

**TRIDENT  
TRADES & LABOUR HIRE & RECRUITMENT SERVICES**

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Queensland (QLD) ☐ New South Wales (NSW) ☐ Western Australia (WA) ☐ South Australia  
(SA) ☐

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P'Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

D.O.B: \_\_\_\_\_ Blood Type: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Contact No : \_\_\_\_\_

Tax File Number: \_\_\_\_\_

Do you identify as an Australian Aboriginal or Torres Strait Islander: Yes / No

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Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

B.S.B Number (branch no): \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**(PLEASE DO NOT WRITE SAVINGS OR CHEQUE ACCOUNT ETC)**

Super Fund Name: \_\_\_\_\_ & No: \_\_\_\_\_

Redundancy Fund (BERT / REDDIFUND): \_\_\_\_\_ & No: \_\_\_\_\_

PLSL Fund (Qleave / My Leave): \_\_\_\_\_ & No: \_\_\_\_\_

Income Protection/Sickness/Insurance Fund Name:

(CIPQ / Mutual benefit / Sickness & Accident): \_\_\_\_\_ & No: \_\_\_\_\_

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Registered Job Seeker: Yes / No Job Seeker Number: \_\_\_\_\_

Unique Student Identifier (USI): \_\_\_\_\_

Type of work preferred: \_\_\_\_\_

Do You Have:	White/Blue Card:	Yes / No
	Steel Toe Boots:	Yes / No
	Helmet:	Yes / No
	Steel Cap Gum Boots	Yes / No
	Broom	Yes / No
	Shovel	Yes / No
	Wheel Barrow	Yes / No
	Basic Hand Tools	Yes / No
	Basic Power tools	Yes / No

Trade certificate: Yes / NO details: \_\_\_\_\_

Valid Tickets:

F/Aid		Rigger – Basic (RB)		Crane Open (CO)		Telehandler (TH)	
Senior F/Aid		Rigger – Intermediate (RI)		Crane 60t (C6)		Confine Space	
WHSO		Rigger – Advanced (RA)		Crane Tower (CT)		Asbestos Removal	
Rehab/Officer		Scaffolder – Basic (SB)		Hoist (HP)		Working at Heights	
Traf/Control L1		Scaffolder – Intermediate (SI)		Scissor Lift (SL)			
Traf/Control L2		Advanced Scaffolder (SA)		Boom Lift (BL)			
Dogger (DG)		Crane Non-Slew (CN)		ForkLift (LF)			

**Please attach a copy of your Safety Card (blue/white), current tickets &/or Trade Certificate.**

**If we do not receive a readable copy with your application, we will be unable to send you out on jobs requiring that qualification. NO TICKET ... NO WORK**

**Days available for work:** (Please circle)

Mon                  Tues                  Wed                  Thurs                  Fri                  Sat                  Sun

**Shift work:** Yes / No

**Overtime:** Yes / No

**How far are you willing to travel for work?** \_\_\_\_\_

**Own transport:** Yes / No

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## **WORK HISTORY SHEET**

Please list your last 3 previous employers that are relevant to the position or industry that you are applying for. **IF YOU ATTACH A RESUME THAT INCLUDES WORK HISTORY, PLEASE LEAVE THIS BLANK.**

Company Name: \_\_\_\_\_

Company Contact & Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Position & Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Company Contact & Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Position & Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Company Contact & Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Position & Duties Performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### **Please circle:**

Do you prefer labouring only? Yes / No

Do you prefer Traffic Control only? Yes / No

Can you both labour and traffic control? Yes / No

## HEALTH AND SAFETY QUESTIONNAIRE

**Trident Trades and Labour Hire** is committed to complying with Workplace Health and Safety legislation. Our commitment goes further than satisfying the current legislation. We genuinely want to ensure that every precaution is taken to minimize the risk of our employees being injured or, in the unfortunate event of injury, providing the best possible information to the medical staff to assist the recovery process.

**Please disclose any pre-existing injuries or medical conditions that could impact on your ability to perform all employment related duties that you are being considered for/hired to complete.** By answering the following questions accurately and honestly, you will help us with offering you the type of work that you may be able to perform and help limit your exposure to injury or aggravation of a pre-existing injury/condition. Please advise if you require any special assistance or equipment for mobility/interaction.

1. Have you ever had an Injury or are you currently suffering from an Injury which limits or interferes with your ability to safely and efficiently perform physical activities as listed in the **Physical Duties Table** below?  
**Yes / No** If yes, please state details: \_\_\_\_\_
2. Is there anything that you are aware of that may interfere with your ability to safely and efficiently perform activities as listed in the **Physical Duties Table** below? **Yes / No**  
If yes, please state details: \_\_\_\_\_
3. Are you currently taking or are likely to take any medication/substance which may (or at some time in the future)
  - (i) Interfere with your ability to safely and efficiently perform your duties as listed in the **Physical Duties Table** below? **Yes / No**
  - (ii) Slow your reflexes, impair your judgment or cause drowsiness? **Yes / No**
 If yes, how long will you be required to be taking or likely to take the medication/substance: \_\_\_\_\_

### **Physical Duties Table**

*If you chose **yes** for any of the questions above or have difficulty with any of these duties, please tick any or all activities that may be affected by the injury or any other condition that you may be aware of:*

Standing and walking for long periods	<input type="checkbox"/>	Twisting or stretching	<input type="checkbox"/>
Heavy lifting, carrying, climbing or moving	<input type="checkbox"/>	Bending, crouching, kneeling or reaching	<input type="checkbox"/>
Repeated hand/wrist/elbow motion	<input type="checkbox"/>	Repetitive, machine/equipment operation	<input type="checkbox"/>
Work requiring concentration or at heights	<input type="checkbox"/>	Any other duties, please describe overleaf	<input type="checkbox"/>

### **Details of mobility restriction or injury**

*Please tick and provide details overleaf of any previous injury or restriction of mobility that you have experienced or are presently experiencing or to the best of your knowledge may experience in the future:*

Neck/Shoulders/Back	<input type="checkbox"/>	Hernia/muscle tear	<input type="checkbox"/>	Heart issues	<input type="checkbox"/>
Wrist/elbows/hands/fingers	<input type="checkbox"/>	Skin rashes/dermatitis	<input type="checkbox"/>	Haemophilia	<input type="checkbox"/>
Legs/knees/ankles/feet	<input type="checkbox"/>	Nose/throat issues	<input type="checkbox"/>	Eyes/hearing	<input type="checkbox"/>
Chest/asthma/bronchitis	<input type="checkbox"/>	Allergies/diabetes	<input type="checkbox"/>	Mental condition/stress	<input type="checkbox"/>
Epilepsy/blackout/fits/spasms	<input type="checkbox"/>	Arthritis/rheumatism	<input type="checkbox"/>	Illness/breakdown	<input type="checkbox"/>

### **Applicant Declaration**

I understand the importance of providing the information as requested above and I am aware that failure to disclose information that may help prevent injury or aggravate an existing injury or condition, or knowingly give false or misleading information, will mean I am not entitled to compensation or damages under the *Workers' Compensation and Rehabilitation Act 2003* for any event that aggravates the non-disclosed pre-existing injury or condition.

**SIGNED:**

**DATED:**

## **Trident Social Media Policy**

### **Policy**

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. **Employees should be aware that Trident and its clients may observe content and information made available by employees through social media.**

### **Policy**

The following principles apply to professional use of social media on behalf of Trident and its clients, as well as personal use of social media when referencing Trident and its clients.

- Employees need to know and adhere to the Trident Code of Conduct, Employee Handbook, and other company policies when using social media in reference to Trident and its clients.
- Employees should be aware of the effect their actions may have on their images, as well as Trident and its client's images. The information that employees post or publish may be public information for a long time.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile working environment.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorised Trident spokespersons.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Subject to applicable law, online activity that violates Trident's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

Trident Company Policy strictly prohibits you from the following:

- Using your mobile devices when working on site unless; your work requires them to do so, or; if an emergency requires you to do so.
- Publishing, posting or releasing any information that is considered confidential or not public. This includes publishing photos or videos taken on any of Trident or its clients work sites. If there are questions about what is considered confidential, you should check with the Trident Administration Department and/or your supervisor.
- Posting material that is either inappropriate or harmful to Trident, its clients, or employees.

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

1. You will be paid in accordance with our E.B.A / Award / As agreed. This will be discussed with you by your Area Manager before you start work on a site. You understand that different sites may have different Pay Rates.
2. Pay week will run Monday to Sunday.
3. Pays are processed by Tuesday and depending on your bank, funds are available by C.O.B Wednesday or Thursday of each week. Early week public holidays / failure to send your time sheet docket to the Trident Office on time will result in a delay to your pay.
4. **Your timesheet must be emailed/faxed through to the office by 12 noon Monday of each week** (if you do not email/fax your timesheets, your pay will be late). Please call the office to confirm receipt of your timesheet on Monday. If you are faxing / emailing from your Yellow Copy, please photocopy it first to ensure it is readable. If it is not readable, there may be a delay in processing your pay.
5. **You** must get each and every time sheet docket signed and dated each day and any Purchase Order Number must be written on the docket.
6. Any equipment you are given must not be damaged or lost wilfully. Any equipment you are asked to return will be returned to your Area Manager or the Trident office promptly.
7. Mobile phones are not to be used while you are working (unless for Trident business). Other personal electronic devices, such as iPods/iPads/etc. are not to be used on site.
8. Drunkenness, theft, fighting, drug use and wilful damage to property or persons during working hours will result in instant dismissal.
9. Your P.P.E. once issued is your responsibility and will only be reissued on a fair wear and tear basis.
10. You will not seek employment direct with a Trident Client and if approached by a Trident Client to transfer on to their books you will notify Trident immediately.
11. All workers to work within company safety requirements stated within safety induction. You are to read and sign the applicable parts of Trident's HSE & SWMS on each Site. If you are unsure of the meaning or directions of the HSE/ SWMS, please discuss it with your Area Manager.
12. Trident induction booklets are to be completed and signed by all employees.
13. You agree to allow Trident to collect and store your personal information held within this document and any attachments requested (e.g. current tickets). Trident will only hold your application form for six (6) months unless you begin work with Trident. Trident will not disclose your personal information to any third parties unless required to do so under legislation.
14. As you upgrade/ renew your Tickets/ Licences, you will send through to the Trident Office clear, readable copies.
15. If there are any changes to your health and/or ability that could/will affect your work/ Trident's ability to safely place you on site, you will immediately contact your Trident Area Manager to inform Trident of your condition and limitations, so Trident can safely place you on site.
16. Employment (whether on a permanent or casual arrangement) is contracted on a site only basis. There is no guarantee or commitment that Trident can provide further employment upon site completion
17. If no superannuation details are provided, you give Trident the right to open an account in your name in our chosen default fund to meet superannuation legislation
18. By signing this, you agree that you have been given a copy of the Fair Work Information Statement by Trident.

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

### **MUST ATTACH:**

- Readable colour copy of your Safety Card (Blue/White)
- Readable colour copy of any Trade Certificate/Tickets (if applicable)
- Tax declaration form (must be provided before start work)
- Superannuation standard choice form (must be provided before start work)

# Tax file number declaration

Information you provide in this declaration will allow your payer to work out how much tax to withhold from payments made to you.

— This is not a TFN application form.  
To apply for a TFN, go to [ato.gov.au/tfn](http://ato.gov.au/tfn)

## ! Terms we use

When we say:

- payer, we mean the business or individual making payments under the pay as you go (PAYG) withholding system
- payee, we mean the individual being paid.

## Who should complete this form?

You should complete this form before you start to receive payments from a new payer – for example:

- payments for work and services as an employee, company director or office holder
- payments under return-to-work schemes, labour hire arrangements or other specified payments
- benefit and compensation payments
- superannuation benefits.

! You need to provide all information requested on this form. Providing the wrong information may lead to incorrect amounts of tax being withheld from payments made to you.

! You don't need to complete this form if you:

- are a beneficiary wanting to provide your tax file number (TFN) to the trustee of a closely held trust. For more information, visit [ato.gov.au/trustsandtfnwithholding](http://ato.gov.au/trustsandtfnwithholding)
- are receiving superannuation benefits from a super fund and have been taken to have quoted your TFN to the trustee of the super fund
- want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093)
- want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093).

> For more information about your entitlement, visit [ato.gov.au/taxoffsets](http://ato.gov.au/taxoffsets)






## Section A: To be completed by the payee

### Question 1

#### What is your tax file number (TFN)?

You should give your TFN to your employer only after you start work for them. Never give your TFN in a job application or over the internet.

-  We and your payer are authorised by the *Taxation Administration Act 1953* to request your TFN. It's not an offence not to quote your TFN. However, quoting your TFN reduces the risk of administrative errors and having extra tax withheld. Your payer is required to withhold the top rate of tax from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN.

#### How do you find your TFN?

You can find your TFN on any of the following:

- your income tax notice of assessment
- correspondence we send you
- a payment summary your payer issues to you.

If you have a tax agent, they may also be able to tell you.

If you still can't find your TFN, you can:

- phone us on 13 28 61 between 8.00am and 6.00pm, Monday to Friday.

