



Contractor Induction

Introduction

- Aim is to provide an introduction to the company
- An overview of our expectations
- Further information and requirements may be requested

Welcome

Welcome to the Texco Group

- Over 30 years old with a proud history
- Owned by Townshend family
- We offer a wide range of contracting and engineering services
- Local and national customers

Texco Group

Companies forming the Texco Group are:

- Texco Excavating 45 Francella St
- Texco Drilling 45 Francella St
- Texco Steel 12 Tanya St
- Texco Engineering 22 Maunsell St
- Texco Remediation 45 Francella St

Key People – Texco Group



John Townshend

Owner

Tony Croft
Excavating Manager



Rob Kinney

Group Manager

Drilling Manager

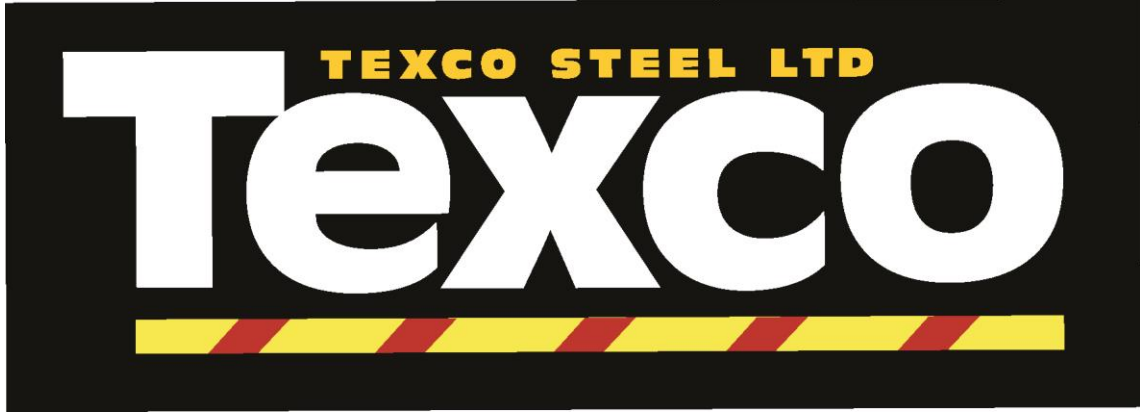


Mark Robinson

Engineering Manager

Texco

Contractor Induction



Key People - Senior Staff



Alan Lattimore

Draughting Manager



Malcolm Hoogervorst

Workshop Manager

Savannah Dons

Office Manager



Lucas Dons

Quantity Surveyor



Damien Breen

Project Manager



Safe Working Environment

- We want to provide a safe environment for everyone working at Texco including contractors
- Everyone is responsible for health & safety
- Our staff will tap you on the shoulder if they think you're being unsafe
- Ask if you need assistance



Safetymatters

Arrival at Site

- If working on a Texco construction site:
 - You must sign in using the construction companies standard procedures.
 - All staff must be inducted to the site.
- If working in Texco workshop
 - You must report to the office before starting work.
 - All staff must have completed this induction.

Incident & Injury Reporting

- Contractors must report all incidents
- Even a cut to a finger!
- Report to H&S / First Aid Officer / Supervisor
- Forms & register are stored in the smoko room
- Any significant hazard / lost time / serious harm incident will be investigated
- It's not about apportioning blame – it's about learning from our mistakes

Near Miss Reporting

- All near misses must also be reported
- These are the best way we can learn
- By reporting and investigating near misses we can eliminate, isolate or minimise the same incident occurring again
- Same procedures to follow.
- You won't get in trouble for reporting something

First Aid

- If working on a Texco construction site:
 - You must have a first aider within your team
- If working in Texco workshop
 - Texco have designated first aiders
 - See the staff photo board for who they are
- You should supply your own first aid supplies



Emergency Procedures

- If working on a Texco construction site:
 - Your SSSP must outline all emergency procedures
- If working in Texco workshop
 - In the case of an emergency (EQ, fire etc)
 - Don't panic
 - Only fight a fire if it is safe to do so
 - Leave by the nearest exit
 - Disabled persons unable to evacuate meet at the top or bottom of office stairs
 - Assemble outside KB Contractors gate on this side of Tanya Street
 - Don't go back inside until given clearance by warden



Training

- Our expectation is that all contractors staff are competent to do their work competently and safely
- Anyone not fully trained must be supervised



Hazards

- If working on a Texco construction site:
 - Your SSSP / TA must outline all potential hazards
 - Your SSSP / TA must be approved by Texco prior to you commencing work
- If working in Texco workshop
 - Your SSSP / TA must outline all potential hazards
 - Including Texco hazards as follows:

Hazards - Weld Flash

- Do not look at anyone welding and always wear safety glasses near anyone welding
- Use welding screens whenever possible
- Weld Flash is very very painful



Hazards - Manual Lifting

- Ensure you use the proper methods for lifting.
- Bend your knees not your back!
- Don't lift more than 25kg.



