

Undertaking to the Executive Director, SafeWork SA given for the purposes of part 11 of the *Work Health and Safety Act*.

by

Adelaide Resource Recovery Pty Ltd (“ARR”)

ABN 30 090 727 638

Section 1 - General information

GI(a) details of the person proposing the undertaking

Street address	Hanson Road, Wingfield SA 5013
Mailing address	PO Box 324, Port Adelaide SA 5015
Telephone	(08) 8244 8156 Mobile: 0422 684 797
Email address	admin@arr.net.au
Legal structure	Private company
Type of business	Resource recovery (recycling)
Commencement date	December 2004
Workers	Full time: 19 Casual: 50
Products and services	ARR recycles construction and demolition waste into valuation resources.
Comments	<p>ARR is a family-owned South Australian company that operates a 20-hectare resource recovery facility at the Wingfield Waste & Recycling Centre. Since January 2005, ARR has invested more than \$20 million in plant and equipment, creating many jobs within its resource recovery operation. ARR's most popular product, Recycled Rubble, is in strong demand from construction companies. Therefore, as well as playing an important role in South Australia's important recycling industry, ARR is helping to develop South Australia's infrastructure.</p> <p>Many of the workers ARR employs come from a disadvantaged background. ARR's employees include prison pre-release inmates, the long-term unemployed persons and migrants.</p> <p>Before the incident that resulted in the worker's injury that has given rise to this undertaking, ARR had never been charged with any offences under the <i>Work Health and Safety Act 2012</i> (SA) (or its predecessor legislation).</p> <p>Before this incident, ARR had in place protocols, procedures, safety systems, safe work method statements, meeting protocols, training and induction systems and associated mechanisms designed to prevent worker injuries. However this incident involved a worker accessing an item of plant that was inadequately guarded. The plant was the subject of frequent breakdowns, and the plant's fixed guarding had been removed.</p> <p>ARR took all immediate and reasonable steps to ensure that the injured worker received immediate medical attention, care and treatment and access to rehabilitation programs for the injury sustained. Within 2 months of the incident, the injured employee was back at work for ARR in the employee's previous position.</p> <p>ARR responded in a timely manner to the statutory notices issued by SafeWork SA following the incident, conducting a comprehensive review of its workplace health and safety systems and protocols, as well as its plant and equipment, with a view to eradicating or significantly reducing the risk of a similar incident in the future. These steps included upgrading machinery and lighting, as well as increasing supervision and more comprehensive worker protocols. Since those upgrades, the risk of a repeat of the injury that is the subject of this undertaking has been eliminated or significantly reduced.</p>

GI(b) the details of the alleged contravention

SafeWork SA has alleged that ARR has committed a Category 2 offence pursuant to section 32 of the *Work*

Health and Safety Act 2012 (SA) by allegedly breaching the duty that it owed to workers pursuant to section 19(1) of the *Work Health and Safety Act 2012 (SA)*.

SafeWork SA alleges that ARR failed to provide and maintain, so far as was reasonably practicable, plant in safe condition, in that it failed to adequately guard the moving parts within the chain and sprocket mechanisms of a conveyor machine known as the "Stars".

GI(c) details of the events surrounding the alleged contravention, eg, incident details

On 24 May 2013, at about 6:20 am, an employee of ARR inspected the mechanisms within a conveyor machine known as the "Stars", which is located in a shed known as the "Construction & Demolition Shed". In order to inspect the mechanisms within the Stars, the employee went on to the Stars' maintenance platform which allowed the employee to observe the chain and sprocket mechanism that drove rotating shafts within the Stars. In breach of the established safety procedure, the employee did not isolate (i.e. shut-down) the power to the chain and sprocket mechanism before seeking to inspect it.

When the employee was observing the mechanisms within the Stars, the employee dropped the torch the employee was holding. The employee then tried to grab the torch as it fell, the employee's glove on the employee's left hand got caught in the chain and sprocket mechanism within the Stars, causing the thumb on the employee's left hand to be pinched in the chain and sprocket mechanism, causing an injury to the tip of the employee's thumb.