If you phone or visit us, we need to know we are talking to the correct person before discussing your tax affairs. We will ask you for details only you, or your authorised representative, would know.

#### You don't have a TFN

If you don't have a TFN and want to provide a TFN to your payer, you will need to apply for one.

For more information about applying for a TFN, visit [ato.gov.au/tfn](http://ato.gov.au/tfn)

You may be able to claim an exemption from quoting your TFN.


Print X in the appropriate box if you:

- have lodged a TFN application form or made an enquiry to obtain your TFN. You now have 28 days to provide your TFN to your payer, who must withhold at the standard rate during this time. After 28 days, if you haven't given your TFN to your payer, they will withhold the top rate of tax from future payments
- are claiming an exemption from quoting a TFN because you are under 18 years of age and do not earn enough to pay tax, or you are an applicant or recipient of certain pensions, benefits or allowances from the:
  - Department of Human Services – however, you will need to quote your TFN if you receive a Newstart, Youth or sickness allowance, or an Austudy or parenting payment
  - Department of Veterans' Affairs – a service pension under the *Veterans' Entitlement Act 1986*
  - Military Rehabilitation and Compensation Commission.

#### Providing your TFN to your super fund

Your payer must give your TFN to the super fund they pay your contributions to. If your super fund doesn't have your TFN, you can provide it to them separately. This ensures:

- your super fund can accept all types of contributions to your accounts
- additional tax will not be imposed on contributions as a result of failing to provide your TFN
- you can trace different super accounts in your name.

-  For more information about providing your TFN to your super fund, visit [ato.gov.au/superelegibility](http://ato.gov.au/superelegibility)

### Question 2–6

Complete with your personal information.

### Question 7

#### On what basis are you paid?

Check with your payer if you're not sure.

### Question 8


#### Are you an Australian resident for tax purposes or a working holiday maker?

Generally, we consider you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- migrate to Australia and intend to reside here permanently.

If you go overseas temporarily and don't set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

If you are in Australia on a working holiday visa (subclass 417) or a work and holiday visa (subclass 462) you must place an X in the working holiday maker box. Special rates of tax apply for working holiday makers.


-  For more information about working holiday makers, visit [ato.gov.au/whm](http://ato.gov.au/whm)

If you're not an Australian resident for tax purposes or a working holiday maker, place an X in the foreign resident box, unless you are in receipt of an Australian Government pension or allowance.

Temporary residents can claim super when leaving Australia, if all requirements are met. For more information, visit [ato.gov.au/departaustralia](http://ato.gov.au/departaustralia)

#### Foreign resident tax rates are different

A higher rate of tax applies to a foreign resident's taxable income and foreign residents are not entitled to a tax-free threshold nor can they claim tax offsets to reduce withholding, unless you are in receipt of an Australian Government pension or allowance.

-  To check your Australian residency status for tax purposes or for more information, visit [ato.gov.au/residency](http://ato.gov.au/residency)



## Question 9

### Do you want to claim the taxfree threshold from this payer?

The tax-free threshold is the amount of income you can earn each financial year that is not taxed. By claiming the threshold, you reduce the amount of tax that is withheld from your pay during the year.

Answer yes if you want to claim the tax-free threshold, you are an Australian resident for tax purposes, and one of the following applies:

- you are not currently claiming the tax-free threshold from another payer
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be less than the tax-free threshold.

Answer yes if you are a foreign resident in receipt of an Australian Government pension or allowance.

Answer no if none of the above applies or you are a working holiday maker.

- ! If you receive any taxable government payments or allowances, such as Newstart, Youth Allowance or Austudy payment, you are likely to be already claiming the tax-free threshold from that payment.
- > For more information about the current tax-free threshold, which payer you should claim it from, or how to vary your withholding rate, visit [ato.gov.au/taxfreethreshold](http://ato.gov.au/taxfreethreshold)

## Question 10

### Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Startup Loan (SSL) or Trade Support Loan (TSL) debt?

Answer yes if you have a HELP, VSL, FS, SSL or TSL debt.

Answer no if you do not have a HELP, VSL, FS, SSL or TSL debt, or you have repaid your debt in full.

- ! You have a HELP debt if either:
  - the Australian Government lent you money under HECS-HELP, FEE-HELP, OS-HELP, VET FEE-HELP, VET Student loans prior to 1 July 2019 or SA-HELP.
  - you have a debt from the previous Higher Education Contribution Scheme (HECS).
- You have a SSL debt if you have an ABSTUDY SSL debt.
- You have a separate VSL debt that is not part of your HELP debt if you incurred it from 1 July 2019.
- > For information about repaying your HELP, VSL, FS, SSL or TSL debt, visit [ato.gov.au/getloaninfo](http://ato.gov.au/getloaninfo)

Have you repaid your HELP, VSL, FS, SSL or TSL debt?

When you have repaid your HELP, VSL, FS, SSL or TSL debt, you need to complete a *Withholding declaration* (NAT 3093) notifying your payer of the change in your circumstances.

### ! Sign and date the declaration

Make sure you have answered all the questions in section A, then sign and date the declaration. Give your completed declaration to your payer to complete section B.

## Section B: To be completed by the payer

! Important information for payers – see the reverse side of the form.

### > Lodge online

Payers can lodge TFN declaration reports online if you have software that complies with our specifications.

For more information about lodging the TFN declaration report online, visit [ato.gov.au/lodgetfndeclaration](http://ato.gov.au/lodgetfndeclaration)

## More information

### Internet

- ■ For general information about TFNs, tax and super in Australia, including how to deal with us online, visit our website at [ato.gov.au](http://ato.gov.au)
- ■ For information about applying for a TFN on the web, visit our website at [ato.gov.au/tfn](http://ato.gov.au/tfn)
- ■ For information about your super, visit our website at [ato.gov.au/checkyoursuper](http://ato.gov.au/checkyoursuper)

### Useful products

In addition to this TFN declaration, you may also need to complete and give your payer the following forms which you can download from our website at [ato.gov.au](http://ato.gov.au):

- ■ *Medicare levy variation declaration* (NAT 0929), if you qualify for a reduced rate of Medicare levy or are liable for the Medicare levy surcharge. You can vary the amount your payer withholds from your payments.
- ■ *Standard choice form* (NAT 13080) to choose a super fund for your employer to pay super contributions to. You can find information about your current super accounts and transfer any unnecessary super accounts through myGov after you have linked to the ATO. Temporary residents should visit [ato.gov.au/departaustralia](http://ato.gov.au/departaustralia) for more information about super.

Other forms and publications are also available from our website at [ato.gov.au/onlineordering](http://ato.gov.au/onlineordering) or by phoning 1300 720 092.

### Phone

- ■ Payee – for more information, phone 13 28 61 between 8.00am and 6.00pm, Monday to Friday. If you want to vary your rate of withholding, phone 1300 360 221 between 8.00am and 6.00pm, Monday to Friday.
- ■ Payer – for more information, phone 13 28 66 between 8.00am and 6.00pm, Monday to Friday.

If you phone, we need to know we're talking to the right person before we can discuss your tax affairs. We'll ask for details only you, or someone you've authorised, would know. An authorised contact is someone you've previously told us can act on your behalf.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on 13 14 50.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- ■ TTY users – phone 13 36 77 and ask for the ATO number you need (if you are calling from overseas, phone +61 7 3815 7799)
- ■ Speak and Listen (speech-to-speech relay) users – phone 1300 555 727 and ask for the ATO number you need (if you are calling from overseas, phone +61 7 3815 8000)
- ■ Internet relay users – connect to the NRS on [relayservice.gov.au](http://relayservice.gov.au) and ask for the ATO number you need.

If you would like further information about the National Relay Service, phone 1800 555 660 or email [helpdesk@relayservice.com.au](mailto:helpdesk@relayservice.com.au)

### Privacy of information

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy, go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

### Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at [ato.gov.au](http://ato.gov.au) or contact us.

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Canberra  
June 2019

DE-6078



## Tax file number declaration

This declaration is NOT an application for a tax file number.

■ Use a black or blue pen and print clearly in BLOCK LETTERS.

■ Print X in the appropriate boxes.

■ Read all the instructions including the privacy statement before you complete this declaration.

### Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

➤ For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN. ☐

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax. ☐

OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance. ☐

2 What is your name? Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname or family name

First given name

Other given names

3 What is your home address in Australia?

Suburb/town/locality

State/territory

Postcode

4 If you have changed your name since you last dealt with the ATO, provide your previous family name.

❗ Once section A is completed and signed, give it to your payer to complete section B.

### Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number?                 Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes ☐ No ☐

3 What is your legal name or registered business name (or your individual name if not in business)?

4 What is your business address?

Suburb/town/locality

State/territory

Postcode

5 What is your primary e-mail address?

6 What is your date of birth?

Day   / Month   / Year

7 On what basis are you paid? (select only one)

Fulltime employment ☐ Parttime employment ☐ Labour hire ☐ Superannuation or annuity income stream ☐ Casual employment ☐

8 Are you: (select only one)

An Australian resident for tax purposes ☐ A foreign resident for tax purposes ☐ OR A working holiday maker ☐

9 Do you want to claim the tax-free threshold from this payer?

Only claim the taxfree threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the taxfree threshold.

Yes ☐ No ☐ Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

10 Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?

Yes ☐ Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No ☐

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature

Date  
Day   / Month   / Year

You MUST SIGN here

⚠ There are penalties for deliberately making a false or misleading statement.

5 What is your primary e-mail address?

6 Who is your contact person?

Business phone number

7 If you no longer make payments to this payee, print X in this box. ☐

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer

Date  
Day   / Month   / Year

⚠ There are penalties for deliberately making a false or misleading statement.

➤ Return the completed original ATO copy to:  
Australian Taxation Office  
PO Box 9004  
PENRITH NSW 2740

❗ IMPORTANT  
See next page for:  
■ payer obligations  
■ lodging online.



## Payer information

The following information will help you comply with your pay as you go (PAYG) withholding obligations.



### Is your employee entitled to work in Australia?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties, ensure your prospective employee has a valid visa to work in Australia before you employ them. For more information and to check a visa holder's status online, visit the Department of Home Affairs website at [homeaffairs.gov.au](http://homeaffairs.gov.au)

### Is your payee working under a working holiday visa (subclass 417) or a work and holiday visa (subclass 462)?

Employers of workers under these two types of visa need to register with the ATO, see [ato.gov.au/whmreg](http://ato.gov.au/whmreg)

For the tax table "working holiday maker" visit our website at [ato.gov.au/taxtables](http://ato.gov.au/taxtables)

## Payer obligations

If you withhold amounts from payments, or are likely to withhold amounts, the payee may give you this form with section A completed. A TFN declaration applies to payments made after the declaration is provided to you. The information provided on this form is used to determine the amount of tax to be withheld from payments based on the PAYG withholding tax tables we publish. If the payee gives you another declaration, it overrides any previous declarations.

### Has your payee advised you that they have applied for a TFN, or enquired about their existing TFN?

Where the payee indicates at question 1 on this form that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. You must withhold tax for 28 days at the standard rate according to the PAYG withholding tax tables. After 28 days, if the payee has not given you their TFN, you must then withhold the top rate of tax from future payments, unless we tell you not to.

### If your payee has not given you a completed form you must:

- ■ notify us within 14 days of the start of the withholding obligation by completing as much of the payee section of the form as you can. Print 'PAYER' in the payee declaration and lodge the form – see 'Lodging the form'.
- ■ withhold the top rate of tax from any payment to that payee.



For a full list of tax tables, visit our website at [ato.gov.au/taxtables](http://ato.gov.au/taxtables)

## Lodging the form

You need to lodge TFN declarations with us within 14 days after the form is either signed by the payee or completed by you (if not provided by the payee). You need to retain a copy of the form for your records. For information about storage and disposal, see below.

You may lodge the information:

- ■ online – lodge your TFN declaration reports using software that complies with our specifications. There is no need to complete section B of each form as the payer information is supplied by your software.
- ■ by paper – complete section B and send the original to us within 14 days.



For more information about lodging your TFN declaration report online, visit our website at [ato.gov.au/lodgetfndeclaration](http://ato.gov.au/lodgetfndeclaration)

## Provision of payee's TFN to the payee's super fund

If you make a super contribution for your payee, you need to give your payee's TFN to their super fund on the day of contribution, or if the payee has not yet quoted their TFN, within 14 days of receiving this form from your payee.

## Storing and disposing of TFN declarations

The TFN Rule issued under the *Privacy Act 1988* requires a TFN recipient to use secure methods when storing and disposing of TFN information. You may store a paper copy of the signed form or electronic files of scanned forms. Scanned forms must be clear and not altered in any way.

If a payee:

- ■ submits a new *TFN declaration* (NAT 3092), you must retain a copy of the earlier form for the current and following financial year.
- ■ has not received payments from you for 12 months, you must retain a copy of the last completed form for the current and following financial year.



### Penalties

You may incur a penalty if you do not:

- ■ lodge TFN declarations with us
- ■ keep a copy of completed TFN declarations for your records
- ■ provide the payee's TFN to their super fund where the payee quoted their TFN to you.