Hazards - Trip Hazards

- Uneven Floors
- Electrical cables – keep tidy
- Pneumatic hoses – replace after use



Hazards - Machinery

- Do not use any machinery in the Texco workshops



Hazards - Flames / Sparks

- Always wear safety glasses if you are working near Texco staff who are grinding or gas cutting



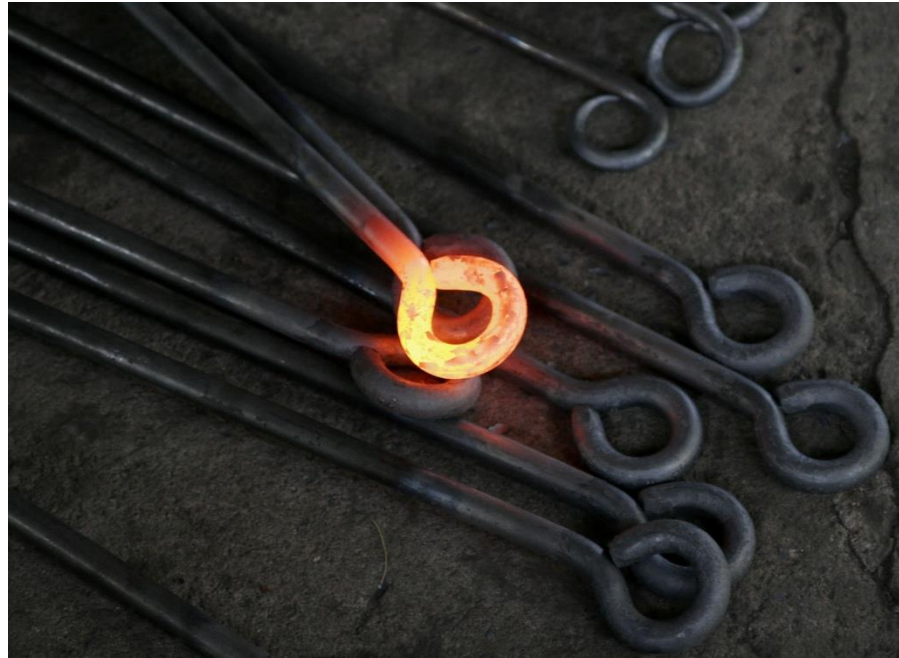
Hazards - Cranes

- Overhead gantry cranes operate in the workshop
- Never walk under a suspended load
- Be aware of where the crane hook is
- Do not use the Texco crane
- You may be asked to wear a hard hat if we are undertaking a lift near your work area



Hazards - Hot Steel

- Always treat steel as being hot unless proven otherwise



Hazards - Vehicles

- Vehicles are moving in and out of the workshop and yard throughout the day.
- Be aware when working or walking in these areas.
- Do not use or move Texco vehicles without permission of a Texco supervisor

Hazards - Housekeeping

- Good housekeeping is paramount for maintaining a clean, tidy and safe workplace
- We expect all contractors to treat our sites as if it were their home

Hazards - Ladders

- Texco have a no ladder policy!
- Do not use ladders to work from.
- Ladders are to be used for access only.
- Use mobile scaffolding or another plank type arrangement.
- This will be strictly enforced – particularly on site by the construction firms who operate similar policies.

Smoking

- Smoking is prohibited anywhere in the workplace
- Do not smoke near door ways – respect non smokers
- Be aware construction sites may be totally smoke free



Personal Protective Equipment (PPE)

- Texco expect you to wear the appropriate PPE for the work you are undertaking. For example:
 - Safety glasses must be worn when there is a risk of flying debris
 - Hearing protection must be worn when you or others around you make a loud noise
- If you forget your PPE, ask a Texco supervisor if you can borrow some

Electrical Equipment

- All electrical tools, cables, and other portable electrical gear must be certified every 12 months
- Always check the equipment you are using has a current tag on it

Confidential Information

Throughout the course of your work at Texco you may see information or processes that are confidential to Texco and our customers.

This information must remain confidential – you must not disclose or attempt to disclose any confidential information to any other person.

You must not use or attempt to use any confidential information to your own benefit.

Types of confidential information are:

- Specialised know-how
- Company practices
- Client practices
- Customer lists
- Customer requirements
- Performance and profitability figures or reports
- Rates and margins
- Any other information with commercial value to a competitor



Performance Review

- Your work practices may be assessed throughout and at the end of your work
- Review will be undertaken by a Texco supervisor
- Assesses that you are working in a safe way and in line with your SSSP or TA
- Records are kept and this may influence future work

Reminder

- Report ALL incidents
- You must be trained to do your tasks and use your equipment
- Follow your SSSP / TA
- Know your hazards including Texco hazards
- Don't use Texco machinery
- Tidy up after yourself!
- Texco have a no ladder policy
- Wear the correct PPE for your task
- All electrical equipment must be tagged
- **Health and safety is everyone's responsibility**