Despite ARR having developed written Safe Work Method Statements relating to guarding and maintenance, there was not sufficient guarding in place to prevent the employee from being injured.

GI(d) an acknowledgement that SafeWork SA has alleged that a contravention has occurred

It is acknowledged that SafeWork SA has alleged that ARR has contravened sections 19(1) and 32 of the *Work Health and Safety Act 2012 (SA)*.

GI(e) the details of any injury that arose from the alleged contravention

The employee's thumb on the employee's left hand was severed approximately 1 cm from the tip of the thumb.

GI(f) the details of any enforcement notices issued that relate to the alleged contravention

Notices received:

☐ No

☒ Yes (provide details)

Date issued	Notice type	Notice number	Contravention	Action taken to respond to notice
25/05/2013	IMPROVEMENT	303554	<i>Work Health and Safety Act 2012 (SA)</i> section 19(3) <i>Work Health and Safety Regulation 2012 (SA)</i> Regulations 34 and 35	Risk analysis of plant undertaken to improve section of ARR Risk Register associated with plant risks and controls
25/05/2013	IMPROVEMENT	303555	<i>Work Health and Safety Act 2012 (SA)</i> section 19(3) <i>Work Health and Safety Regulation 2012 (SA)</i> Regulations 35, 36 and 208	Fabricated and installed new interlock guard. Modified platform, installed locked gate in stairwell with signage, installed new lighting, improved kick rail of platform
13/9/2013	PROHIBITION	301653	<i>Work Health and Safety Act 2012</i>	Redesigned interlock guard so

(SA) section 19(3)

*Work Health and Safety
Regulation 2012* (SA)
Regulations 35, 36 and 208

as to ensure workers were not able to circumvent interlock system. Also modified guard to mesh with pivot point so that workers would not have impetus to circumvent switch circuit.

GI(g) a statement of assurance about future work health and safety behaviour

ARR commits to SafeWork SA to discharge its obligations under the *Work Health and Safety Act 2012* (SA) now and in the future. This commitment is reinforced by:

- the rectifications referred to in section GI(m) below; and
- the undertakings set out in this document.

When an alleged contravention is associated with an injury/illness

GI(h) The details of the type of workers compensation provided (if the injured person is a worker of the person)

All workers compensation matters were coordinated and actioned by Employers Mutual on behalf of Workcover. Compensation included income maintenance for 6 weeks and medical expenses.

GI(i) details of the support provided to the injured person to overcome the injury/illness

Active and co-operative participation in a return-to-work program with the employee, return-to-work providers and medical professionals.

The injured person is:

- an employee of the entity ☐
- a self-employed person ☐
- other (please specify) ☒

The injured person continued as an employee of ARR for a period of 7 months after the injury up until 31 December 2013.

- not applicable ☐

Support provided to the injured person/s or injured person/s family:

Date	Description of support	Comment
August 2013	Immediately upon return to work, the employee was provided an opportunity to attend building industry white card safety training (which he did attend).	It was difficult to identify a safety course available which was targeted at a level suitable for the employee.

GI(j) if the matter involves a fatality or very serious injury¹, a claim to demonstrate that exceptional circumstances exist so the WHS undertaking can be considered

Does the contravention involve a fatality or very serious injury?

☐ Yes

☒ No

GI(k) the details of any existing occupational health and safety management systems at the workplace including the level of auditing currently undertaken

In about 2006, ARR, with the assistance of JBL Consultancy, developed an Occupational Health and Safety Management System (OHSMS).

ARR is audited annually by a third party in relation to the OHSMS. Since about 2011, the third party auditor has been Quality Control Services (Environmental) Pty Ltd. Quality Control Services (Environmental) Pty Ltd is a JAS-ANZ Accredited Certification Body.

ARR is audited to make sure it complies with:

2006 - 2010

- *AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use*

2010 - current

- *OHSAS 18001 Occupational Health and Safety Management Systems – Specifications*

The cost of auditing is \$2,500 per annum.

GI(l) a statement of regret (i.e. not an admission of guilt)

ARR sincerely regrets that the incident took place and has taken, and is continuing to take, all steps to ensure that such an incident does not occur again.