# Superannuation (super) standard choice form

## WHEN TO USE THE FORM

### Employers

Use this form to offer eligible employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, before giving the form to employees.

Give this form to an employee when:

- n you hire a new employee who is eligible to choose a super fund
- n an existing eligible employee asks you for it
- n you can no longer contribute to an employee's nominated super fund or it is no longer a complying fund
- n you change your employemominated super fund and need to advise employees affected by this change.

### Employees

Use this form to advise an employer of your choice of super fund.

You must provide the required information so your employer can make contributions to your nominated super fund.

## ABOUT THE FORM

The *Standard choice form* has three sections:

- n section A, which the employee completes by providing details of their choice of super fund, together with supporting documents.
- n section B, which the employer completes by providing details of their nominated super fund (before they give the form to an employee).
- n section C, which the employer completes to document the choice process for an employee.

Employers must retain the returned form as their record of the choice process. Completed forms must be retained for five years.



### Superannuation reform changes – SuperStream

SuperStream is a new standard for the way employers pay contributions and send information to super funds. This form collects information that employers will need when using SuperStream.

## SECTION A: EMPLOYEE TO COMPLETE

if you choose your own super fund you will need to obtain current information from your fund to complete items 3 or 4.

### Item 3

#### Nominating your APRA fund or RSA

Complete this item if you are nominating your own APRA fund (fund regulated by the Australian prudential regulation Authority) or a retirement savings account (RSA).

You must include the unique superannuation identifier (USI) provided by your fund.

You must attach a letter from the fund trustee or RSA provider confirming that the fund or RSA:

- is a complying fund or RSA, and
- will accept payments from your employer.

This letter may contain other information to help your employer make super contributions using the SuperStream standard.

### Item 4

#### Nominating your self-managed super fund (SMSF)

Complete this item if you are nominating a self-managed super fund (SMSF).

You must include your SMSF's ABN, bank account details and electronic service address (ESA) (so the fund can receive electronic messages and payments from your employer using SuperStream).

#### ➤ FIND OUT MORE

[ato.gov.au/SMSFSuperStream](http://ato.gov.au/SMSFSuperStream) – for information about how SuperStream applies to SMSFs

if you are using an SMSF message service provider they will provide you with an electronic service address alias to include as the ESA on the form.

You must attach copies of the following documents to support your SMSF choice:

- a document confirming that the fund is regulated – this can be printed from [superfundlookup.gov.au](http://superfundlookup.gov.au)
- a letter from the trustee of the SMSF confirming that the fund will accept payments from your employer – if you are the trustee, or a director of the corporate trustee, you can confirm acceptance by placing an 'X' in the relevant box on the form.

## Things you should know

- Your employer is not liable for the performance of the super fund you or they nominate
- You should not seek financial advice from your employer unless they are licensed to provide it
- Your employer is only required to accept one choice of fund from you in a 12-month period; however, they may accept more
- Your employer has two months after you return this form to them to action your request
- Any money you have in existing funds will remain there unless you arrange to transfer it (roll it over) to another fund – check the impact of any exit fees you will incur or benefits you may lose before leaving the fund (your employer cannot do this for you)
- if you quote your TFN to your employer for super purposes, they must provide it to the super fund

## You may have lost super

- it is important to keep track of your super – if you've ever changed your name, address or job, you may have lost track of some of your super
- having several super accounts could mean that fees and charges are reducing your overall super investment
- You can register for our online services and use SuperSeeker to check all your super accounts, find any lost or ATO held super and transfer your super into one account using a simple online form

#### ➤ FIND OUT MORE

- [ato.gov.au/superseeker](http://ato.gov.au/superseeker)
- [ato.gov.au/super](http://ato.gov.au/super) – for information about super or choosing a super fund
- [moneysmart.gov.au](http://moneysmart.gov.au) (on the Australian Securities & Investment Commission [ASIC] website) – search for 'choose super fund' for tips on how to choose a fund



## SECTIONS B & C: EMPLOYER TO COMPLETE

if an employee nominates their own super fund, they will provide information at section A that will assist you to prepare for, and make contributions to super funds using SuperStream.

### ➤ f iNd o UT mo r E

[ato.gov.au/simplifyingSuperStream](http://ato.gov.au/simplifyingSuperStream) – for more information on SuperStream.

## Section B

Complete section B before giving this form to your employee. The super fund you nominate must be authorised to offer a mySuper product. if you need to confirm your mySuper arrangements contact your default super fund.

Sign and date this section on the day you give the form to your employee.

## Section C

Complete section C after your employee returns this form to you. r ecord the date you accept your employee's choice of fund and the date that you act on the choice. r etain the form with your records. do not send the form to the ATo or to super funds.

### ➤ f iNd o UT mo r E

- n [ato.gov.au/employersuper](http://ato.gov.au/employersuper) – for more information on super, offering an employee a choice of fund or paying super contributions
- n [apra.gov.au/RSE](http://apra.gov.au/RSE) – to find a super fund authorised to offer a mySuper product

## Things you should know

- n The quarterly\* due dates for super contributions are:
  - 28 o ctober
  - 28 January
  - 28 April
  - 28 July
- n if you have not received an employee's completed form and a super contribution is due, you must make the payment to your nominated fund by the due date
- n in the two months after you receive an employee's completed form, you can pay their super contributions to either the fund you have nominated or the fund they have nominated
- n After the twomonth period, you must make contribution payments to the fund the employee has nominated
- n You do not have to action an employee's fund nomination if they have nominated a fund in the previous 12 months; however, you may choose to action their request

### ➤ f iNd o UT mo r E

- n phone 13 10 20 between 8am and 6pm, monday to f riday, to speak to a tax officer
- n phone our publications ordering service on 1300 720 092 for copies of our publications
- n write to us at  
Australian Tax Office  
PO Box 3578  
Albury NSW 2640

### ➤ h ELp

- n if you do not speak English well and want to talk to a tax officer, phone the Translating and interpreting Service on 13 14 50 for help with your call.
- n if you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone 13 36 77. if you do not have access to TTY or modem equipment, phone the Speech to Speech r elay Service on 1300 555 727.

\* You can pay contributions more regularly than quarterly. f or example, some employers pay fortnightly or monthly based on employee workplace agreements or arrangements with super funds.



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## OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

if you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

if you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

if you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. if you are unsure, you can check for more recent information on our website at [ato.gov.au](http://ato.gov.au) or contact us.

This publication was current at August 2014.



# Superannuation Standard choice form

For use by employers when offering employees a choice of fund  
and by employees to advise their employer of their chosen fund.

## Section A: Employee to complete

### 1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an ☒ in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate ☐ Complete items 2, 3 and 5

The selfmanaged super fund (SMSF) I nominate ☐ Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) ☐ Complete items 2 and 5

### 2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

**!** You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate.  
Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

### 3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

#### Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

#### 4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

BSB code (please include all six numbers)

Account number

#### Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an 'X' in the box below):

☐ I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

#### 5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

☐ I have attached the relevant documentation.

Signature

Date

Day

Month

Year

 /  / 

Return the completed form to your employer as soon as possible.

## Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

**!** Sign and date the form when you give it to your employee.

### 6 Your details

Business name

ABN

Signature

Date

Day / Month / Year  
 /  /

### 7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

## Section C: Employer to complete

**!** Complete this section when your employee returns the form to you with section A completed.

### 8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the twomonth period you must make payments to the fund chosen by the employee.

**!** If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice  
is received

Day / Month / Year  
 /  /

Date you act on your  
employee's choice

Day / Month / Year  
 /  /

**!** Employers must keep the completed form for their own record for five years. Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.

### PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.



<b>Position Title</b>	Construction Worker
<b>Location</b>	1/11 Chrome Street, Salisbury QLD 4107
<b>Reporting To</b>	Trident Area Manager
<b>Functionally Reports To</b>	Client Site Manager
<b>Hours of work</b>	Labour hire as requested by the client. Minimum 4-hour shifts

## ROLE OVERVIEW

The role of Construction Worker requires regular physical manual effort. Your role will require you to stand for 8 to 12 hours per day while performing general labouring. Additionally, you will need to be capable of repeatably lifting items that weigh up to 15 – 20kg.

You must be able to follow routine construction task related requests, operate in a team environment and assist all team members in the performance of their duties.

The hours you will work may vary from day to day, and season to season. Work is done to suit Trident client schedules or needs and may occur on any day or at any time of the day or night and may also require emergency response calls.

## TRIDENT SAFETY

Trident views Safety of our staff, and all associated stake holders, as the number one priority of the business. All staff are responsible for the safe working conditions of themselves and crew members and are required to report any unsafe conditions to their supervisor. The basic requirements are as follows:

- Trident staff are required to support the clients Site team in all Safety matters to ensure that all Safety requirements are being adhered too.
- In addition to Tridents own internal training and consultation, Trident staff are required to attend client toolbox training sessions and pre-start meetings as instructed by the site teams.
- Trident staff are required to wear PPE including a Long Sleeved Hi-vis shirt or vest, long trousers and steel capped boots as mandated by the Site rules, the client's instructions, and legislative requirements.
- Trident staff are required to use hand protection (Gloves) when handling signs and other construction related tools, equipment and materials.
- Trident staff are required to obey instructions from crew leaders, foremen, managers, WHS inspectors, auditors or officials.
- Trident staff are required to adhere to the Trident heat and fatigue policies.
- Trident staff are required to adhere to the applicable Safe work method statements (SWMS)
- Trident staff are required to follow the applicable Safe work method statements (SWMS)

## INCIDENT & INJURY FREE - VALUES AND BEHAVIOURS

As an employee of Trident, you will act and behave in a manner which includes:

- Making environment, health and safety your highest priority and first in all work activities and decisions.
- Lead by example and speaking up when at risk situations or conditions are observed.
- Continually holding yourself and those who work for, around, or interact with you, accountable for health and safety outcomes.

- Report all incidents of injury, near miss, potential for harm; plant damage or other adverse conditions or outcomes as soon as you are made aware of the incident but not later than 24 hours after the incident.

## BASIC COMPETENCY REQUIREMENTS

All employees must:

- Have completed the General Construction Induction, and have a copy available for inspection at all times
- Have proven experience as construction worker.
- Be willing to follow Safety Guidelines at all times
- Have experience in operating equipment like jack-hammers, drills, pneumatic hammers etc.
- Possess knowledge of mixing and pouring construction material (concrete, sand, grout etc.)
- Knowledge of basic engineering and construction principles and methods
- Be able to work in a team environment.
- Be able to read instructions and basic plans when needed
- Have a practical knowledge of English (spoken and written)
- Possess adequate balance and eye-hand coordination.
- Complete all other mandatory Trident internal Induction and training prior to commencement.
- If performing works which require License to Perform High Risk Work Licenses, have the applicable qualifications with proof of competency prior to commencing such works. (IE: scaffolding, Forklift etc ...).
- If under the age of 18, the worker will be signed into the Trident Young Worker Policy

## CONDITIONS OF WORK.

- Work is predominantly undertaken of Construction Sites.
- Work can also be on bridges, roads, and overpasses.
- The majority of work is outdoors in all weather conditions
- Work is also performed under conditions that may expose staff to dust, smoke, railroad traffic, loud noise and uneven footing and other associated worksite conditions
- During the course of your duties you may encounter members of the general public who may complain about the works being undertaken. Trident staff are expected to act in a professional manner and not permit themselves to be provoked.
- You will typically be required to wear additional PPE as determined by the client and legislative requirements. These can include but are not limited to: Hard Hats, safety glasses, a Long Sleeved Hi-vis shirt or vest, gloves when handling sharp objects, long trousers and steel capped boots.
- You will typically be required to complete site specific inductions related at various locations.
- You will need to adhere to reasonable instructions from crew leaders, foremen, managers, WHS inspectors, auditors or officials.
- Adhere to trident heat and fatigue policies.
- Adhere to and follow the applicable Safe work method statements (SWMSs)





**A:** 1/11 Chrome Street, Salisbury QLD 4107  
**E:** sales@tridentlabour.com.au  
**P:** 07 3252 4545  
**F:** 07 3252 4525  
**W:** tridentlabour.com.au

## ACKNOWLEDGEMENT AND CONSULTATION

**I acknowledge that I have reviewed and understand my role and responsibilities outlined above and undertake to execute the roles and responsibilities to the best of my ability.**

**Name:** [ ] [ ] [ ] **Signature:** [ ] [ ] [ ] **Date:** [ ] [ ] [ ]

**As the direct Manager of the Construction Worker role I have reviewed the roles and responsibilities outlined above in consultation with the above-mentioned signatory.**

**Name:** [ ] [ ] [ ] **Signature:** [ ] [ ] [ ] **Date:** [ ] [ ] [ ]



Position Title	Traffic Controller
Location	1/11 Chrome Street, Salisbury
Reporting To	Trident Area Manager
Functionally Reports To	Client Site Manager
Hours of work	Traffic Control hire as requested by the client. Minimum 4-hour shifts

## ROLE OVERVIEW

The role of Traffic Controller requires regular physical manual effort. Typically, your role will require you to stand for 8 to 12 hours per day while performing your duties. Additionally, you will need to be capable of repeatably handling a Stop-Slow bat and positioning/re-positioning traffic control signage and devices.

