of currency)

WORKERS COMPENSATION INSURANCE

Insurer's Name: _____

Policy Number: _____ Expiration Date: ____/____/____

Phone: _____

(NB: Please provide a copy of your certificate of currency)

I confirm that I have read and understand the Sub Contractor Induction Manual

SUBCONTRACTOR SIGNATURE: _____ Date: ____/____/20____

OFFICE USE ONLY:

PROCESSED DATE: _____ SIGNATURE: _____

[illegible]



EYE SPY®

EYE SPY SIGNS

HISTORY

Eye Spy Signs was established in 1994 as a one-man operation in a garage in suburbia installing real estate signs.

In November 1996 the business won a tender for the Department of Main Roads (DMR) plant and equipment and took on some of the existing employees of this former department forcing a move to larger premises at the rear of 15-17 Brisbane Street, Hobart and eventually in 2001 the whole premises.

The company has grown considerably since then to be the leading signage contracting company in Tasmania, employing over 20 people. The business has again developed sufficiently to build larger premises and since 9 March 2010 has been located at 263 Kennedy Drive, Cambridge in a custom built factory/warehouse. There are also 2 leaseholds at the site currently leased to Frogmores Wines and Bennett's Petroleum.

Eye Spy Signs runs 3 wide format digital printers - allowing us to print up to 2500mm wide.

In October 2006, Eye Spy Signs invested in a state of the art dye-sublimation system - we now produce flags, bar runners, printed shirts and special metal signage using *gradess@* substrates.

Based in southern Tasmania, our customer base expands statewide for supply and installation of signage and banners. Increasingly there is demand for our services and supply of materials Australia wide.

We have a comprehensive [catalogue](#) of our products and services, a website www.eyespy signs.com.au which is constantly being updated and a Freecall number for customers - **1300 SIGNWRITER**. We are only limited by yours and our imagination!

OUR ACTIVITIES INCLUDE:

- General commercial signage;
- Screen printing;
- Real estate services to many metropolitan agencies - including EYE SPY® PHOTOSIGNS®;
- Signage services to local councils state-wide;
- Manufacture and supply of work zone safety equipment to contractors and councils;
- Installation of permanent road signage to local councils, contractors and the Department of Infrastructure Energy and Resources.