GI(m) any rectifications made as a result of the contravention

1. As an initial interim measure, a gate with a lock was installed in the stairwell leading up to the maintenance platform for the conveyor machine known as the “Stars”. This prevented unauthorised personnel from accessing the area in which the incident occurred. Signage was also installed. The cost of this upgrade was approximately \$850.

¹ An injury that has caused nervous system damage liable to lead to mental incapacity or permanent restriction of mobility or involves a major amputation of a limb or parts of the body, for example, amputation above the knee or elbow.

2. The maintenance platform was modified, including the improvement of the kick rail to prevent objects/debris sliding off the platform. The cost of this upgrade was approximately \$430.
3. After the gate was installed, the plant has been upgraded so that there is now a metal grill protecting workers from being able to get injured by chains and sprockets in the plant. The grill allows persons to observe the chains and sprockets but prevents a person from making physical contact with the mechanisms. Upon any person removing the grill, there is an automatic interlock system which shuts down the operation of the plant. After installation, the guard was improved so as to ensure workers were not able to circumvent the interlock system. The guard was also modified to mesh with the pivot point so that workers would not have impetus to circumvent switch circuit. The cost of this upgrade was approximately \$1,750.
4. The lighting around the Stars has been upgraded. New lighting was installed directly above the chain and sprocket mechanism within the Stars. The cost of this upgrade was approximately \$350.
5. As set out in section GI(c) above, the incident occurred within the "Construction & Demolition Shed". In about October 2013, ARR appointed a further Construction & Demolition Shed supervisor to assist the existing Construction & Demolition Shed supervisor. The cost to date of this appointment is approximately \$186,670.
6. Since the incident, the supervisors within the Construction & Demolition Shed have:
 - a. increased the frequency of spot audits and site safety walks; and
 - b. more frequently revised Safe Work Method Statements in consultation with workers.
7. A step ARR was willing to take as part of this undertaking was to create, in addition to the supervisor referred to in paragraph 5 above, a further full-time position in its employment structure, namely the position of a site safety supervisor. Rather than wait for the undertaking to be agreed, ARR decided to commence the employment of a site safety supervisor in November 2014. The site safety supervisor has the following specific responsibilities:
 - assist in the identification of hazards, assess risks and determine appropriate controls;
 - issue non-conformance notices and reports;
 - issue safety improvement notices to individuals and departments;
 - stop, reject or quarantine unsafe work methods, work areas, materials, plant and equipment;
 - attend and participate in tool box talks;
 - continuously audit procedural activities (undertake spot audits);
 - inspect/verify site safety conditions and procedures and where required assist in the examination of legislative requirements and codes of practice;
 - interrogate and critique the ARR site risk register;
 - enforce site management plan compliance;
 - monitor the condition and compliance of fixed plant, mobile plant and tools;

- monitor the condition and compliance of first aid and safety equipment;
- audit and verify worker safety compliance;
- audit and verify Safe Work Method Statement compliance;
- audit and verify customer site safety compliance;
- audit and verify subcontractor safety compliance;
- document and verify corrective actions;
- assist in the documentation, investigation and analysis of the root causes of any near miss or incident report.

The cost to date of the site safety supervisor is \$25,000.

Total amount spent on rectifications is approximately \$215,050

GI(n) an acknowledgement that the WHS undertaking may be published

ARR acknowledges that this undertaking document may be published on the departmental internet site, referenced in departmental material and may be published in newspapers.

GI(o) a statement of ability to comply with the terms of the undertaking

ARR declares that it has the financial ability to comply with the terms of this undertaking document.

GI(p) The person may be required to provide a statutory declaration

The regulator has requested a statutory declaration outlining details of any prior WHS convictions² or findings of guilt under WHS legislation or WHS-related legislation?

☐ Yes

☒ No

The statutory declaration is attached (if applicable)

☐ Yes

☐ No

(q) Acknowledgment of WHS undertaking overview and guidelines

ARR has read and understood:

Enforceable undertakings—overview version 1 dated December 2012, and

Enforceable undertakings—guidelines with respect to the acceptance of a WHS undertaking version 1 dated December 2012.