You must be able to follow routine traffic task related requests associated with construction site situations, operate in a team environment and assist all team members to help produce the Safest and most practicable outcomes for the workplace.

The hours you will work may vary from day to day, and season to season. Work is done to suit Trident client schedules or needs and may occur on any day or at any time of the day or night and may also require emergency response calls.

## TRIDENT SAFETY.

Trident views Safety of our staff, and all associated stake holders, as the number one priority of the business. All staff are responsible for the safe working conditions of themselves and crew members and are required to report any unsafe conditions to their supervisor. The basic requirements are as follows:

- Trident staff are required to support the clients Site team in all Safety matters to ensure that all Safety requirements are being adhered too.
- In addition to Tridents own internal training and consultation, Trident staff are required to attend client toolbox training sessions and pre-start meetings as instructed by the site teams.
- Trident staff are required to wear PPE including a Long Sleeved Hi-vis shirt or vest, long trousers and steel capped boots as mandated by the Site rules, the client's instructions, and legislative requirements.
- Trident staff are required to use hand protection (Gloves) when handling signs and other traffic management devices.
- Trident staff are required to obey instructions from crew leaders, foremen, managers, WHS inspectors, auditors or officials. .
- Trident staff are required to adhere to the Trident heat and fatigue policies.
- Trident staff are required to adhere to the applicable Safe work method statements (SWMS)
- Trident staff are required to follow the applicable Safe work method statements (SWMS)

## INCIDENT & INJURY FREE - VALUES AND BEHAVIOURS

As an employee of Trident, you will act and behave in a manner which includes:

- Making environment, health and safety your highest priority and first in all work activities and decisions.
- Lead by example and speaking up when at risk situations or conditions are observed.

- Continually holding yourself and those who work for, around, or interact with you, accountable for health and safety outcomes.
- Report all incidents of injury, near miss, potential for harm; plant damage or other adverse conditions or outcomes as soon as you are made aware of the incident but not later than 24 hours after the incident.

## BASIC COMPETENCY REQUIREMENTS

All employees must:

- Have completed the General Construction Induction, and have a copy available for inspection at all times
- Have completed the Traffic Controller Accreditation Scheme.
- Have a valid manual drivers' licence (for ute drivers only) with no more than three (3) infringements or four (4) points in last three (3) years, and NO major infringements i.e. dangerous driving, or excess BAC (Blood Alcohol Concentration).
- Have proven experience in the construction industry performing Traffic Control
- Be willing to follow Safety Guidelines at all times
- Be able to work in a team environment.
- Must be able to read, follow and comprehend road traffic diagrams, regulations and instructions in English
- Have a practical knowledge of English (spoken and written)
- Must demonstrate an ability to clearly communicate, by radio.
- Possess adequate balance and eye-hand coordination.
- Complete all other mandatory Trident internal Induction and training prior to commencement.

## DAILY TASKS

Daily tasks include but are not limited to:

- Completing vehicle pre-start checks
- Loading and unloading Trident vehicles with Signage and associated devices.
- Accurately complete Daily Activity Sheets, ensuring that all variations, modifications or adjustments to a traffic guidance scheme are fully recorded and authorised.
- Accurately complete Traffic Management Book's, including precise reporting of times signage and devices used per job.
- Accurately complete Site Hazard Assessments and implement control measures to suit the site.
- Accurately and regularly complete site checks and monitor traffic behaviour and or flow to ensure safety is maintained at all times.
- Attend and sign off on regular toolbox talks.
- Obey instructions from crew leaders, foremen, managers, or inspectors, auditors or officials.
- Driving and towing, inclusive of extended reversing with an arrow board or VMSB (Visual Message Sign Board)
- Care and maintenance of Trident signage and traffic management devices.
- Filling and loading of sandbags
- Cleaning Trident vehicles and signage at the end of shift.

- Perform all other duties to control traffic, pedestrians and cyclists to protect maintenance workers, work crews and members of the public.

## CONDITIONS OF WORK.

- Work is generally alongside active Roads, Highways and Freeways.
- Work can also be on bridges, and overpasses.
- The majority of work is outdoors in all weather conditions
- Work is also performed under conditions that may expose staff to dust, smoke, railroad traffic, loud noise and uneven footing and other associated worksite conditions
- During the course of your duties you may be subject to verbal abuse or threats of violence from motorists. Trident staff are expected to act in a professional manner and not permit themselves to be provoked.
- You may at times be required to wear additional PPE such as a Hard Hat on specific worksites, & safety glasses.
- You may be required to complete site specific inductions related at various locations.
- Obey instructions from crew leaders, foremen, managers, or inspectors, auditors or officials.

## SCOPE AND LIMITS OF AUTHORITY

- As per Traffic Controller Accreditation Scheme Approved Procedure- December 2017
- As per Traffic Management for Construction or Maintenance Work – Code of Practice 2008
- Implement temporary changes to a TGS in emergency situation., i.e emergency services
- Any changes to a TGS must be approved in writing by Trident's Traffic management Area Managers: Walter Hockings and or Rene Certeza.
- Obey instructions from crew leaders, foremen, managers, or inspectors, auditors or officials.

## ACKNOWLEDGEMENT AND CONSULTATION

**I acknowledge that I have reviewed and understand my role and responsibilities outlined above and undertake to execute the roles and responsibilities to the best of my ability.**

**Name:** [ ] **Signature:** [ ] **Date:** [ ]

**As the direct Manager of the Traffic Controller role I have reviewed the roles and responsibilities outlined above in consultation with the above-mentioned signatory.**

**Name:** [ ] **Signature:** [ ] **Date:** [ ]





# TRIDENT LABOUR

Unit 1, 11 Chrome Street  
Salisbury, QLD 4107

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hr@tridentlabour.com.au

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## HEALTH AND SAFETY POLICY STATEMENT

Trident considers the Health and Safety of its employees to be the utmost of importance in the efficient conduct of its business, and believes that Management and each and every employee have a shared responsibility in the application and adherence to this policy.

To implement this policy, Trident Management will ensure that:

1. Safe work practices and procedures be adhered to for all work activities.
2. Ensure that each employee has appropriate training and personal protective equipment to enable them to carry out their work in a safe manner.
3. Promote communication about Health and Safety as a normal component of all aspects of work.

Trident employees shall share the responsibility to:

1. Work in a safe manner at all times.
2. Encourage others to work in a safe manner.
3. Report or rectify any unsafe conditions that come to their attention.
4. Abide by the site and workplace safety rules.

## INTRODUCTION

The objective of Trident's Health and Safety Program are to achieve a work environment in which no person is injured and no plants and equipment is damaged.

The following prerequisites are necessary to achieve these objects:

- *A Safe Place to Work*
- *A Safe System to Work*
- *A Safety Conscious Workplace*

This handbook is not intended to encompass all aspects of safety throughout all work sites

Further detailed instructions and procedures will be discussed at site specific inductions.

Safety begins with a positive and responsible attitude both on and off the job. It is in your own interest and the interest of your co-workers for you to carefully read, understand and follow these guidelines and procedures.

**NOTE:** The contents of this handbook are not intended to replace or change any requirements of the Workplace Health and Safety Act and Regulations or any associated legislation.

## GENERAL

### RESPONSIBILITIES AND DUTIES OF ALL PERSONNEL

The success of Trident and their Health and Safety program is dependent upon your understanding, acceptance and participation.

Each employee is required to make a positive contribution to the minimisation of injuries by accepting the following responsibilities:

1. Present yourself for site or workplace induction.
2. Make yourself known to the Foreperson or supervisor for whom you are to work for.
3. To conduct yourself in a safe and professional manner at all times and to comply with all safety requirements and instructions.
4. Have in your possession the following:
  - Steel capped boots in good condition
  - Safety glasses in good condition
  - Safety gloves in good condition
  - Hearing protection in good condition
  - Other Personal Protective Equipment (PPE) as required
  - Buss and Bert cards
  - General Industry Safety Induction - and all certificates or tickets of competency
  - Drivers Licence
5. Reporting OHS issues such as hazards not being managed at work, where you are required to do a task you have not been trained or currently are not competent to do the task.



## SAFETY OBLIGATIONS

Under the Workplace Health & Safety Act 1995, everyone has safety obligations to themselves and others in different capacities. Below are some of the relevant ones to you:

### Trident

Trident has OHS Obligations under section 28 to ensure that you are safe at work and that others around you are also safe from the works that you perform. This means that Trident needs to make sure that you are safe when you are out working both of what we allocate you to do, and what the client directs you to do. Always inform us when things are not safe or when you are in doubt, so we can take action.

### Clients

The employers of where you are working are also obligated to provide a safe workplace for you when you are performing work for them under section 28 and 31 when they are a Principal Contractor. This means that you should be only doing work that we have allocated you for in order that you are competent to perform. You should be provided with training such as inductions and clear instructions so you know what their safety requirements are. They are also obligated to make sure that they have safety controls in place and safe equipment for you to us.

### Worker

As a worker under section 36, you also have obligations to follow safety rules, not to interfere with safety equipment, wear Personal Protective Equipment provided you have been trained in its use and not to willfully place yourself and others at risk.

## SAFETY RULES

1. Support efforts to make your workplace safe and healthy. Do your part.
2. Act responsibly and with concern for the safety of others as well as your own.
3. Check all tools and protective equipment frequently, to make sure they are in safe working order.
4. Educate yourself and others in the hazards associated with your job and safe ways to perform familiar tasks.
5. Ask others how to perform tasks with which you are unfamiliar, playing it "by ear" can lead to costly accidents.
6. Think over accidents and injury possibilities before restarting on any project. Take appropriate precautions to protect yourself and others.
7. Warn others of the possibility of accidents and injuries if you see them working unsafely.
8. Stay alert for changes in work conditions and the work process.
9. Report unsafe acts and conditions immediately to your supervisor. Don't assume that someone else will do it.
10. Keep your work area clean. Keep tools and materials picked up and properly stored.
11. Comply with Site Rules.

## ANTI-DISCRIMINATION POLICY

Trident is an equal opportunity employer. All employees are treated on their merits, without regard to race, age, sex, marital status or any other factor not applicable to the position. Employees are valued according to how well duties are performed, their ability and enthusiasm to maintain company standards of service. The company does not tolerate any form of discrimination. We believe all employees have the right to work in an environment free of discrimination and harassment.

Any report of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. A written complain is not required.

Disciplinary action will be taken against anyone who discriminates against a coworker. Discipline may involve a warning, transfer, counseling, demotion or dismissal, depending on the circumstances.

## PRACTICAL JOKES & HORSE PLAY. FORGET IT!!

Practical jokes and horseplay are the cause of a lot of injuries in the workplace. Therefore DON'T trip, fight, or wrestle another person.

- Walk don't run along walk-ways and stairs.
- Don't use fire fighting equipment for any other use than intended.
- Compressed air can kill, use it properly.
- Never throw things about your workplace.

Remember that you can and will be put off the site for fooling around and causing injury or damage.

## DRUGS AND ALCOHOL

Drugs and alcohol on site are strictly forbidden during work hours. Persons under the influence of drugs and alcohol at work are a danger to themselves and to their workmates. Personnel who are seen on the job to be in an unsafe state will be suspended immediately from the site.

## SAFETY AWARENESS

SAFETY IS A STATE OF MIND. DON'T TRUST YOUR LUCK...ACCIDENTS CAN BE AVOIDED.

- Don't pretend it will not happen to you - nobody is immune.
- Expect the unexpected.
- Do not gamble with your own or your fellow workmates safety.
- If in doubt, ask your supervisor.



## PERSONAL HYGIENE AND CLEANLINESS

It is in your best interest and the interest of your fellow workers in helping to prevent work related illness and the spread of infection by washing your hands before consuming food.

Place all food scraps in rubbish bins provided. Have all cuts and abrasions treated by the First Aid Officer and recorded.

Treat all on site lunchrooms, changing rooms and toilets with respect.

## EMERGENCIES

When you start in the workplace, you should be taken through the requirements to be followed in an emergency. The procedure should cover contact personnel and emergency resources, what to do in a situation, where to go and what the procedure is for evacuations. You must be aware of the first aid room, emergency equipment if you have been trained to respond, evacuation routes, and the procedures to keep yourself and others safe.

## FIRST AID

You are responsible to:

- Know the location of the first aid room on each site you work on.
- Know who the First Aid Officer is.
- Report all work related injuries to the First Aid Officer and to Trident.

## REMEMBER

If you are the first on the scene of a serious injury:

- Don't panic
- Don't endanger your own life
- Send someone for assistance

When phoning or radioing for assistance state:

- Your name
- Your location
- Nature of the accident
- Type of assistance required

## HIGH RISK WORK AND OTHER CERTIFICATES OF COMPETENCY

In some occupations, a certificate or "ticket" will be required. These include areas such as; scaffolding, rigging, dogging cranes, hoisting and lifting equipment, boiler operations and earthmoving. However, regardless of the issue, a "ticket" is needed at all times when performing work or operating equipment - you must be competent. If you do not have the training and competency, you must consult your supervisor. If this becomes an issue, you must contact Trident. You must inform Trident of your current certificates and competencies not only to assist your placement, but also to help yourself get work as well, as the more qualifications you have, the more versatile you are.