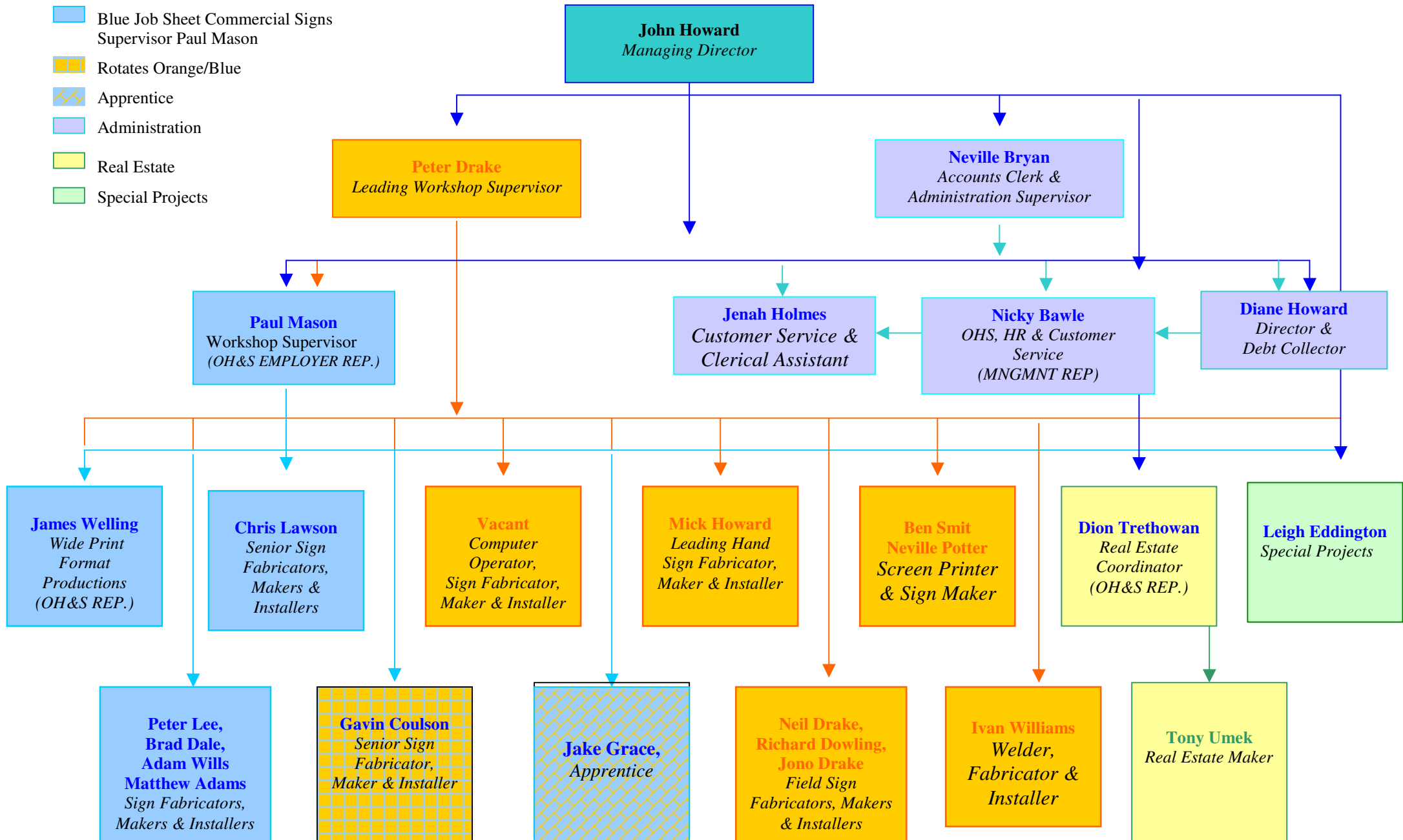


TEAM ENVIRONMENT

EYE SPY SIGNS

ORGANISATIONAL CHART

- Managing Director
- Orange Job Sheet Generic/Road Signs
Supervisor Peter Drake
- Blue Job Sheet Commercial Signs
Supervisor Paul Mason
- Rotates Orange/Blue
- Apprentice
- Administration
- Real Estate
- Special Projects