² Subject to any local legal constraints such as spent conviction legislation.

Section 2 – Mandatory Terms

MT(a) A commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur

ARR makes a commitment that the behaviour that led to the alleged contravention has ceased and will not reoccur.

ARR has already taken steps to prevent any recurrences of incidents of a similar nature (see section GI(m) above).

ARR is committed to complying with all of its obligations under the *Work Health and Safety Act 2012* (SA).

MT(b) A commitment to the ongoing effective management of WHS risks

ARR is committed to the ongoing effective management of WHS risks.

This commitment is evidenced by:

- the steps taken to prevent any recurrences of incidents of a similar nature (see section GI(m) above);
- the undertakings set out in this document.

MT(c) A commitment to disseminate information about the undertaking to workers, and other relevant parties, and in the annual report (if applicable)

Dissemination will be achieved by each worker/employee of ARR being required to read this undertaking document and sign a document stating that he/she has done so.

Dissemination will occur (in relation to each worker/employee reading this undertaking document) within three months after this undertaking document is accepted by SafeWork SA.

MT(d) A commitment to participate constructively in all compliance monitoring activities of the undertaking

It is acknowledged that SafeWork SA will conduct compliance monitoring to ensure compliance with the terms of this undertaking document.

It is acknowledged that compliance inspections will be conducted by an officer of SafeWork SA at approximately six monthly intervals, with the final inspection to be conducted once all aspects of this undertaking document have been implemented and are complete.

Cooperation will be given to allow SafeWork SA's officers to assess compliance including giving access to relevant material (evidence of compliance).

It is acknowledged that SafeWork SA may initiate additional compliance inspections as considered necessary at SafeWork SA's expense.

MT(e) Strategies that will deliver worker benefits

1. ARR undertakes to continue to retain, for a minimum of two years after the date of this undertaking, the second supervisor position referred to in section GI(m)(sub-paragraph 3) above. The annual salary of this second supervisor is \$120,000.

2. ARR undertakes to ensure that supervisors continue to:

- conduct spot audits and site safety walks; and
- revise Safe Work Method Statements in consultation with the workers,

at the increased rate referred to in section GI(m)(sub-paragraph 4) above.

3. ARR undertakes to continue to retain, for a minimum of two years after the date of this undertaking, the site safety supervisor position referred to in GI(m)(sub-paragraph 7). The annual salary of this site safety supervisor is approximately \$100,000.

MT(f) Strategies that will deliver industry benefits

ARR undertakes to, within three months from this undertaking document being accepted by SafeWork SA, publish a Safety Hazard Alert (Attachment A) for its industry in relation to the importance of ensuring that there is adequate guarding to protect workers from machinery moving parts. ARR undertakes to liaise with SafeWork SA in relation to the publication being disseminated through SafeWork SA (for example the alert will be published on the SafeWork SA website). The publication will focus on the importance of having physical guards in place around machinery, rather than just safety procedures (i.e. the importance of making the safety of workers “fool proof”). The Safety Hazard Alert will be published through the SafeWork SA website.

The estimated cost of this publication is approximately \$7,000 (depends on amount of editing required and publication requirements).

ARR also undertakes to assist in relation to a forum conducted by SafeWork SA during Safe Work Week 2015 by having a representative speak for about 15 minutes in relation to ARR's experience in respect of agreeing an enforceable undertaking with SafeWork SA.

The estimated cost of this assistance is approximately \$400.

MT(g) Strategies that will deliver community benefits

ARR undertakes to assist in the running of, a training program in relation to work health and safety to be conducted by Mission Australia (Attachment B). This program will be designed to enhance the employability and skills of participants, therefore increasing their prospects for gaining meaningful and sustainable employment with employers such as ARR.

The program will involve, amongst other things, training in relation to:

- shifting materials safely by hand;
- general work safety;
- handling goods.

ARR is currently liaising with Mission Australia in relation to the potential for a training program to be developed.