## PUBLIC

Despite where you are working, the public (Whether traffic, pedestrians, neighbours to the workplace or non-workers in the workplace) may be placed at risk if adequate precautions are not taken. Unfamiliarity with the work makes the public at times ignorant or unaware of the risks, so protection must be given to protect, exclude or guide them safely. This may be provided in a combination of ways including traffic control, signs, visual objects such as witches hats, concrete barriers, gates, gantries and hoardings.

## SUN

If you are working outside, the sun poses not only the risk of skin damage, but also others such as dehydration, fatigue and sunstroke. You must ensure you are wearing adequate protective clothing, head-wear, sunscreen applied regularly throughout the day, drink plenty of water, take regularly breaks, and try to get in the shade when possible. Do not take chances, as quite often when you feel something is wrong it is too late.

## HEAT/COLD

Depending upon what type of workplace you are in, besides the general weather changes of the year, the type of work you are conducting in the workplace may greatly add to conditions of heat and cold. Most people are not aware of the fact that in extremes of both heat and cold the body uses great amounts of energy and fluids, so you will need to keep both fluids and food up to compensate and utilize your breaks to rest as well.

Other measures that need to be followed include clothing for warmth and also when working in hot environments, PPE to protect against UV radiation. Please see **OUTDOOR WORK** for more information on heat.

## NOISE

As with any workplace, hearing loss is always a potential risk, so you will need to be aware of your surroundings. In some heavy industries, noise can be an accepted hazard, where it is regarded as "something you get used to". The reality is, you are going deaf. So follow the procedures and at the very least, wear your hearing protections.

## HAZARDOUS SUBSTANCES & DANGEROUS GOODS

All chemicals introduced to site must not be used unless accompanied by a Materials Safety Data Sheet (MSDS). Your Supervisor or Safety Officer should advise you of any special precautions required when working with a particular chemical. Read the manufacturers instructions on the label and follow the Materials Safety Data Sheet. Wear the appropriate Personal Protective Equipment

- Ensure you follow the correct procedures and if you are untrained or unsure, contact your supervisor.



## MANUAL TASKS

Most of the most common areas for workplace injuries in industry is manual tasks. Manual tasks is requiring the use of force exerted by a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull), hold or restrain an object, load or body part. These activities may stress or strain the body when the force required is in excess of what the person is capable of, or they are improperly performed. Injuries are commonly linked with ongoing wear and tear to the joints, ligaments, muscles and discs. The risks from manual tasks should be assessed and reduced at the workplace. Common causes of manual task injuries are:

- Handling of loads - Frequent lifting with the back bent or twisted, or pushing or pulling loads.
- Working in a fixed position with the back bent, continuous sitting or standing, or driving vehicles for long periods.
- Repetitive work with the hand or arm and having to grip tools or loads tightly.
- Working with the neck, shoulders and arms in a fixed position (e.g. using tools and handling heavy loads).

Damage from these types of activities gradually build up causing pain and injury. While one off overload may cause such injuries, it is far more common for damage to build up from smaller incidents over an extended period of time. Many simple solutions can be applied such as:

### Job Redesign

- Changing the weight, size or shape of the load
- Changing or rearranging the workplace layout
- Rearranging the materials flow
- Using different actions, movements and forces to do the task
- Modifying the task through mechanical assistance or team lifting

### Use Mechanical Handling Equipment or Assistance Appropriately

- Trolleys
- Jacks
- Bracing
- Vices and grips
- Levers and crowbars
- Shovel
- Wheelbarrows and pallet jacks
- Forklifts
- Earthmoving plant
- Hoists and cranes
- Conveyors

## Administrative Controls

- Warm up and stretch your body to get it ready for manual tasks
- Keep alert with repetitive work
- Be aware of static work such as holding items in place or holding onto them as it can take effect on your body by trying to fix or brace the load
- Resting and job rotation, Teamwork
- Wear required PPE such as gloves and shoes
- Take breaks to recover
- Drink plenty of fluids and eat regular meals
- Get plenty of sleep each night
- Keep fit and active
- Regular medical checks

## Training

Where the previous control options don't reduce the manual handling risk then appropriate instruction, training and/or education should be provided.

## THE BASIC PRINCIPLES OF CORRECT LIFTING & HANDLING ARE

### Plan Your Lift

- Size up the load - is it too big? Too heavy? Too awkward?
- Don't carry a load you cannot see over or around
- Examine the object - determine its weight and look for sharp edges, check the load is stable
- Decide how to hold the object

### Get Help If You Can Or If Necessary

- Ask for help or use a mechanical aid if you have any doubts about moving the object yourself
- If it is too big or heavy, get some help. Do not lift it on your own

### Use Handling Aids

- Use correct mechanical equipment where necessary and where possible

### Plan Your Movements

- Where from? Where to?
- Is there sufficient space?
- Is the area free from obstructions?
- Can you see where you are going?
- Lifting with another person? - Plan what each will do
- Will you be able to get your fingers out when you place the load down?

### **Make the lift**

- Position yourself close to the load and balance the body
- Keep the load as close to your body as possible
- Get a firm palm grip
- Bend your knees, not your back
- Keep your back straight and as upright as possible
- Let your leg muscles do the work
- Lift smoothly without jerking or twisting
- Avoid twisting while lifting or carrying
- Move your feet first then your body

### **Move the lift**

- Walk at a controlled pace
- Watch where you are going
- Consider how far you have to go, do you need somewhere to place the object down for a break? Or to avoid something to change position?

### **Place down the load**

- When placing down the load, your method should be the same as when you lifted or moved the object
- Be careful of where you place it, this should be part of your planning the lift. Will its resting point be a hazard to someone else?

### **Throughout the manual task**

If you injure yourself, do not attempt to keep working, and report to the first aid officer to be treated and recorded and phone Trident.

### **LADDERS**

All ladders must be industrial standard rated to at least 120kg and made to Australian Standards.

Before using a ladder, complete the following checks:

- Inspect for damage, if so, do not use
- Is it long enough for the job (ladders must extend 1m above the work platform)
- Secured top and bottom
- Check pulleys and ropes
- Don't use painted timber ladders
- Ensure only light work is carried out with 3 points of contact at all times
- Don't use metal ladders near electricity

- One person on a ladder at any one time
- Face the ladder at all times and use both hands
- Do not carry tools in your hand when climbing
- Ladder angle must be 75 degrees
- Use as access onto roofs/platforms ensuring the ladder extends 1 metre above the point of landing
- Use according to instructions

### **WARNING SIGNS**

Warning signs are for your protection. Read them and heed their warning. The removal or shifting of any such signs is forbidden without authorisation. Any damage to warning signs must be reported to your supervisor immediately.

### **PERSONAL PROTECTIVE EQUIPMENT**

PPE has been noted before, however, there may be particular PPE that you have to wear in the yards. Risks such as cuts, hearing loss, crush injuries, sunburn and vehicle contact are some risks where PPE may be required in the form of gloves, earplugs/earmuffs, safety footwear, long sleeve shirts and pants, hats, sunscreen, protective glasses and high visibility vests may be required. Ensure you know what PPE to wear and when.

### **ACCESS**

Another important issue is that access ways within and around the workplace need to be kept clear and simple. Tidying up can go a long way to keeping these pathways safe as often people can assume that they will be clear when lifting, carrying or shifting items, putting themselves at risk of injury when items have been left lying around.

### **STORAGE**

Every workplace should have a good place of storage for its materials and equipment, particular care should be taken in placing items in positions that are suitable not only for their capacity to store the item, but so that these items are easily accessible and at appropriate heights and positions for others to take them back out again.

### **ASBESTOS**

Asbestos is a known carcinogen and presents other diseases such as asbestosis, a scarring of the lungs. It was used in many situations and can still be found in some workplaces today. If the asbestos is in good condition and undisturbed it presents little problem, but if it is such that dust is being generated, then this is where the greatest issues arise. Only certified and trained people are to be involved in its removal or management if to be left in the building. Buildings built under local approvals given pre-1990 are likely to contain asbestos. If in doubt about the object, talk to your supervisor and contact Trident.



### **HOT WORK - Welding and Cutting**

Hot work is a job which can generate fire, heat or spark, and can cause burns, heat exertion and eye damage.

General guidelines are:

- In some workplaces you may be required to obtain a hot work permit before starting work
- Check that gas cylinders are for the intended use
- Cylinders are secured in an upright position
- Hoses are fitted with flashback arrestors
- Make sure you have a fire extinguisher on hand
- No flammable materials, gases or explosive materials are in your work area, which may be affected
- Screen off your work area and below you for other workers, before starting work
- Operate only if you are qualified and/or competent to use the equipment
- Ensure you wear all PPE required

### **ABRASIVE BLASTING**

Abrasive blasting is used in a variety of applications such as removal of materials or to give a certain finish to a wall. There are a number of different ways to "blast" an object such as by glass beads, metal, sand, water and carbon dioxide. These all present issues, so again, the correct procedures must be followed to reduce and control the risks involved.

### **SPRAYPAINTING**

Spraypainting is carried out in many industries and besides involving hazardous substances, other issues such as confined space work, fire and explosion are just some of the other issues involved, so the correct procedures must be carried out.

### **COMPRESSED AIR**

Compressed air has an intended use, such as driving jackhammers and nail guns, etc.

Compressed air can cause serious bodily injury or kill

*TREAT IT WITH RESPECT!*

Check all hoses, fittings and tools before use - use only approved safety clips. Wear your Personal Protective Equipment **AT ALL TIMES**.

### **ELECTRICAL SAFETY**

Electricity can cause a number of risks such as fire, explosions, burns, damage, electrical shock and electrocution. It is essential that equipment being used is checked that it is in good condition and that leads are also in good condition and not place where water, machines, people or materials can damage them. Depending on what industry you are working on, certain other requirements of equipment and what it is connected to must be followed such as:

- For construction work tagged and tested every three months
- For manufacturing work (assembly, disassembly, fabrication, installation, maintenance, manufacturing, refurbishment or repair, but does not include amusement work, construction work or rural industry work) every 12 months if it is double insulated otherwise every 6 months
- For offices every 5 years
- For other workplaces (except entertainment & rural) every 12 months
- Use equipment only if it has a current inspection tag attached
- Turn off and unplug from power sources before changing discs, drill or wheels
- Don't use electrical equipment in wet conditions
- You must also have electrical equipment connected to a residual current device or safety switch if it for construction or manufacturing work. For offices or other work (except entertainment & rural) if the equipment is not tested a safety switch is required.

### **POWER TOOLS**

- Power tools are a common cause of serious injury
- Make sure all proper guards are in place
- Check power leads are in good condition and not in a position to cause a tripping hazard
- Use the tool only for its intended purpose
- Use as per manufacturers instructions
- If you do not know how to use it, don't until you have been trained

### **REMEMBER**

- Only Licensed Electricians can repair electrical tools
- Wear your Personal Protective Equipment



## **PLANT AND MACHINERY**

If you do not have a current licence to operate plant machinery requiring a licence **DO NOT OPERATE IT.**

If you are not sure if a certificate or licence is required contact Trident.

### **REMEMBER**

- Keep well clear of operating machinery at all times
- Maintain eye contact with operator
- Approach machinery only where you are visible to the operator
- Do not operate any plant machinery unless you are either qualified or have been trained
- Use as per manufacturers instructions
- If you consider any plant or machinery to be hazardous or defective do not use and report to appropriate personnel

## **MACHINE GUARDING**

- Do not operate any equipment, plant or machinery unless guards are in place and working properly
- Do not attempt repairs to machinery - report all repairs required to site supervisor
- If you don't know the correct way to operate any piece of equipment, plant or machinery ask your site supervisor to be trained.

## **CONSTRUCTION**

### **(BUILDING, CIVIL & DEMOLITION)**

(These requirements are to be followed in conjunction with general Trident safety requirements).

### **Work method statements**

Work method statements must be prepared for any high-risk construction activities. A work method statement is a written plan that is signed and dated and details:

- The activity to be undertaken
- The ABN of the contractor
- The specific controls that will be used to manage the risks related to the activity
- The way the activity is to be performed, including how the controls will be implemented
- The monitoring processes used to ensure the controls are implemented and remain effective
- Any High Risk Work, earthmoving equipment or bridge/gantry crane that requires a certificate involved in the activity.

There is no set format for a WMS providing it addresses the above information. WMS can also be generic if the work is performed in the same way in similar circumstances. The preparation of a WMS:

- Ensures that contractors consider the WHS hazards, risks and controls for the work they are to perform before starting work;
- Provides documented and consistent rules and requirements for personnel conducting the work and;
- Makes it easier for the Principle contractor to monitor WHS performance by being able to refer back to the WMS when monitoring site activities.