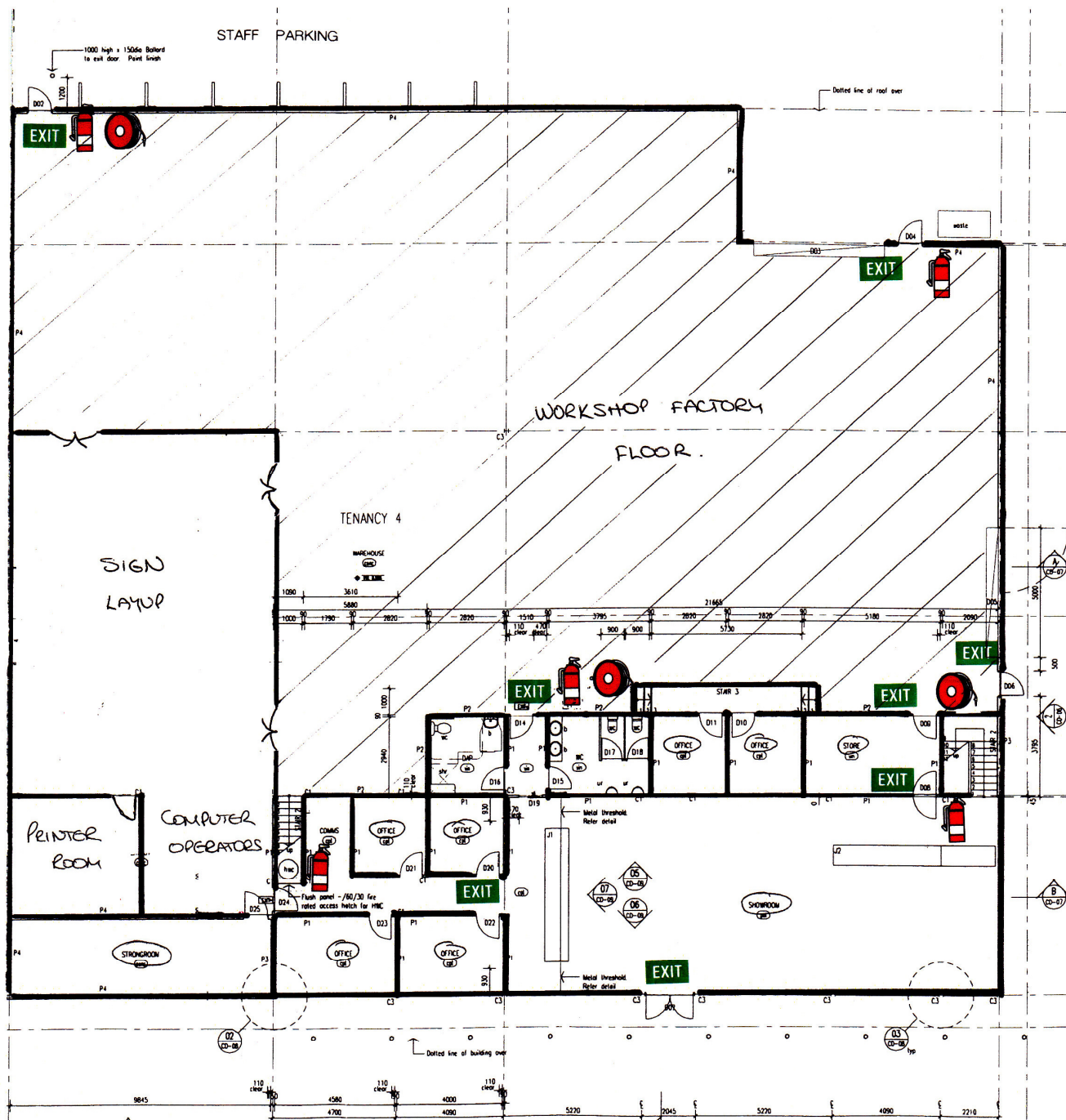




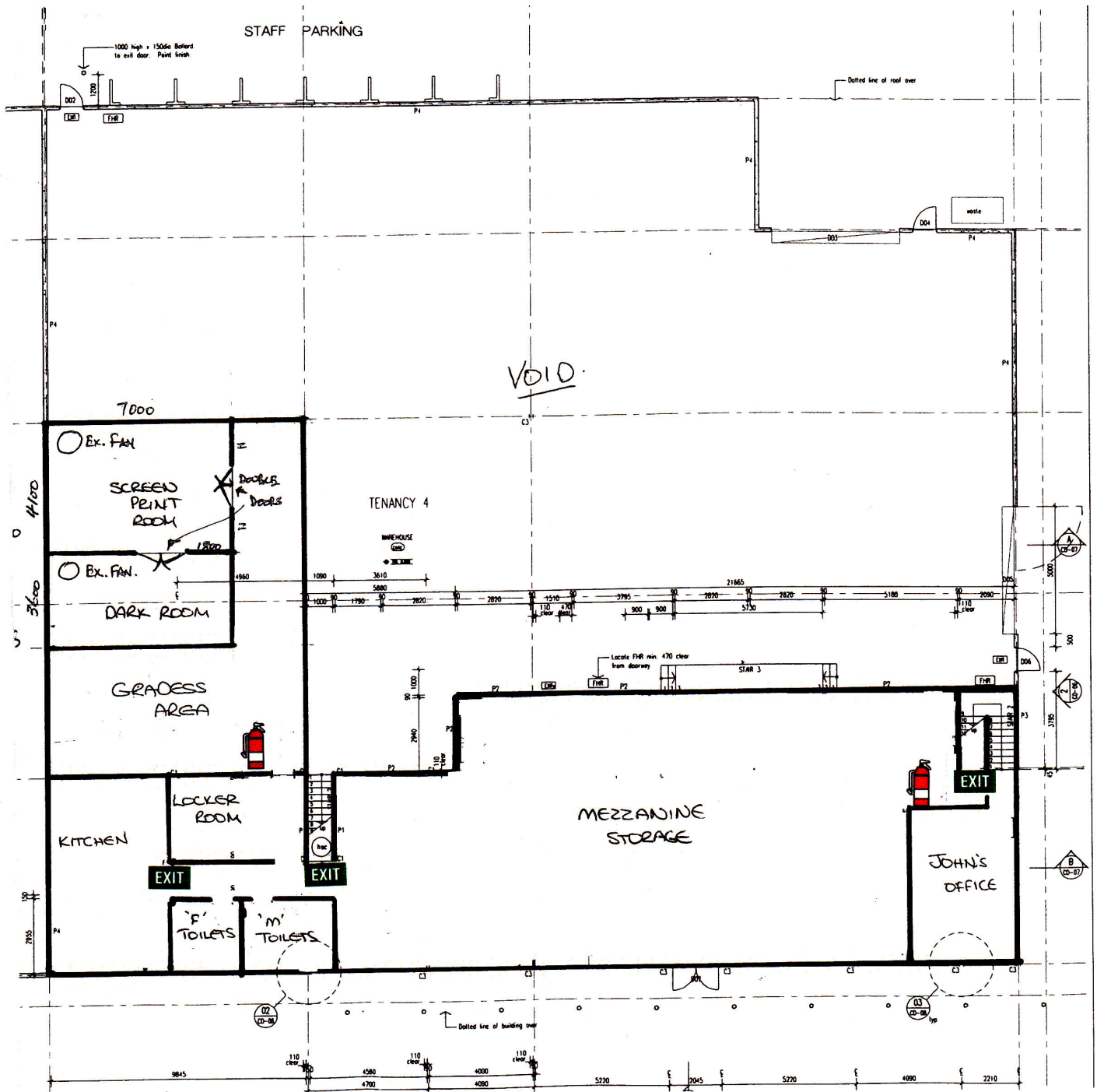
EYE SPY®

WORK ENVIRONMENT

FACILITY LAYOUT (floor plan)