Mission Australia is a community service organisation that provides, inter alia, employment and housing services throughout Australia for the disadvantaged. ARR and Mission Australia have a close working relationship and ARR is proud of the fact that it has hired over 100 people through the employment services

provided by Mission Australia.

The estimated cost of this undertaking is \$12,000.

MT(h) Agreement to pay the regulators costs

Agreement is given to paying SafeWork SA's costs associated with the undertaking, as itemised below, and acknowledgment that payment is due **30** days after receipt of SafeWork SA's invoice:

- investigation, legal and administrative costs associated with the alleged contravention and proposed undertaking \$2,500.00

Total amount **\$ 2,500.00**

Where appropriate

MT(i) A commitment to establish and maintain (or maintain if a system already exists) an occupational health and safety management system (OHSMS)

MT(j) A commitment to ensure the OHSMS is audited by third party auditors

MT(k) A commitment to provide a copy of each finalised OHSMS audit report to the regulator

MT(l) A commitment to implement the recommendations from these audits (unless otherwise negotiated with the regulator)

Section 3 - Offer of undertaking

I offer this undertaking and commit to the terms herein.

Signed:
[Person]

.....
[Print name]

.....
[Position]

Dated at this
..... day of, 20....

OR

As a duly authorised person of ARR I offer this undertaking and commit ARR to the terms herein.

Signed:
[Duly authorised person]

.....
[Print name]

.....
[Position]

Dated at ARR Wingfield this
18 day of May, 2015.

Section 4 - Departmental acceptance of undertaking

I accept this undertaking as an enforceable undertaking under section 216 of the *Work Health and Safety Act 2012 SA*.

Signed: Marie Boland
MARIE BOLAND
[Print name]

A/Executive Director, SafeWork SA

Dated at KESWICK this 11 day of May, 2015



Government of South Australia

SafeWork SA

Attachment A

Maintenance of interlock physical barriers**Summary of Incident**

A centimetre of a worker's thumb was amputated due to the pinch action of a chain and sprocket. Whilst inspecting unguarded chain and sprockets on working plant the worker dropped a torch. The worker instinctively grabbed for the falling torch. The worker's thumb was caught in the chain and sprocket.

Background

Sorting plant within the recycling industry is constantly challenged due to the unpredictable and highly varied content of disposed materials. Plant maintenance is frequent and plant breakdowns occur regularly. Visual inspection of working parts is sometimes required to monitor operating plant performance.

An accident occurred within a recycling business that had a separate observation deck to a particular section of operating plant chains and sprockets. The business had evolved a two isolation switch procedure, first switching off power prior to ascending the plant platform and a secondary isolation switch prior to maintenance of the plant.

This isolating procedure was in breach of South Australia Work Health and Safety Regulations 2012 *Regulation 208* which states that if access to the areas requiring guarding is necessary during operation, maintenance or cleaning, the guarding must be an interlock physical barrier that allows access to the area being guarded at times when that area does not present a risk and prevents access to that area at any other time; or a physical barrier that can only be altered or removed by the use of tools; or the guarding includes a presence sensing safeguarding systems that eliminates any risk arising from the area of plant requiring guarding while a person or any part of a person is in the area

being guarded.

Probable Causes

- After frequent mechanical inspection of plant the guards were not re-fixed in place.
- Shortcuts were taken by workers and supervisors to address ongoing maintenance issues.
- The procedure which evolved to regularly inspect and attend to plant maintenance contravened the company's own documented risk controls.
- The company failed to properly apply the hierarchy of risk control: Eliminate - Substitute - Isolate – Engineering - Administrative Actions – Personal Protective Equipment
- The management, supervisors and workers were not fully aware of the detail of SA Work Health and Safety Regulations 2012: Regulation 208.
- There was infrequent inspection of the particular plant area for safety non-conformances.

Action required

- Educate all workers within the workspace regarding acceptable guarding standards and the detail of Regulation 208.
- Install transparent guarding where ongoing visual inspection is required.
- Incorporate electrical interlock guarding where frequent inspection and access is required so that any attempt to access will automatically shut off plant.
- Installation of additional plant to more effectively pre-sort waste to reduce stress on existing plant.
- Increased plant maintenance frequency
- Increased frequency of management inspection of plant guarding.



