

BASIC HEALTH AND SAFETY RULES

These basic health and safety rules apply equally to every employee of the organisation. As an employer we have an obligation to provide a safe working environment as far as is practicable and in there are obligations on employees to co-operate with the employer in the employer's provisions for occupational health and safety in the workplace.

A breach of any one of these rules may result in serious injury of one or more people. Therefore, the principles doctors or the practice manager has the duty and authority to take appropriate disciplinary action after a violation of any of these rules. These rules apply to everyone who works at Praxis 2000 Pty Ltd t/a A. B. Dental Employment Agency.

1. Know and observe the Operating Procedures at your Workplace

In addition to the following rules on health and safety, A. B. Dental Employment Agency have other operational procedures in place. Each employee must be aware of, and follow at all times, the procedures that apply to the areas they are working. This is vital to their own safety and assurance of on-going work.

2. Observe all Signs

A warning sign or danger tag is put there to ensure your protection from recognised hazards. This rule is necessary to protect everyone. Do not remove any existing warning sign or danger tag. If you see this happen, report it to a principle doctor or the practice manager immediately.

3. No Horseplay

Serious injuries and incidents can and often do result from horseplay or practical jokes. Horseplay sometimes involves equipment at the workplace, which may have never been designed for the uses it has been put to, and serious accidents may result. Section 25, of the Occupational Health and Safety Act 1985 require that all employees take responsible care for their own health and safety of anyone who may be affected by his or her own acts or omissions.

4. No smoking in Buildings

Smoking can initiate a number of hazards at the workplace, including fire, and potential health problems. Smoking must be confined to designated areas as specified at the worksite. These designated areas are anywhere on site so long as you are away from any flammable liquids/goods or ignitable sources and away from other non-smokers.

5. Use of Personal Protective Equipment Where Required

Every employee owes it to himself or herself, their family and the company to use and properly care for the personal protective equipment provided for on-the-job use. Employees also have a duty to do so under Section 25 (2) of the Occupational Health and Safety Act 1985. A. B. Dental's clients will provide you with the correct personal protective equipment for the job, which includes;

- Safety glasses
- Surgical and protective gowns
- Sterile and non-sterile gloves

6. Observe Emergency Facilities and Procedures

The individual emergency procedures at the workplace should be learnt and followed automatically when an emergency arises. Employees should actively seek involvement in emergency awareness training and instruction at the workplace and seek to understand the emergency procedure in detail.

7. Take Fire Safety Precautions

Employees should ensure that aisle ways and fire escapes are free from obstruction by your own doing. Work areas should be kept tidy at all times in case of emergency. These requirements are established by regulation and will also form part of the site's own safety procedures.

8. Observe Lifting Limits

Manual handling of excessive loads should be avoided. Where physical handling needs to occur, the job should be sized up. Where possible, reasonable loads should involve a team lift (with more than one person as assist with the lift and the lift should be planned). When one person is to do the job, the lift should be carried out by bringing the load as close as possible to the body, getting a good grip on the item and using the leg muscles to carry out the lift. The size of the load handled by any one person shall be up to 50kg, depending on what the individual feels comfortable with lifting using the proper lifting techniques. If in doubt on whether more than person needs to lift an item please check with the principle doctor or the practice manager. Please see handout on Manual Handling for correct lifting procedures.

9. Plan Your Work to Minimise Overuse Syndrome Risks

Occupational Overuse Syndrome is a soft tissue injury of the hands and the arms and may occur where repetitive, usually short cycled operations occur. These operations involve the smaller muscle groups in the arms and neck. This can occur through repetitive movements or working in confined postures which restrict the use of your muscles.

- Safety glasses
- Surgical and protective gowns
- Sterile and non-sterile gloves

6. Observe Emergency Facilities and Procedures

Take small breaks from tiring work in confined postures, do other work or prepare for the next stage in the job. Raise the issue with the principle doctor or the practice manager. When possible apply for job rotation.

10. Avoid Direct Exposure with Hazardous Chemicals

Chemicals can be harmful by inhalation, by skin absorption and by indigestion. Recognise that here is a chemical hazard by the signage. Read the **Material Safety Data Sheet (MSDS)** of any new chemicals before you use them and observe precautions for use and any clean up procedures related to that product. Protective equipment must be worn i.e. gloves, clothing as required. The equipment you need will be written in the MSDS. Chemical safety procedures should be followed, in relation to the use of chemicals. Always advise the practice manager before introducing a new chemical product on site.

11. Beware of electrical Hazards

Make sure your staff and equipment is not working anywhere near live power sources. There are no second chances with electricity. Only qualified electricians are permitted to repair or adjust electrical fittings.

- Every electrical supply to which portable equipment or tools could be connected or which supplies power to such through electrical cords, should incorporate:
- An earth leakage device so as to protect persons who may come into contact with the portable equipment or tools, against electric shock;
- When working do not use damaged power points on frayed light fixtures. Do not piggy back adaptors out of one power point;
- Do not attempt to fix your own fuses;
- Be mindful of housekeeping and/or heavy equipment, which may damage electrical leads at the site;
- If you feel a risk may exist contact the practice manager immediately;
- At periodic intervals a safety check will be conducted of electrical equipment and it will be tagged (*Pam to check this*)

12. Assure yourself of others commitment to safety

All workplaces require the co-operation of others to ensure a safe environment. Our company will endeavor to assure itself that others in the workplace share our commitment to safety educating other parties in the workplace.

Other parties may include visitors and temporary staff.