Work Method Statements are required to be prepared, submitted, maintained and followed by contractors performing High Risk Construction Activities. High Risk Construction Activities are activities where a person is performing construction work and the activity involves a person:

- Entering a trench that is more than 1.5m deep
- Using a confined space
- Using a hazardous substance
- During the activity, a person could fall at least 2 metres
- The activity is performed on a roof with a pitch of more than 26 degrees
- The activity is demolition work or asbestos removal work that is a prescribed activity
- Tilt-up and pre-cast construction work
- Structural alterations that require temporary support to prevent collapse
- The movement of powered mobile plant at the workplace
- Work on a telecommunications tower
- Work in, over or adjacent to water where there is a risk of drowning
- Work on, or adjacent to, a road or railway
- Work on or near a pressurized gas distributions mains and consumer piping
- Work near an exposed energised electrical installation
- Work in an area that may have a contaminated or flammable atmosphere
- Work in an area where there are artificial extremes of temperature or
- The principle contractor for the construction work reasonably believes the activity could results in death or bodily harm.

The Work Method Statement must include the following:

- The name, address and ABN of the contractor doing the work
- The specific control measures proposed to be used to discharge the workplace health and safety obligations for the activity
- The way the contractor proposes to perform the activity, including how the control measures are to be implemented
- How the effectiveness of the control measures will be monitored and reviews
- If the activity is to be performed in any High Risk Work, earthmoving equipment or bridge/gantry crane that requires a certificate it must also be included

If you are required to follow a WMS then you must be inducted into it and follow the procedure when working, there should be a copy on site for you to follow and if you are unfamiliar with an of the procedures raise this during the induction into the WMS and with the supervisor on site if you are not sure when on site.

## GENERAL INDUCTION

In QLD and most other States all workers performing construction work require to have undertaken a general induction to the construction industry. This was known as the blue card in QLD and now has been replaced by what is known as the white card, which is a nationally recognised course. Blue cards are still valid and accepted in QLD and other states except in WA where if it is older than 3 years it is not accepted. Anyone undertaking the course as of July 2009 will do the white card course. The induction is an introduction to the construction industry and the basic safety requirements require as well as training in the safe work practices for hazards and risks found in the industry.

## SITE-SPECIFIC INDUCTION

Site-specific inductions are required at the workplace to ensure people are aware of the specific procedures and rules for the site that will help minimise the risk of death, injury or illness. Site-specific induction is not necessary for people doing housing construction work. A principle contractor must ensure a person has had a site-specific induction before that person starts construction work. The principle contractor must ensure a person entering a part of the workplace where construction work is being done:

- Has been given a site-specific induction; or
- Is accompanied by the principle contractor or someone who has been given a site-specific induction

The inductions need to address the contents of the construction safety plan such as:

- Whether a WHS Committee exists
- Whether a WHS Officer is appointed and details & information about their role
- Expected duration of the construction work
- Process for monitoring & reviewing the effectiveness of control measures
- Site rules
- Emergency procedures including name and contact details of the first aid officer
- Directions about how to use common plant provided by the PC

The principle contractor must make a record of the people inducted and the date it was given. The record must be kept for the duration of the construction work.

## WORKING AT HEIGHTS

Risks must be managed if a person could fall less than 3 metres (housing construction work), 2 metres (all other construction work) or if work is on roof surface or partly completed roof surface, with a slope not over 26 degrees. Work below these heights still requires risk assessments to be conducted and controls implemented if there is risk of falls.



Hazards that may present a risk from a fall include: vertical reinforcing steel, the edge of a rubbish skip, a picket fence, or a stack of bricks below workers, unsheathed floor bearers and hoists 2 metres below workers; and working on a brittle roof.

#### **ELECTRICAL & UNDERGROUND SERVICES**

Though already mentioned, electrical hazards on site not only include electrical equipment and installations but also issues such as overhead powerlines and underground services. Overhead powerlines require a number of safety requirements dependent on the voltage of power and the distance you are working in proximity to the lines. Controls can vary and you need to ensure that these controls are provided and that you follow them such as isolation, tiger tails, spotters and exclusion zones. If you are in doubt do not start work and consult with the site supervisors.

Underground services include a number of things such as electrical power, gas, water, sewerage and communication lines. The site has to conduct Dial before you Dig, when excavation works are going to be conducted and this information needs to be site and used used to develop procedures for the excavation works. There are a number of risks associated with striking these services such as electrocution, explosion, loss of power, flooding and contamination. Further controls that a site may need to follow are further investigation of the site such as using service locators as the location of the services may be different to the plans as they have not been amended, isolation where possible of the services, barricading to protect non-workers or those not involved in the excavation of works from falling into excavations and emergency procedures to follow if services are struck.

#### **TRESTLE LADDERS**

Trestle ladders are used as work platforms on sites and can present the risk of falls and falling objects. For work on a trestle ladder at 2 metres or more for housing construction work or 2 metres or more for the construction works:

- The trestle ladder must have edge protection along the outer length of the platform
- Control measures must be put in place where - there is a risk of a person falling off the edge of each end of the platform; or, The gap between the inner edge of the platform and the face of a building/ structure is greater than 225mm
- Each trestle ladder must be secured to prevent it moving, e.g., tying the ladder to a sturdy wall or bracing it to the ground
- The platform must have an unobstructed surface width of 450mm; and
- Be no higher than 5 metres

#### **LASERS**

Lasers are used on site for surveying, levelling and other uses where alignment or measurements may be needed. A laser, if of sufficiently high power, may inflict damage to the eye or skin. This damage can result from direct viewing or from reflections from flat mirror-like surfaces. Basic precautions include:

- Following the manufacturers instructions and check the laser and what class it is
- Area warning signs inside and outside the work area
- Beams not deliberately aimed at people
- For non-rotating lasers prevent them beam extending beyond the boundary of the operational area by beam stop
- Not looking directly into the laser
- Laser beams not directed at shiny surfaces
- The laser beam path should be located well above or well below eye level where practicable
- Trained personnel only
- Use of a Laser Safety Officer where class 2 or above are used

#### **TUNNELS**

The common hazards and potential risk areas in most tunnels under construction are numerous such as tunnel collapse, confined spaces, striking underground services, air contamination, fire, explosion, mobile plant incidents, compressed air, projectiles, manual handling injuries, falling objects, falls from heights, gas and water inrush, hazardous substances, dust and fume inhalation, noise and lighting issues. The controls for these and other risks associated with the tunnel construction may include tunnel support, ventilation, working in protected areas or plant, PPE, ventilations, extensive planning, isolation of services, lighting, regular monitoring and inspections and emergency equipment.

It is vital when you are fully inducted into the site procedures and rules for work in the tunnels and that work procedures are followed and that you report hazards to site supervisors as some of these risks may result in death such as tunnel collapse and striking electrical lines.



## **CONFINED SPACES**

Though already mentioned, confined spaces on sites are present in many different forms such as trenches, pipelines, pits and ceiling spaces. The risks range from airborne contaminants such as carbon monoxide to engulfment by soil. At times, access in and out of the confined space can be the major hazard. So make sure that there is a work method statement to follow, that you are inducted into the procedures, you wear any PPE required and that you report any issues before entering and during work.

## **TRAFFIC**

On civil sites, traffic may be more traffic than most construction sites. This may be in the form of public traffic such as buses, trucks and cars near roads or streets and also mobile plant on site such as forklifts, graders, rollers, bobcats, excavators and cranes, such as franna's and crawler cranes. The risk of being injured can be very high and a number of factors will increase this risk such as times of day, size of the machine, volume of traffic, size and types of loads being shifted. It is vital that any high visibility equipment is worn if required, that you work in designated areas and that operators can see you.

## **DUST**

On site you may also be exposed to a number of dusts which may present a number of health and safety issues. Besides Asbestos dust as noted before, silica dust may be present. Silica dust can be generated by using abrasive materials that contain silica, e.g. River sand or quartz rock or by abrasive blasting of surfaces that contain silica, such as concrete and sandstone masonry. Risks associated with silica dust include silicosis, a stiffening and scarring of the lungs, effects and irreversible and lead to a degeneration in health. Lead dust is another hazard which can be generated by using an abrasive material that contains lead or the abrasive blasting of surfaces containing lead such as old lead based paint. The major risk associated with lead is lead poisoning and can cause anaemia. Other symptoms include abdominal pain, convulsions, hallucinations, coma, weakness, tremors and reduced fertility. On site you must follow procedures, wear appropriate PPE such as respiratory equipment and at times the job may need to be air monitored and if in doubt, contact your supervisor and Trident. Other dusts on site may be more of a hazard, eyesight may be affected or contaminate other workplaces which may require safety glasses and/or water to control dust generated.

## **WATER**

Work over or near water can present a number of issues on site ranging from the risk of drowning, losing plant and equipment, property damage and excavation collapse to flooding. It is important that there are emergency procedures to follow, that controls are put into place to prevent people and equipment from falling into water such as edge protection and barriers, and that you report any issues to sites such as if you can't swim or you see water seeping into the site from a nearby water source such as a river or ocean.

## **SHIFT WORK**

You may also be subject to shift work, which can present a multitude of issues such as loss of sleep and concentration, irritability, eating disorders, etc. It is wise to see your doctor and talk to Trident and your work supervisor to address any health problems you start to suffer from.

## **FATIGUE**

If you are working shift work or long hours, you may become mentally fatigued and/or physically fatigued. So to try and reduce this fatigue, if you cannot reduce your hours or change your shifts, by at least trying to get a good sleep and rest at home or utilize your breaks to refresh yourself with fluids and food to restore your energy levels, and if it becomes an issue, discuss the issue with Trident and the workplace.

## **SAFE HOUSEKEEPING PRACTICES**

The principle contractor must implement and maintain safe housekeeping practices, including: appropriate, safe and clear entry to and exit from the workplace; safe systems for collecting, storing and disposing of excess or waste materials; and adequate space for the storage of materials and plant. Such examples could include; installing and maintaining adequate entry and exit lighting and emergency and evacuation signage and lighting.

A relevant person such as a subcontractor must implement and maintain safe housekeeping practices that apply to their work, and workers must follow all these procedures, such as stacking unused materials away, cleaning up as you work and using designated access ways.



- Good house keeping promotes safety
- Keep access ways and stairs clear of rubbish
- Don't allow rubbish to build up, get rid of it
- De-nail timber and ply progressively
- Store power and other tools away if not in use
- Keep materials in use out of the way for access
- Stack and store materials
- Don't block emergency exits
- Don't store materials near fire extinguishers or hose reels
- Dispose as per site instructions

## SCAFFOLDS

All scaffolds and accessories must be erected in compliance with statutory regulations, relevant standards and instructions for use.

### REMEMBER

- *Don't Remove*
- *Don't Change*
- *Don't Erect...*

...A scaffold unless you have the appropriate qualifications and authorisation to do so.

## MOBILE SCAFFOLDS

Mobile scaffolding must be erected as per the manufacturer's specifications and is not to be moved when people are working on them.

Access to a working platform is to be by correct ladder access only. (Climbing of standards is not permitted).

Any damaged components must not be used and are to be reported to your supervisor.

Do not erect any scaffold unless you have been trained to do so or are qualified.

**Formwork** - Formwork is not only hazardous to formworkers but also to other workers. Ensure you keep away from the area where formwork is being erected and stripped. Also, make sure you do not interfere with any components of damage the formwork.

**Pre and post tensioning** - The use of tensioning has reduced the amount of steel required and improves the flexibility of structures but also introduces a number of hazards. Persons not involved in stressing should not be in the vicinity whilst stressing is being carried out. Broken cables will cause severe damage not only to concrete but also to people and other buildings.

**Tilt up panels** - The introduction of tilt up construction has enabled structures to be erected quicker and easier.

However, this has also introduced issues such as the panel size itself. Tilt up panels must be erected and braced according to the design and engineer requirements. Extreme caution must be taken to keep people out of the way during their erection and to ensure afterwards that people do not interfere or damage bracing components. Weather conditions must be observed at all times, as the effect of wind is a high risk during erection and bracing.

**Cranes** - Cranes on site present a variety of hazards, such as overhead objects, falling objects, power lines, contact with other buildings, cranes, plant and people. Care need to be taken at all times when in the vicinity of cranes and ensure if you are not part of the lift to keep as far away as possible. If you are part of the lift, ensure you hold correct certificates and you are competent. If loads are to be lifted out of site boundaries, the public must be excluded from the area. **YOU SHOULD NEVER BE UNDERNEATH THE LOAD.**

**Earthmoving** - At certain times, earthmoving will be carried out of the machinery may be used, such as in demolition. Because of the range of machinery involved, you will be exposing yourself to a number of hazards such as noise, moving parts and mobile plane or sometimes it may be simply the size of the machinery (which may be that large that it is hard to see workers at all). Therefore, both operators and workers in the area need to incorporate procedures for not only movement, but also other issues such as communication, integrated tasks, public (such as traffic) and removal of soil.

## WATER AND SEWERAGE TREATMENT PLANTS

### INTRODUCTION

A number of hazards already mentioned may be present in water recycling and sewerage treatment plants, such as:

- Noise
- Confined Spaces
- Hazardous substances
- Hygiene Plant and equipment
- Mobile plant slips and trips

The focus of this section is on some of these in more specific detail or some new areas as can be seen below.

### HYGIENE

Hygiene in sewerage treatment and to some degree water recycle plants expose workers to a number of contaminants. Microbial hazards are primarily associated with the treatment of human and animal waste, such as the risk of Hepatitis A. The hazard to sewerage treatment workers comes mostly from exposure to micro-organisms contained in human and other animal waste. When aeration is used during the sewerage treatment process, these micro-organisms can become airborne.