Government of South Australia

SafeWork SA

Attachment B

Monday 16th March 2015

To whom it may concern;

Mission Australia (MA) is committed to working with Adelaide Resource Recovery (ARR) to place local people into employment, attached to a pre-employment training program tailored to ARR's safe work practices.

MA and ARR have designed a pre-employment training program in conjunction with Training Prospects that potential candidates will complete prior to the commencement of employment with ARR. The program is attached for your perusal.

The cost of the program will be funded jointly by ARR and MA. It is expected that ARR will use the recruitment services of MA to identify suitable candidates for participation and subsequent employment of local jobseekers. MA agrees to fund the cost of this program for those eligible jobseekers directly linked to our service only. It is anticipated that the cost of the development of 3 safety videos will be funded by ARR, at an expected charge of up to \$8,000. These videos will be presented to all candidates prior to the commencement of employment, during the 5 day pre-employment program including one day of work experience on the 5th day. The remaining \$4,000 will be contributed by ARR to the on-going cost of facilitating the pre-employment workshops work experience component and supply of PPE.

We look forward to a continued partnership with ARR and placing local people into employment over the coming months.

If you require further information please do not hesitate to contact me on 8409 1000.

Yours sincerely

Liz Silk
Site Manager
Mission Australia, Kilkenny
8409 1000
0448 650 457

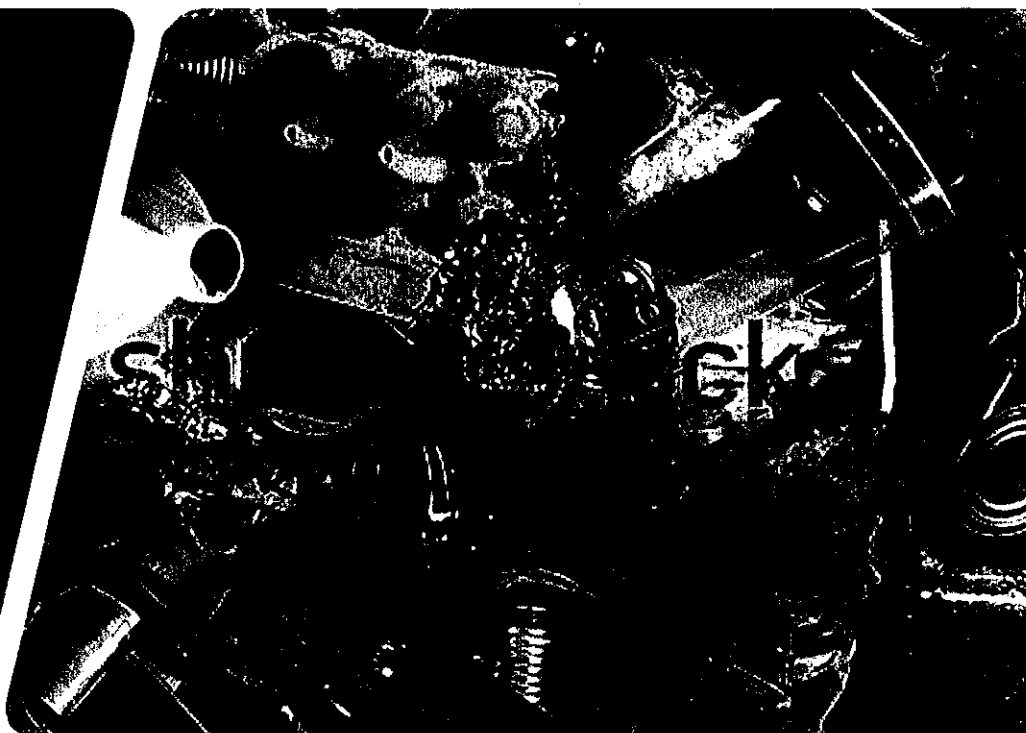
Adelaide Resource Recovery Pre-Employment Program



MUST BE / HAVE:

- ☒ Able to work in a fast paced environment
- ☒ Good team player and reliable
- ☒ Good work ethic and attitude
- ☒ Motivated and reliable
- ☒ Fit and Healthy

If you feel that you tick these boxes, this program is for YOU!!!