GROUND FLOOR
263 Kennedy Drive
CAMBRIDGE



MEZZANINE FLOOR
263 Kennedy Drive
CAMBRIDGE



POLICIES & PROCEDURES

CODE OF CONDUCT

Purpose

ESS employees and sub contractors are required, under the Code of Conduct, to behave at all times in a way that upholds the Eye Spy Signs values.

The Code of Conduct requires that an employee and sub contractor must:

- Behave honestly and with integrity;
- Act with care and diligence;
- When acting in the course of ESS employment, treat everyone with respect and courtesy, and without harassment;
- When acting in the course of ESS employment, comply with the applicable award, National Employment Standards and Fair Work Australia legislation (*Fair Work Act 2009*);
- Comply with any lawful and reasonable direction given by the management team and those who have authority to give the direction;
- Maintain appropriate confidentiality and respect with regards to dealings that the employee or sub contractor has with any customer, employee or sub contractor of ESS;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with ESS employment;
- Use ESS resources, materials and equipment in a proper manner;
- Not provide false or misleading information in response to a request for information that is made for financial purposes in connection with the employee or sub contractor's ESS employment;
- Not make improper use of:
 - a) inside information, or
 - b) the employee or sub contractor's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee, sub contractor or for any other person;

At all times behave in a way that upholds the ESS values and the integrity and good reputation of the ESS;

- Whilst on duty off-site, at all times behave in a way that upholds the good reputation of ESS; and
- Comply with any other conduct requirement that is prescribed by the regulations asked of you from time to time.

DISCRIMINATION & HARASSMENT POLICY

Purpose

Eye Spy Signs (ESS) is committed to the principles of equity and diversity in order to create an equitable work environment. This is supported by our commitment to the application of statutory requirements and related policies.

ESS is committed to fostering a culture that values and responds to the cultural and linguistic diversity of our employees and sub contractors, together with the identification and implementation of proactive options for the elimination of discriminatory or harassing practices.

ESS will ensure the absence of direct, systemic and indirect discrimination and harassment on the grounds of:

- Gender
- Sexual orientation
- Physical Characteristics
- Marital Status
- Pregnancy
- Parental status
- Carers' responsibilities
- HIV/AIDS status
- Political belief or affiliation
- Irrelevant criminal record
- Race, ethnic or ethno-religious background, descent or nationality
- Association with a person who has, or is believed to have, any of these attributes.
- Age
- Lawful sexual activity
- Disability
- Relationship status
- Breastfeeding
- Family responsibilities
- Industrial activity
- Political activity
- Irrelevant medical record etc.

ESS seeks to establish an equitable working environment where equal employment opportunities based on merit are provided in relation to:

- Access to services and information
- Decision-making
- Recruitment
- Conditions of employment
- Development
- Advancement

It is against the law for any employee or sub contractor to harass or discriminate against:

- A job applicant
- Another employee or sub contractor (present or past)
- A customer or client
- Any other visitor to our workplace

Harassment is any type of behaviour that the other person does not want and does not return, offends, embarrasses or scares them and is either:

- Sexual, or
- Targets them because of their sex, age, transgender status, homosexuality, physical characteristics, marital status, carers' responsibilities, race, descent or nationality, disability or any of the other qualities stated above or below.

There are many types of verbal, non-verbal and physical behaviour that could amount to harassment:

- Initiation rites and unwelcome practical jokes – these can offend, humiliate or intimidate someone and are often dangerous
- Offensive jokes
- Unnecessary physical contact (touching someone against their will)
- Sexual or suggestive remarks
- Offensive hand or body gestures and “wolf whistling”
- Unwanted sexual propositions
- Repeated unwelcome invitations to go out with someone
- Spreading sexual rumours about someone
- Repeated unwelcome questions about someone else’s personal life
- Sexual, sexist, racist, anti-gay etc. threats or insults
- Displaying pornography, or pictures of naked people
- Putting sexually suggestive, offensive or degrading/insulting material on walls, computer screen savers, faxes, emails etc.
- Obscene or racist, anti-gay etc. telephone calls, letters, faxes or emails
- Displaying or circulating racist, sexist, etc. cartoons or literature
- Making fun of someone because of his or her race, disability, age, sexuality etc.
- Imitating/mimicking someone’s accent or disability
- Swearing at someone
- Ignoring someone or deliberately not sharing information with them or continually dismissing their contribution in work discussions

Responsibilities

The Manager and supervisors (management team) are responsible for ensuring compliance with all statutory responsibilities and the adoption and implementation of equity and diversity and equal employment opportunity policies and practices.

