

DSA
Door Services Australia Pty Ltd
2/1 Canal Rd. St. Peters 2044
PO Box 66 Surry Hills 2010
Phone (02) 9557 8277
Facsimile (02) 9565 5049
www.doorserv.com
ABN 48 068 679 541



DSA (Door Services Australia)

Safety On Site Working Policy

The following details are to be read in conjunction with the DSA O H & S Policy

It is the responsibility of the Service Crew to ensure that they perform all work in a safe and efficient manner giving consideration at all times to their own safety and to that of our client.

The following work instructions are presented in a simplistic format being derived from our company Quality Assurance Manual and the O H & S Policy. Our in house training program reflect these details and expand further the requirements stated.

Site Registration:

On arrival at site it is a requirement to report to the Reception area and abide by the clients requirements for 'signing in'. All site / visitors instructions are to be noted and adhered to.

At this point our established passes (where applicable) can be registered. Our site contact person is to be established and to direct us to the area requiring repair.

Problem Assessment:

Ask the responsible site personnel for details of how the problem occurred and for any known history of previous work.

Carry out a visual inspection of the fault.

Create a safe work area and where required, cordon off the area with recognised safety material - Cones, Tape, Barricades, Flashing Lights or what ever is deemed necessary. Where required the service crew are to wear safety vests.

Problem Solving:

Having established the course of action required to repair the fault proceed in accordance with established work practices and Work Instructions.

Where work will be required to be carried out above ground level, ensure that ladders are placed in a stable position and can be satisfactorily secured. Appropriate anchorage points for the safety harness are to be established.

When working from a fork lift & safety cage, firstly check the condition and operation of the machine and ensure that the safety cage is appropriately connected.

Hot Work Permit:

Where any cutting, grinding or welding work will be carried out, ensure that the appropriate hot work permit is obtained from the clients representative. Ensure that the area being worked in is clear of combustible material and that suitable fire extinguishers are on hand.

If a formal hot work permit is not required and it is felt that the situation is a potential risk then work is not to be carried out until the area is made safe.

Electrical Close Down:

Where electrical operation requires the isolation of power, attached the appropriate tag indicating details as required. Ensure that unauthorised persons cannot turn the power back on and advise the client of this action.

Safety & Maintenance Report Sheet:

On completion of work, a Site Report Sheet is to be filled out and signed by the client or the clients representative. Any further work requirements will be noted and the client advised that a quotation will be prepared.

Accident Report:

Should an accident occur whereby personnel have been injured, follow the training procedure as set out and if necessary seek assistance from the site safety officer.

Safety Check of Equipment

Carry out inspection of equipment in accordance with the prescribed format.