Program Overview

Training Prospects in conjunction with Adelaide Resource Recovery is pleased to present a Pre-Employment Program. This program is designed to enhance the employability skills of participants, therefore increasing their prospects for gaining meaningful and sustainable employment with Adelaide Resource Recovery.

Program Content

This program will involve training in but not limited to:

- Shift materials safely by hand
- Work safely
- Handle goods

Participant Requirements

Participants are required to:

- Wear neat casual dress – Long black pants and polo shirt and closed shoes.
- Have a Driver's Licence and reliable transport
- Start work from 4am onwards
- Work with dusty, noisy and stand for long periods
- Lift up to 25kg or higher with others or mechanical aid

Program Outcomes

Participants will receive a *Certificate of Attendance* and/or *Statement of Attainment* upon successful completion of training.

Information Session Details

Date: Monday 9 – Tuesday 17 December, 2013
Location: Training Prospects
29 Enterprise Road, Elizabeth East
Time: 8:30am – 4:30pm

Training Details

Date: Monday 9 – Tuesday 17 December, 2013
Duration: 7 days - Face to Face training
Location: Training Prospects
29 Enterprise Road, Elizabeth East
Time: 8:30am – 4:30pm

Work Experience Details

Date: ???
Location: Adelaide Resource Recovery - 412 Hanson Rd, Dry Creek
Time: 8:30am – 4:30pm

How to Enrol

Please fill the referral form and return to:

Thomas Nowak at Training Prospects

Fax - (08) 8287 0069

Email – tnowak@trainingprospects.com.au

**For more information or to enrol please contact
Training Prospects on (08) 8287 2566 or visit
website www.trainingprospects.com.au**

SYCTP-1-153

Find us on Facebook  facebook.com/trainingprospects



Adelaide Resource Recovery Training Prospects Pre-Employment Program Overview (4 Days)

- **ARR History/Background**
- **ARR - Safe Work Method Statements**
- **Participate in environmentally sustainable work practices (MSAENV272B)**

This unit covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices.

It applies to operators/team members who are required to follow procedures so as to work in an environmentally sustainable manner. This ensures regulatory compliance and also aims at minimising environmental risks and maximises the environmental performance of the process and the organisation.

It includes:

- Resources used
- Potential environmental hazards
- Improving environmental performance (within scope of competency and authority).
- Competency field
- Competitive manufacturing tools

- **Work safely (MSAPMOHS200A)**

On completion of this unit, the worker will be able to identify Occupational Health and Safety (OHS) hazards, and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.

This competency applies to all workers as they carry out their normal day to day activities in a safe manner in compliance with legislative requirements and their duty of care.

- **Handle goods (MSAPMSUP273A)**

This unit covers the handling of materials by an operator as an adjunct to the job of making product. It applies to a limited range of materials. It is NOT intended to be an alternative warehousing competency.

This competency applies to operators who receive or despatch goods from either internal or external sources. The key factors are checking and inspecting goods for conformity to documentation. This competency is typically performed by

operators working either independently or as part of a work team. It includes:

- reading and interpreting receipt documentation
- identifying and following procedures for checking goods
- identifying and reporting non-conforming goods
- completing workplace documentation

- **Shift materials safely by hand (PMBHAN103C)**

This unit covers the shifting of materials by hand in a safe manner. It applies to all sectors of the industry. It is typically performed by all operators working either independently or as part of a work team.

This competency applies to operators who move packages, loose goods, materials and products by lifting, pushing and pulling without injury to themselves or damage to the materials being moved. The key factors are planning and executing the move in a safe and efficient manner. It includes:

- identifying the type of material to be moved
- identifying the route to be used
- identifying and using the most appropriate piece of equipment
- following OHS State regulations to complete the operation.