The Human Resources Officer is available to provide strategic and practical advice and information.

The management team are responsible for ensuring that employees and sub contractors are aware of the equal employment opportunity policies and programs and in the identification and elimination of discriminating or harassing practices.

All employees and sub contractors have a responsibility to help ESS provide a workplace free from harassment and discrimination.

Legislation

Anti-Discrimination Act 1998 – (TAS)

Disability Discrimination Act 1992 (Cth)

Racial Discrimination Act 1975 (Cth)

Human Rights and Equal Opportunity Commission Act 1986 (Cth)

Sex Discrimination Act 1984 (Cth)

DRUG AND ALCOHOL POLICY

Purpose

The purpose of this policy is to:

- Ensure a safe workplace free from the effects of alcohol and prohibited/controlled substances;
- Minimise disruption to work flow;
- Maintain a satisfactory level of employee and sub contractor health, safety and work performance.

Consistent with the purpose Eye Spy Signs prohibits employees and sub contractors in:

- Undertaking their duties whilst under the influence of prohibited/controlled substances or alcohol;
- Using alcohol or prohibited or controlled substances in the workplace during working hours;
- Bringing and using prohibited or controlled substances into the workplace without the prior approval of the Manager.

Applicability

This policy applies to all employees of Eye Spy Signs, any volunteers and sub contractors and their employees.

The focus of this policy is on prohibited and controlled substances or alcohol use or dependence, which affects the work performance of the individual and endangers the safety of others.

The Manager may waive the ban on alcohol during working hours

When circumstances warrant, the Manager may agree to the responsible consumption of alcohol. An example of this would be when Eye Spy Signs employees or sub contractors are attending an organised formal or informal function on the premises.

The responsible consumption of alcohol

All employees and sub contractors have a responsibility to present for work and remain unimpaired by alcohol. This means that the responsible consumption of alcohol must be adhered to prior to work, during lunch breaks and at any functions likely to occur.

Limits for Eye Spy Signs employees, sub contractors and their employees

There will be "Zero tolerance" on prohibited or controlled substances, unless authorised by a doctor or pharmacist and reported to your Supervisor/Manager or the Human Resources Officer.

A blood alcohol limit of .02 applies to employees or other people who are required as a part of their duties:

- To operate plant equipment* etc.

The blood alcohol limit for all other employees and sub contractors is .05.

** By law, when driving any vehicle that is more than 4.5 tonnes in weight, including but not limited to light, medium, heavy rigid or heavy combination vehicles, there is to be NO ALCOHOL IN BODY. This is stated on Tasmanian issued licenses and held by those authorised to drive such vehicles*

The responsible use of prescribed substances and medications

Medicinal products may affect an employee or sub contractor's fitness for duty and their work performance when taken.

Employees and sub contractors should find out from their doctor or pharmacist what effect prescribed drugs can have on work performance.

The employee or sub contractor must advise their Supervisor or the Human Resources Officer if they are taking any prescribed drug or medication that may affect their fitness for duty or their work performance. This information will be maintained on a confidential basis.

Implementation of Rehabilitation Programs

Eye Spy Signs is committed to the implementation of programs suitable to individual circumstances that will be designed to teach employees and sub contractors to take responsibility for their own safety.

If a Supervisor believes an employee or sub contractor is affected by drugs or alcohol

If a Supervisor has any concerns about:

- The effect on the employee or sub contractor of prescribed drugs or medication being taken
- The effect these may have on the employee or sub contractor's fitness for duty or work performance

The Supervisor may then either:

- Request that the employee or sub contractor attend the Eye Spy Signs doctor for a test, or
- Stand the employee or sub contractor down until such time as they are safe to perform their normal duties.

The Supervisor must then advise the Human Resources Officer of the action taken.

Any employee or sub contractor found in the possession of, or using prohibited drugs or being under the influence of prohibited drugs or alcohol whilst at work will be subject to disciplinary action up to and including dismissal.