The three main hazards are fungi, bacteria and viruses. All three of these can cause acute illness as well as chronic disease. Acute symptoms including respiratory distress, abdominal pains and diarrhea are examples and chronic diseases include asthma. Aeration tanks are examples where these hazards may be found.

These microbes can be transmitted through inhalation, ingestion and through contact with skin. They may be present as airborne contaminants, or in sludge, effluent or water. Person hygiene, including washing hands before eating, smoking and going to the toilet is essential. Areas for food and drink or smokers should be kept away from areas of possible microbial contamination. Other hygiene practices must be followed at the work place, which normally cover such things as;

- Shower before changing into clean clothing and shoes to be worn home,
- Workplace bathrooms, showers and locker facilities should be clean, well-maintained, adequately supplied with soap, towels or hand driers and toilet paper.
- Wash hands frequently, with soap and water after coming in contact with wastewater, visiting toilets, and before eating or smoking.
- Treat all cuts and abrasions with first aid.

## CHEMICALS

Chemicals will also be used and present in and for particular processes in water recycling and sewerage treatment, such as for the process of coagulation, flocculation, disinfection and sludge treatment for sewerage. Hydrogen Sulphide is almost always found in waste treatment plants.

Hydrogen Sulphide, also known as rotten egg gas as it has an unpleasant smell, can be present, however workers can quickly get accustomed to the smell and often lose their ability to detect its odour particularly when there are high amounts, as the nose switches off to protect the olfactory mechanism (smell). 100 parts per million in air (ppm) of hydrogen sulphide can be immediately dangerous to life and health. Lower levels of hydrogen sulphide (less than 10ppm) are almost always present in some areas of sewerage treatment plants. At these lower levels, hydrogen sulphide can be irritating to the respiratory system and can result in headaches and conjunctivitis. Hydrogen Sulphide is produced whenever organic matter decays.

Another hazard is the use of gaseous chlorine to decontaminate the effluent from the plant. Gaseous chlorine is extremely irritating to the alveolar portion of the lungs.

Therefore, as noted, hazardous substances will require following procedures, ensure there are MSDS for use, PPE to be used, and knowing what to do in an emergency.

## PRESSURE EQUIPMENT

There will be various equipment being used which may also be under pressure, such as gas pipes, which present hazards not only from what they contain but also that the material will be under pressure as well and cause damage to the workplace and workers if ruptured, such as injuries, fire, contamination or explosion. So care must be taken when working on and around pressure equipments and also the risk of electrocution or heat exposure or burns will require to correct procedures to be followed and observe and precautionary, mandatory or warning signs in these areas.

## PPE

Because of the high potential of exposure to microbiological hazards and chemicals used in the plant rooms, PPE will be essential such as gloves, face shields, goggles, aprons or overalls and other protective shields and barriers. Areas where PPE may be needed include aeration and settling tanks where splashing may occur. Areas of confined spaces or exposure to microbiological and/or chemicals used in the treatment and recycling processes may also require the use of Respiratory Protection Equipment (RPE), if you need to wear RPE and have not been trained in the correct use of the RPE, you must tell the supervisor and Trident so you can be trained.

## TRENCHING AND EXCAVATIONS

Working in and around trenches and excavation is a dangerous job.

### REMEMBER

- All trenches 1.5m or more must be adequately shored up, benched or battered to prevent collapse, unless a Geo-technical engineer approves otherwise as safe.
- Trenches must be adequately barricaded off to a minimum of 900mm in height and self-supporting material, and should have signage as a warning.
- Inspect trenches and all other excavations for signs of collapse and other hazards such as water seepage, cracks, soil at the bottom, snakes, broken glass and objects left on the side.
- When ladders are used to access trenches 1.5m deep, they need to be placed in every 9 metres.
- Do not allow petrol driven machinery to operate near or in a working trench.
- If in doubt, do not enter and report the issue.



**Road Works** – Road works may be carried out 24 hrs a day, so this presents issues such as lighting, Road works present the major issue of the risk of workers being struck by moving traffic and/or machinery hitting the public. The work area must be clearly laid out and appropriate measures taken to ensure the safety of anyone, whether workers or public.

**Demolition** – Demolition works are an extremely volatile task. The utmost care must be taken to follow the requirements of the work method statements and safety plans. Demolition works present hazards to not only the workers, but to the public and surrounding buildings, so measurements such as gantries, barricades, hoardings, scaffolding and other precautions must be carried out. If you do not have the training and/or knowledge in the correct safety procedures, do not proceed until you have been trained.

## TRANSPORT YARDS

### TRUCKS/VEHICLES

Transport yards can be extremely hazardous as numbers of vehicles are moving about, arriving, being loaded and leaving. Extreme caution must be taken so as not to place yourself in a position where you could be injured, so you need to be aware of the routes that the vehicles take. Care must be taken when vehicles are being loaded so you are not in a position where you could be struck by the materials being loaded, or if you are involved in the loading process, that you are not placing yourself where an object could fall on or crush you. When vehicles are moving again, ensure that you are out of the way and visible. Make sure you know where the vehicles are at all times and the site areas that vehicles flow and move through.

### FORKLIFTS/CRANES

Forklifts and cranes can be used to lift materials onto vehicles and as noted in Plant and Machinery, keep out of the lift area if you are not the operator or involved in the lift, and if you are involved, you must be competent and hold appropriate certificates such as forklift ticket. It is important that you are aware of those around the area of lifting if you are in the lift, and if you are not but are involved in the securing of the load that operates, are aware and know where you are.

### ACCESS

In and around the yards, access can be hazardous as noted with trucks. However, you must make sure that any marked or delegated areas for access are used as required. Ensure that you keep these areas clear and if any obstacles are there, that you cannot move or are authorised to, that you report them to the supervisor. Remember that in some yards, access is limited, so make sure you keep to the areas that are safe to use and follow any traffic rules for the yard.

### STORAGE & SECURE LOADS

Storage of materials in the yards and storage sheds is a constant hazard as they are stored and removed. The risk of falling objects or injuries through handling can be controlled by following site procedures and ensuring that storage racks are secure, not overloaded, and that materials are not protruding where they could injure someone or cause mobile plant to come into contact with. Make sure that handling objects you follow manual handling procedures and be aware that objects can be hot, sharp and awkward. Gloves may be needed at times.

Securing loads in storage and on vehicles can be hazardous in that materials may fall off racks or vehicles in the yard or during transport. Therefore, you will need to ensure you know the correct storage procedures and how to secure loads for that load and vehicle, so check with the driver and supervisors.

### REPETITION

Repetitive work may lead to not paying attention to what you are actually doing, which in turn may lead to the risk of being injured. Therefore, it is vital you remain alert to the task and try if possible to rotate or undertake other tasks to remain vigilant at work.

### ENERGY SOURCES

There may be various types of energy sources within the workplace such as gas, electricity, hydraulic, compressed air, etc. So You will need to respect the fact that these energy sources have the potential to cause serious injuries and damage. Observe the safety requirements within the workplace.

### FUMES / CHEMICALS

As mentioned before in the Trident booklet, chemicals present a hazard in many different applications, so material safety data sheets need to be followed. Also, fumes produced from the various types of factory/shop operations need to be considered (as they are similar to dusts) to try to control the associated risks.

### MOBILE PLANT

Within the workplace, various types of mobile plant may be operating, such as overhead cranes, forklifts, elevated work platforms, order pickers, etc., which may present various safety issues to workers operating or exposed to these vehicles. Operators not only need competency on operation but observation of in-house rules (such as speed limits) and also overhead, ground and other activities going on around them. Personnel exposed to plant equipment need to be aware that there may be circumstances where operators may not know of your presence, so do not take for granted that they would be aware of you.



## OUTDOOR TASKS

**(These requirements are to be followed in conjunction with general Trident safety requirements)**

Most outdoor activities request by clients should have a standard of safety requirements. It will be in your best interests to adhere to and understand what is expected of you to ensure your safety. You must ensure you are familiar with any client procedures and if you are not, you must seek assistance on these issues from your supervisor and/or Trident.

### Heat

Heat is a major issue and keeping protected from the sun requires that you also Hydrate yourself regularly by drinking plenty of water and fluids, have rest breaks, try and find shade and keep an eye on others as well. You will need to check your urine when you go to the toilet on a hot day and even on cold days. Urine that is plentiful, odourless and pale in colour generally indicates that a person is well hydrated. Dark, strong-smelling urine, in small amounts, could be a sign of dehydration. However certain foods, medications and vitamin supplements may cause the colour of urine to change, even though you are hydrated. Certain symptoms of dehydration may include thirst, dry or sticky mouth, low or no urine output; concentrated urine appears dark yellow, lethargic or comatose, chapped or dry lips, dry eyes and skin with a lack of elasticity, clammy hands and feet, headaches, light-headedness, dizziness, tiredness, confusion and irritability, loss of appetite, feeling of an "empty stomach" or abdominal pain.

**Vegetation** – Work in line with vegetation such as gardening, removal of vegetations, landscaping etc. Will place you at risk of general safety issues as mentioned such as manual tasks, the sun, traffic, chemicals, plant and equipment and other issues such as cuts and abrasions from plants and possibly allergies and rashes. You will need to wear personal protective equipment as required such as gloves, protective clothing, masks, protective glasses, safety boots, hats and sun protection and seek medical advice and report to Trident any allergies of concern. If you are unfamiliar with the vegetation, ensure you ask your supervisor and/or Trident what you are working with and any safety issues such as sharp thorns and allergic reactions.

### Whipper Snipping

When whipper snipping, there are a number of hazards involved of which you must be aware. The use of such equipment exposes you to risk associated with fuels or electricity, vibrations, manual tasks, heat, the sun, wind, loose materials such as rocks, flying objects, noise, fumes and the environment itself. So in addition to already noted areas throughout this booklet, you must be familiar with the piece of equipment, such as how to check it, is there the right and enough fuel, if electrically supplied power is there a safety switch and are the leads tagged & tested and in good condition.

Is there the right amount of coil and is it fitted correctly. Other considerations are; are you holding it correctly as indicated by the manufacturer. Other requirements include making sure that you check the environment for loose materials or objects the snipper could entangle with such as poles, fences and buildings. Have you got hearing and eye protection on, if you are cutting long grass, a face shield may be more appropriate where there may be materials or objects in there not easily found or seen.

### Mowing

In addition to the requirements for whipper snipping besides the coil and harness used, the above considerations also apply to lawn mowing. Make sure that the mower is turned off when emptying the catchers, Also consider the ground conditions as sloped or bumpy levels can create instability when moving the mower about. Pushing the mower will involve less energy to do the mowing besides being safer and also never put your hands under the mower near the blades. If something is caught in the blades, as your supervisor what is require. If you are requested to remove the item, only do so if you are experienced at this. Minimum requirements would involve turning and isolating the mower off and removing the spark plug and, using gloves, as the blades are sharp. Do not undertake repairs. Mow across the face of slopes but not up and down. Exercise extreme caution when changing direction on slopes. Do not mow excessively steep slopes, or mow near drop-offs, ditches, or embankments. If the mower strikes an object or starts to vibrate, immediately stop the engine, disconnect the wire from the spark plug, and examine the mower for damage.

### Chainsaw Use

Using chainsaws is a high risk task where you can be exposed to the risk of serious injury from the use of the chainsaw and the environment you are in. Chainsaw use is to be carried out by experienced, trained operators only. If in any doubt, DON'T DO IT. No person should use a chainsaw when working alone, the client should arrange for at least one other person to assist you. Conduct pre-start checks as per the operation and maintenance manual. Essential safety requirements include checking the chain tension and sharpness regularly, ensuring all safety guards are in place and working. Use both hands to hold the chainsaw, always stand with secure footing and stance. You should never use a chainsaw over shoulder height. Do not carry a running saw over rough terrain. Do not operate chainsaws from unstable platforms. Apply the chain brake when the cut is complete. The PPE required should be at least hearing protection, cut resistant pants or chaps, safety glasses or face shield, safety helmet, safety boots and protective clothing.

### Snakes and Spiders

When working outside, there are numerous animals and insects that can potentially cause injury or illness and care must be taken to avoid the risk of injury or illness.



## Snakes

Snake bites in Australia can be potentially fatal and immediate medical assistance should be sought for all snake bites. Not all snakes are venomous but it is difficult to reliably identify a snake, and therefore all snake bites should be treated as being potentially dangerous, though if you do see the snake, try to remember its appearance if possible. In all situations, snakes should be avoided. The warmer months of the year are when snakes are the most active, and areas such as under rocks or stored materials, long grasses and bushes are possible areas where snakes may be. If a person is bitten they should be removed from further danger, kept still, have a pressure-immobilisation bandage applied and take to a hospital or medical centre, preferably by an ambulance that has resuscitation facilities and anti-venom for snakebites. Things that should not be done are to panic or run, attempt to catch the snake, apply a tight tourniquet or wash, suck, or cut the bite site. To try and minimise the risk of snake bites, wear protective work boots, long pants and long sleeve shirts, watch where you place your hands and feet when removing or cleaning up debris. If you see a snake, step back from it slowly and allow it to proceed on its way. Do not touch it.