This competency unit includes the use of manual handling aids such as handcarts. It does NOT include the use of powered equipment/aids or licensed load shifting equipment.

Day 1

8.30am	TP Induction
9.30am	ARR Induction
10.30am	Break
10.50am	MSAENV272B – Participate in environmentally sustainable work practices
12.30pm	Lunch
1.30pm	MSAENV272B – Participate in environmentally sustainable work practices
2.30pm	MSAPOHS200A – Work safely
3.30pm	ARR – History/Background
4.00pm	Finish

Day 2

8.30am	MSAENV272B – Participate in environmentally sustainable work practices
9.30am	MSAPOHS200A – Work safely
10.30am	Break
10.50am	ARR – Safe work methods statements
12.30pm	Lunch
1.30pm	ARR – Safe work methods statements
2.30pm	MSAPOHS200A – Work safely
3.30pm	PMBHAN103C – Shift materials safely by hand
4.00pm	Finish

Day 3

8.30am	ARR – Safe work methods statements
9.30am	Site Tour
10.30am	Break
10.50am	PMBHAN103C – Shift materials safely by hand
12.30pm	Lunch
1.30pm	ARR – Safe work methods statements
2.30pm	MSAPOHS200A – Work safely and MSAENV272B Participate in environmentally sustainable work practices
3.30pm	PMBHAN103C – Shift materials safely by hand
4.00pm	Finish

Day 4

8.30am	ARR – History/Background - Overview
9.30am	MSAPMSUP273A Handle goods
10.30am	Break
10.50am	ARR – Safe work methods statements
12.30pm	Lunch
1.30pm	Site tour
2.30pm	Work experience forms
3.30pm	Discussion
4.00pm	Finish

Day 5

Work experience ? How many in one day ?



Training Prospects

Adelaide Resource Recovery (ARR) Pre-Employment Program

www.trainingprospects.com.au

Adelaide Resource Recovery (ARR)



- Adelaide Resource Recovery (ARR) is a South Australian company committed to the comprehensive recycling of construction & demolition materials into valuable resources.
- ARR operates a 120-hectare resource recovery facility at the Wingfield Waste & Recycling Centre.

www.trainingprospects.com.au

Training Prospects



Three Training Sites

- 29 Enterprise Road, Elizabeth East
- Level 8 – Marion Shopping Towers, Marion
- 5 Percy Street, Mt Gambier

Accredited to deliver over 70 qualifications

- Over 1400 Apprentices and Trainees
- Additional 10,000 enrolments per year

www.trainingprospects.com.au



A Division of SYC



- Training Prospects is a division of the **Service to Youth Council (SYC)** an independent, non-government charity established in 1958.
- SYC provides a wide range of professional, welfare and social justice services.
- Each year SYC helps more than 40,000 people of all ages in the areas of Home, Wellbeing, Learning and Working.



www.trainingprospects.com.au

ARR PEP



MUST BE / HAVE:

- ✓ Able to work in a fast paced environment
- ✓ Good team player and reliable
- ✓ Good work ethic and attitude
- ✓ Motivated and reliable
- ✓ Fit and Healthy



www.trainingprospects.com.au

Program Overview



Start Date: XXXX

Duration: 4 Days Training + Work Experience

Location: 412 Hanson Rd, Dry Creek

Time: 8:30am – 4:30pm

www.trainingprospects.com.au

Participant Requirements



Participants are required to:

- Wear neat casual dress – Long black pants and polo shirt and closed shoes.
- Have a Driver's Licence and reliable transport
- Start work from 4am onwards
- Work with dusty, noisy and stand for long periods
- Lift up to 25kg or higher with others or mechanical aid

www.trainingprospects.com.au

What You Will Learn



- Shift materials safely by hand
- Work safely
- Handle goods

**Participants will receive a Certificate of Attendance and/or Statement of Attainment upon successful completion of training.*

www.trainingprospects.com.au

Any Questions?



www.trainingprospects.com.au

Work Experience Details



Date: TBC

Duration: 1 Day

Location: 412 Hanson Rd, Dry Creek

Time: TBC

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