Legislation and References

Workplace Injury Management & Workers Compensation Act 1988

Workplace Health & Safety Act 1995

Workplace Health & Safety Regulations 1998

Vehicle and Traffic (Vehicle Operations) Act 1999

Code of Conduct Policy

Disciplinary Policy and Procedure

Grievance Policy and Procedure

2008 Tasmanian Road Rules - Part 3 Laws about Drink Driving

ENVIRONMENTAL POLICY

Philosophy

Eye Spy Signs recognises that environmental protection is a vitally important business issue. By combining our strong business initiatives creatively with modern technological equipment we seek to contribute to the promotion of sustainable development. Through our individual and collective actions, we will continuously strive to safeguard our business growth with minimal environmental impact for future generations.

Principles

- Reduce environmental impacts throughout the signage/product life cycle.
- Conserve energy and resources
- Practice reduce/reuse/recycle approach to all product usage
- Reduce risk to human health and the environment from the use of harmful chemical substances or waste
- Help customers reduce environmental impact and improve environmental efficiency through our modern technological equipment and creative business initiatives
- Encourage employees and sub contractors to work to improve the environment

The Environmental Policy

- Management are responsible for ensuring that our environmental policy is understood and implemented within each department of our business
- We are committed to training and informing our employees and customers on environmental matters.
- We aim to continuously improve in every aspect of our business now and in the foreseeable future, this includes considering the impact of our business on the environment.
- We set objectives and measurable targets to continually improve our business and environmental performance.
- We regularly review our environmental capabilities and encourage new technology output with customers.
- We establish programs for the recycling of products and waste, and are committed to reducing energy consumption in current products and operation. We also encourage likeminded environmentally active and conscious businesses to work with us.
- We work with our suppliers to ensure they likewise give thought and consideration to the impact of their processes and products on the environment. We also work closely with customers to identify ways in which together we can improve awareness of, and impact on the environment.

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Purpose

Eye Spy Signs (ESS) is committed to the achievement of equality of opportunity for all its employees, sub contractors and applicants for employment.

This policy prohibits consideration of race (colour, ethnicity, national origin, nationality or descent), sex, pregnancy, marital status, age, sexual orientation, gender history, family responsibility, family status, political conviction, religious belief, disability or medical condition (not affecting work performance) in all personnel matters and also ensures that handicapped workers will be given the equal opportunity to join ESS and progress within ESS in accordance with their own abilities.

Consistent with this commitment, this policy requires Eye Spy Signs to:

- Recruit, select, hire, train and promote persons in all job classifications on the basis of merit without regard to race, colour, religion, sex, national origin, age, disability, medical (not affecting work performance) or marital status;
- Base decisions regarding employment and promotion on the principles of equal employment opportunity;
- Ensure that decisions on job assignment, compensation, transfers, promotion, disciplinary matters and termination are in accordance with the principles of equal employment opportunity;
- Ensure that all personnel programs such as employment benefits, training and education, mentoring assistance and social and recreational activities are administered without regard to race, colour, religion, sex, national origin, age, disability, medical condition or marital status.

The emphasis ESS places on merit means that choices in respect to appointment, promotion or training will be made based on criteria relevant to the selection process. Appropriate criteria include; qualifications, experience, attitude and performance.

ESS manager and supervisors are accountable for the implementation of the equal employment opportunity policy.

Employees and sub contractors are expected to support and facilitate the equal employment opportunity policy and any related programs.

Legislation

Anti Discrimination Act 1998 (Tas)

Disability Discrimination Act 1992 (Cth)

Racial Discrimination Act 1975 (Cth)

Human Rights and Equal Opportunity Commission Act 1986 (Cth)

Sex Discrimination Act 1984 (Cth)

MANUAL HANDLING POLICY & PROCEDURE

Goals

This policy:

- Represents the commitment of our management team to continuously improve the operation and standards in addressing and implementing safe work procedures for manual handling within this workplace;
- Aims to remove or significantly reduce the incidence of manual handling through identification, assessment and control, for all workers, contractors and visitors to this workplace and anyone else who may be affected by our business operations;
- Aims to ensure all work activities are done with minimal manual handling involved; and
- Aims to continue working towards Eye Spy Signs objective as an employer of choice.

Obligations

Management are firmly committed to our OH&S policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or significantly reduce) risks to the health, safety and welfare of our employees, sub contractors, authorised visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the Workplace Health and Safety Act 1995, the Workplace Health and Safety Regulations 1998 and applicable codes of practice and Australian Standards as far as possible.