## Spiders

There are many different types of spiders in Australia that can bite people, but only a few are actually poisonous, such as the red back and the funnel web spider. To try and minimise the risk of spider bites, wear protective work boots, long pants and long sleeve shirts, watch where you place your hands and feet when removing or cleaning up debris.

The red back spider is found in QLD with the female being black with a black red/orange strip on its back. While the male is smaller, usually has no stripe and is harmless. Immature females are smaller, usually brown with whitish markings. These spiders may be found under logs or rocks in the bush and common in dry places around buildings, outdoor furniture, machinery and stacked materials. Some symptoms associated with redback bites are: vomiting, abdominal or generalised pain, sweating, palpitations, weakness, muscle spasm and fever. A person bitten should be removed from the area, have an ice pack applied and medical assistance sought, and if required, taken to a hospital or a medical centre. If possible, bring the spider in a sealed container. Also if possible, even if it is squashed and without being bitten yourself. Do not try and touch or capture the spider with your hands.

Funnel webs have small, closely grouped eyes, large downward-pointing fangs, long legs, a large hairy abdomen and shiny head/thorax. The abdomens are black in males and brown or blue in females. Funnel webs can have a body length of up to 5cm. They can live in burrows in sheltered positions in the ground, or in stumps, tree trunks or trees above the ground. A person bitten should be removed from the area, kept still, if a limb is bitten, apply pressure bandage to bite area and around limb towards heart. Always seek medical assistance. Immobilise limb with a splint. Do not try and touch or capture the spider with your hands.

## Traffic

Though already mentioned in the booklet, the risk of injury from traffic is a high risk that requires adequate controls.

Traffic when working outside may come from a high volume area, such as main roads when clearing grass from embankments, residential vehicles when working on streets, and rural vehicles when on farms or in country gravel roads. Requirements like traffic control plans should be in place that detail where and how traffic is to be managed. Barriers, bollards, signage, reflective clothing, traffic controllers and illumination all help to minimise the risk of being struck by vehicles. Individually, you should not place yourself in areas where there is no protection for you.

Considerations that must be considered are; how far are you from the edge of the road, whereabouts on the road are you such as corners do not allow for you to be seen far ahead by vehicles. Other considerations are the time of the day, where the sun is, day or night, the volume/speed/size and type of vehicles, what you are wearing, and the type of work you are doing. All of these issues can place you at risk. You need to ensure that there are safe systems of work in place that cover these and determine the safe method of work.

**Pest Control** - Working as a pest controller puts a person at risk of issues such as manual handling and health issues from diseases. Perhaps one of the highest risks comes from the use of different chemicals in pest control, added to this is no ventilation not to mention the possible risks several hours after to other people. The procedures to be followed must be complied with, as the risks may be extreme to yourself and others. As an absolute minimum, you must follow the material safety data sheets instructions in relating to respiratory and skin protection.

## TREE FELLING

**Tree Climbers** - As a tree climber, you will be exposed to a variety of hazards such as plant, dust, chemicals, noise and the public, which have been addressed in the general area, however, there are some other issues that need to be addressed in addition to being competent and able to perform this work.

**Animals** - If you are to bring down a tree or part of one, there will be times where there may be animals living on the tree, so precautions will have to be taken, such as contacting parks and wildlife for information or help to avoid yourself by injured by scared or aggravated animals, and for their own protection.

**Trees** - Obviously the tree itself presents issues such as a falling object and you will need to ensure correct procedures are adhered to, so yourself and others are not at risk of being struck by the tree or its branches

**Heights** - Work at heights presents the obvious risk of falling so measures must be taken to reduce and eliminate this risk. If it is possible to use an elevated work platforms as a means of access it is the best option and when it is not, the use of ladders or safety harnesses may be the only other options. In this case extreme care must be taken to reduce the risks. With the use of harnesses you must know how to use the equipment competently to reduce the risk of injury.

**Protesters** - Though the public in general can be at risk of injury there are particular people who may not only expose themselves to the risk of being injured but also you such as protesters. Protesters may actually race in whilst you are cutting the tree or hang onto the tree to prevent you from cutting it down. In these circumstances, extreme caution must be taken to stop anyone being injured, and the best solution is to stop work and contact your supervisor and/or Trident to find out what steps need to be taken.

#### **LAST WORD**

Though this has been repeated throughout this booklet **YOU MUST NOTIFY TRIDENT** when you are in or put in an unsafe situation or when you are not sure about something being safe, this especially applies to you being competent to do the task.



# **TRIDENT**

# **LABOUR**

Issued to: \_\_\_\_\_

*(NAME IN FULL)*

I have read and understood Trident's Safety Procedures and will comply with these.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Induction Presenter: \_\_\_\_\_

Presenter's Signature: \_\_\_\_\_

**Unit 1, 11 Chrome Street**

**Salisbury, QLD 4107**

**Ph: (07) 3252 4545 Fax: (07) 3252 4525**





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## IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS

Find out more about your workplace entitlements and obligations during the impact of coronavirus at [coronavirus.fairwork.gov.au](https://coronavirus.fairwork.gov.au)

Employees in Australia have entitlements and protections at work, under:

FAIR WORK LAWS	AWARDS	ENTERPRISE AGREEMENTS	EMPLOYMENT CONTRACTS
 <ul style="list-style-type: none"> <li>• minimum entitlements for all employees</li> <li>• includes the National Employment Standards</li> </ul>	 <ul style="list-style-type: none"> <li>• set minimum pay and conditions for an industry or occupation</li> <li>• cover most employees in Australia</li> </ul>	 <ul style="list-style-type: none"> <li>• set minimum pay and conditions for a particular workplace</li> <li>• negotiated and approved through formal process</li> </ul>	 <ul style="list-style-type: none"> <li>• provide additional conditions for an individual employee</li> <li>• can't reduce or remove minimum entitlements</li> </ul>

Find your award at [www.fairwork.gov.au](https://www.fairwork.gov.au). Check if your workplace has an enterprise agreement at [www.fwc.gov.au/agreements](https://www.fwc.gov.au/agreements)

**\$ PAY** Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. **You can't agree to be paid less.** Minimum pay rates are usually updated yearly. Find out what you should get at [www.fairwork.gov.au/minimum-wages](https://www.fairwork.gov.au/minimum-wages)

<b>NATIONAL MINIMUM WAGE</b> FROM 1 JULY 2020	 <b>\$19.84/hour</b> full-time or part-time	 <b>\$24.80/hour</b> casual	 Use our free calculators to check your pay, leave and termination entitlements at: <a href="https://www.fairwork.gov.au/pact">www.fairwork.gov.au/pact</a>
<b>This is the adult minimum rate for employees with no award or enterprise agreement.</b> Lower rates may apply to juniors, apprentices and employees with disability.			

## ✓ NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at [www.fairwork.gov.au/NES](https://www.fairwork.gov.au/NES)

	Full-time and part-time employees	Casual employees
<b>Annual leave</b>	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
<b>Personal leave</b> (sick or carer's leave)	✓ 10 days paid leave per year (pro rata for part-time employees)	✗
<b>Carer's leave</b>	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
<b>Compassionate leave</b>	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
<b>Family &amp; domestic violence leave</b>	✓ 5 days unpaid leave per 12 months	✓ 5 days unpaid leave per 12 months
<b>Community service leave</b> • Jury service	✓ 10 days paid leave with make-up pay + unpaid leave as required	✓ Unpaid leave as required
• Voluntary emergency management activities	✓ Unpaid leave as required to engage in the activity	✓ Unpaid leave as required to engage in the activity
<b>Long service leave</b>	✓ Paid leave (amount and eligibility rules vary between states and territories)	* Varies between states and territories
<b>Parental leave</b> eligible after 12 months employment	✓ 12 months unpaid leave - can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals - can extend up to 24 months with employer's agreement
<b>Maximum hours of work</b>	✓ Full-time employees – 38 hours per week + reasonable additional hours ✓ Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
<b>Public holidays</b>	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
<b>Notice of termination</b>	✓ 1-5 weeks notice (or pay instead of notice) based on length of employment and age	✗
<b>Redundancy pay</b> eligible after 12 months employment	✓ 4-16 weeks pay based on length of employment (some exclusions apply)	✗

## IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS



### FLEXIBILITY

After 12 months employment, you can make a written **request for flexible working arrangements** if you're 55 or over, a carer, have a disability, are experiencing violence from a family member (or are supporting a family or household member who is), or are the parent of, or have caring responsibilities for, a child of school age or younger. This includes employees returning from parental or adoption leave asking to work part-time to care for the child. Your employer must respond in writing within 21 days. They can only say no on reasonable business grounds.

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall. Find out more at:

[www.fairwork.gov.au/flexibility](http://www.fairwork.gov.au/flexibility)

### DID YOU KNOW?

You can create a free My account to save your workplace information in one place at:  
[www.fairwork.gov.au/register](http://www.fairwork.gov.au/register)

You can find free online courses to help you start a new job or have difficult conversations at work, visit:  
[www.fairwork.gov.au/learning](http://www.fairwork.gov.au/learning)

The **Record My Hours app** makes it quick and easy to record the hours you work. It's free on the App Store and Google Play.



### ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

[www.fairwork.gov.au/ending-employment](http://www.fairwork.gov.au/ending-employment)

If you think your **dismissal was unfair** or unlawful, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

[www.fairwork.gov.au/termination](http://www.fairwork.gov.au/termination)



### PROTECTIONS AT WORK

**All employees have protections at work.** You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You also have protections when temporarily absent from work due to illness or injury, from discrimination, bullying and harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

[www.fairwork.gov.au/protections](http://www.fairwork.gov.au/protections)



### AGREEMENT MAKING

Enterprise agreements are negotiated between an employer, their employees, and any employee representatives (e.g. a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

[www.fwc.gov.au/agreements](http://www.fwc.gov.au/agreements)



### TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within three months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

[www.fairwork.gov.au/transfer-of-business](http://www.fairwork.gov.au/transfer-of-business)



### RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer. Find out more at:

[www.fwc.gov.au/entry-permits](http://www.fwc.gov.au/entry-permits)

## WHO CAN HELP?

### FAIR WORK OMBUDSMAN

- information and advice about pay and entitlements
- free calculators, templates and online courses
- help resolving workplace issues
- investigates and enforces breaches of workplace laws.

[www.fairwork.gov.au](http://www.fairwork.gov.au) - 13 13 94

### FAIR WORK COMMISSION

- hears claims of unfair dismissal, unlawful termination, bullying, discrimination or 'adverse action' at work
- approves, varies and terminates enterprise agreements
- issues entry permits and resolves industrial disputes.

[www.fwc.gov.au](http://www.fwc.gov.au) - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.

[www.abcc.gov.au](http://www.abcc.gov.au) - 1800 003 338

# CANDIDATE CONSENT FORM

*This company is a full supporter of Government incentives*

Full name (per government issued ID)					
Date of birth					
Phone number					
Address (line 1)					
Address (line 2)					
Suburb/City		State		Postcode	
Email Address					
Employer / Agency (business name)					

**Please tick, I am a:** ☐ Australian citizen ☐ Visa holder ☐ Other \_\_\_\_\_(Explain)

**Do you identify as an Australian Aboriginal or Torres Strait islander?** ☐ Yes ☐ No

**Are you aware of any other employer currently claiming the JobKeeper payment for you?**

☐ Yes ☐ No

**I am registered with Centrelink:** ☐ Yes ☐ No

**I am or have been in receipt of JobSeeker payment, Youth Allowance, Parenting Payment or other allowances for at least 1 month within the past three months before this position.**

☐ No ☐ Yes (If "Yes", Indicate which one:\_\_\_\_\_)

If you are registered with a Jobactive provider, you may be entitled to additional funds to cover any out of pocket employment costs (Examples of out of pocket expenses may include: Tools for work, Transport, Company uniforms, PPE - Vests, hard hats, boots, Additional Training / Upskilling, Vaccinations and Medicals specific to your role).

**Are you currently registered with a Job Active Provider?** Examples of Jobactive providers are MAX Employment, Sarina Russo, Tursa, Neato, Salvation Army, Employment Plus, Best Employment, Help Employment, Joblink Plus, Job Future) ☐ Yes ☐ No

Name of Jobactive provider	
Office location of Jobactive provider	

**Is the position you are undertaking:** ☐ Permanent ☐ Casual ☐ Unknown

**Is the position in a rural location** ☐ No ☐ Yes State: \_\_\_\_\_ Suburb: \_\_\_\_\_

**If "Yes", prior to starting this position were you employed and declaring wages: (excluding Centrelink payments)**

In the last 4 weeks ☐ Yes ☐ No or; In the last 12 months ☐ Yes ☐ No

☐ I give permission for my employer to provide the above relevant information including payslips for verification, through to Government departments, Jobactive, training and other relevant third party providers for the purpose of claiming Government incentives if eligible, in relation to my employment.

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Office use.....Click to return form (or directly send via email to [revmax@revmax.com.au](mailto:revmax@revmax.com.au))