Responsibilities

Management (employer, supervisors and/or manager) is responsible for providing and maintaining as far as possible:

- A safe working environment;
- Safe systems of work;
- Plant and substances in safe condition;
- Facilities for the welfare of employees and sub contractors;
- Information, instruction, training and supervision that is reasonably necessary to ensure that each employee is safe from injury and risks to health;
- A commitment to consult and co-operate with employees and sub contractors in all matters relating to health and safety in the workplace; and
- A commitment to continually improve our performance through effective safety management.
-
- Employees and sub contractors are responsible for and have an obligation to:
- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment;
- Take reasonable care of their own health and safety and the health and safety of others;
- Wear personal protective equipment and clothing where necessary;
- Comply with any direction given by management in relation to health and safety;
- Not misuse or interfere with anything provided in the interest of health and safety;
- Report all accidents and incidents on the job immediately, no matter how trivial;
- Report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all employees, sub contractors, customers and visitors. We encourage suggestions in realising our occupational health and safety objectives to create a safe working environment with a close as possible to zero accident rate.

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

OCCUPATIONAL HEALTH AND SAFETY, QUALITY & ENVIRONMENTAL POLICY & OBJECTIVES

Definitions

The stakeholders include: customers from a diverse range of backgrounds including local councils and government departments, authorities, individuals, community groups, religious organisations, industry or business associations, environmental groups, primary/senior schools and universities, youth/senior citizen groups, political organisations, subcontractors, employees, management etc.

Company Introduction

Eye Spy Signs is an owner/operator small contracting business that provides services to private clients, authorities and other contractors. Our work is mainly performed either within our factory, or at locations defined by our customers. The majority of our work is of a unique or sometimes repetitive nature and our signage production is based on this.

Company OH&S, Quality & Environmental Policies & Objectives

This policy explains Eye Spy Signs commitment and responsibility of management, employees and sub contractors to:

- Work with our stakeholder and suppliers to provide services that meet our customer's specific needs;
- Develop long-term relationships to ensure the best outcomes for our stakeholders and our company;
- Deliver our jobs to customers on time, meeting their requirements and maintaining allocated budgets;
- Provide evidence throughout all jobs that they have been constructed in accordance with the customers and any known authority requirements;
- Identify and manage the risks associated with our work;
- Provide a safe, healthy and environmentally friendly workplace, including all work areas within our control;
- Strive for continued improvement of service delivery through measurement of waste, rework and customer satisfaction;
- Comply with relevant authorities, regulatory and statutory requirements;
- Provide the necessary resources and commitment to ensure our policies and objectives are met; and
- Commit to setting & reviewing our Objectives and Targets on an annual basis.

Our objectives are to

- Satisfy our customer's requirements;
- Increase our profit through reduced rework and waste;
- Increase our customer base and repeat work from existing customers;
- Have zero workplace accidents or incidents;
- Ensure immediate and ongoing attention to quality of performance, safety of all concerned and consideration of the environment;
- Ensure our suppliers and sub contractors operate with the same objectives in mind; and
- Communicate with the people involved in our jobs to enable the above.

SMOKE FREE WORKPLACE POLICY

Eye Spy Signs is committed to providing for the health, safety and welfare of its employees and sub contractors whilst at work. Consistent with this commitment Eye Spy Signs provides a workplace atmosphere free of environmental tobacco smoke.

This policy applies to all employees of Eye Spy Signs, work experience students, sub contractors and their employees.

Smoking is permitted on Eye Spy Signs premises during the following times:

Prior to 7:30am & after 4:30pm **

During break times

Morning tea:	9:15 to 9:30am
Lunch break:	12:00 to 12:30pm
Afternoon tea:	2:30 to 2:45pm

****1:00pm on Fridays for those employees who have finished for the week.**

Where is Smoking Permitted?

Smoking is permitted in all outdoor areas during breaks and out of work hours. However, smoking must not take place within 2 metres of doorways leading into premises.

There is a designated smoking area located in the outside yard, far north western corner.

Eye Spy Signs management team encourages non-smokers to avoid passive inhalation of environmental tobacco smoke. The management team supports and encourages, employees and sub contractors choosing to participate in “stop smoking” programmes.

Legislation & References

Workplace Health & Safety Act 1995

Workplace Health & Safety Regulations 1998

NOHSC:3019 (2003) Guidance note on the Elimination of Environmental Tobacco Smoke in the Workplace.

SUSTAINABILITY POLICY

Purpose

Eye Spy Signs Pty Ltd is committed to the principles of ecological sustainability by integrating economic, social and environmental goals in our policies and decision making activities, and when undertaking works and services for a customer.

Eye Spy Signs Pty Ltd Policy is to:

- Provide a safe, amenable, accessible environment for all members of the workforce and others on our sites.
- Ensure our practices of economic sustainability are meeting community expectations. (ie Maintaining low charges for sign manufacture).
- Maximise the use of renewable energy sources by identifying efficient and responsible energy management practices, including minimising carbon emissions.
- Encourage innovation and best practice sustainable design, construction and maintenance for the built environment.
- Monitor emerging environmental technologies, equipment purchases and work processes relevant to our activities.
- Maintain a strong awareness of our legislative obligations and regularly monitor our compliance at both office and project installation level.
- Purchase equipment that reduces energy consumption and is technologically advanced
- Seek the use of environmentally sustainable recycled materials and reduce waste generation on all worksites.
- Minimise the use of materials that deplete natural resources or create toxic pollution. (ie metals, chemical usage)
- Manage noise and night lighting so that adverse impacts on properties adjoining worksites are minimised.
- Measure and review at management level our performance against our sustainability objectives and this policy.



EYE SPY®

OH&S

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Whilst on site at Eye Spy Signs the following PPE must be worn:

- Steel capped shoes/boots
- High visibility vest

SITE SIGNAGE

All personnel must report to reception on arrival and site signage must be observed at all times



EMERGENCY EVACUATION

EMERGENCY EVACUATION

263 Kennedy Drive, Cambridge

Building Description

Eye Spy Signs primary business is in the manufacture and installation of signs. The building is constructed of concrete tilt slab with a tin roof. Operating hours are 7.30am to 4.30pm Monday to Thursday and 7.00am to 4.30pm Friday. Total occupancy is 25. There are three lease holds on site

Ground floor includes:

Showroom and offices at the front along with two toilets, a strong room and a store room. At the back is an open plan factory area

Mezzanine floor includes:

Office, open plan storage area, two toilets, kitchen, locker room and open plan factory area.

FIRE PROCEDURES

Chief Warden - James Welling (Wide Print Format Productions)

Deputy Chief Warden - Brad Dale (Sign Fabricator, Maker & Installer)

Wardens - Jenah Holmes (Receptionist) – Area 1

Brad Dale (Sign Fabricator, Maker & Installer) – Area 2

EVACUATION ADVICE

On becoming aware of a fire or emergency, staff or other occupants must raise the alarm and where possible notify the Chief Warden.

Chief Warden Roles and Responsibilities

The Chief Warden shall wear a white helmet

On becoming aware of an emergency the Chief Warden will;

1. Ascertain the nature of the emergency and determine appropriate action.
2. Alert others and raise the alarm verbally
3. Assist anyone in immediate danger, but only if safe to do so.
4. Commence an evacuation and ensure all persons are assisted to leave via the nearest safe EXIT.
5. Ensure the Tasmania Fire Service is notified on **000** and provided with details of the emergency.
6. Delegate duties to available staff (Wardens) as required.
7. Ensure a search of all areas is conducted to check that all persons have evacuated. Search rooms closest to the danger first working your way back to the safer areas but only if safe to do so.
8. Ensure all doors and windows are closed as you go but only if safe to do so.
9. Extinguish any small fires but only if you are trained & it is safe to do so.
10. When the fire brigade arrives, brief the fire officer on the status of the emergency and advise if all guests have been accounted for.
11. Ensure that no person re-enters the building until the all clear has been given by the fire officer.

Deputy Chief Warden Roles and Responsibilities

1. Assist the Chief Warden in their roles and responsibilities.
2. Act as the Chief Warden if they are not on site.

Wardens Roles and Responsibilities

Wardens shall be appointed for the following areas when in use – Area 1 (Ground floor showroom and offices at the front and mezzanine floor office, kitchen and open plan storage area) and Area 2 (Open plan factory area on ground floor and open plan factory area on mezzanine floor). The appointed warden must be aware of their roles and responsibilities.

On becoming aware of an emergency a warden will;

1. Alert others and raise the alarm verbally and notify the Chief Warden
2. Commence an evacuation if the circumstances warrant it or on notification from the Chief Warden.
3. Assist person to leave via the nearest safe EXIT.
4. Search all areas and rooms to ensure all persons have evacuated.
5. Close all doors and windows *if safe to do so*
6. Secure all exits to prevent re entry of the building.
7. Report to the Chief Warden when evacuation is completed.

Assembly Area

Outside Lewis Marine at 275 Kennedy Drive, Cambridge

Emergency Action Guide

IN CASE OF

EMERGENCY

RAISE THE ALARM TO ALERT OTHERS

FOLLOW ADVICE FROM A WARDEN

OR

LEAVE IMMEDIATELY THROUGH THE NEAREST SAFE

EXIT

GO TO THE ASSEMBLY AREA LOCATED

**Outside
Lewis Marine
273 Kennedy Drive
Cambridge**

**Ensure that “000” (Tasmania Fire Service) is called from outside
the Building**