



Toolbox Talk

April 2024



The importance of reporting injuries and wearing PPE

Working in mechanical engineering, fabrication, manufacturing, refrigeration, or air conditioning can put you in dangerous situations, so it is essential to understand the importance of workplace safety. This includes reporting any injuries and wearing Personal Protective Equipment (PPE) when necessary.

This month's Toolbox Talk outlines why you must report injuries, the process for reporting injuries, the importance of PPE, and what PPE should be worn and when.



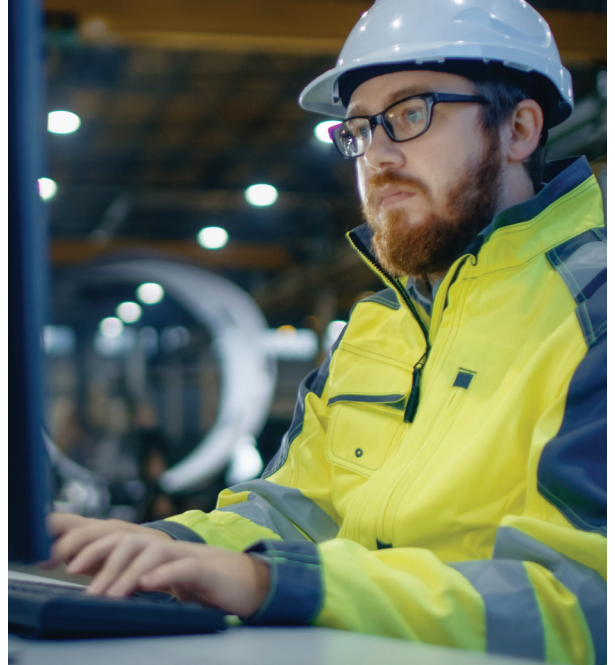
Why you **must report** injuries

1 Reporting injuries is vital for your safety and that of your workmates. Even if you think an injury is minor, you must report it immediately. There is no reason that is acceptable for you to wait before reporting it.

2 If you fail to report an injury right away, it can get worse. It may result in delays in treatment and even more serious injuries.

3 It helps ATNZ and your host or employer to investigate the cause of the injury and take steps to prevent it from happening again.

4 Timely reporting of the injury allows ATNZ and your host or employer to provide the necessary support and care to you if you are injured at work.



FAILURE TO REPORT INJURIES OR WEAR CORRECT PPE MAY RESULT IN DISCIPLINARY ACTION

The **process** for reporting injuries



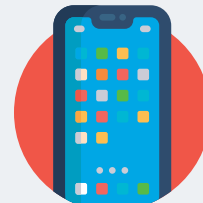
You must report all work-related injuries, incidents, near misses, and discomfort to your host company without delay. If necessary, seek medical attention immediately.



Ensure that you provide accurate and complete information to avoid delays in treatment and compensation.



Contact your ATNZ Account Manager within 24 hours.



Notify ATNZ using the Vault Notify app as soon as possible.



If you believe working conditions at the site are unsafe for any reason, speak with your supervisor or ATNZ Account Manager immediately.

The importance of PPE



Personal Protective Equipment (PPE) is essential for protecting you from potential hazards in the workplace.

PPE includes high-visibility clothing, safety glasses, hard hats, earplugs, ear muffs, gloves, face shields, and steel-cap shoes or boots.

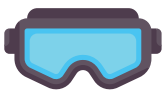
It's important to wear the appropriate PPE for the job you are doing.

Failure to wear PPE can lead to serious injuries such as cuts, burns, hearing loss, and even death.

What PPE should be worn and when

EYE PROTECTION

Wear safety glasses or goggles when drilling, grinding or doing anything that could send debris your way. Don't forget them if you work with any form of chemical. When welding, you must wear an appropriate welding helmet/face shield.



HEAD PROTECTION

Wear a hard hat if you work amongst construction or if things could fall on your head.



EAR PROTECTION

Wear earplugs or earmuffs if you work in a noisy place like a busy workshop or on a construction site.



FOOT PROTECTION

Wear safety shoes or boots at all times as you never know when things could fall on your feet, or you stand on something sharp.



HAND PROTECTION

Wear the appropriate gloves if you work with sharp objects, hot surfaces, or chemicals.



RESPIRATORS

If you work with hazardous substances that could cause lung damage, you should always wear a respirator.



Depending on the job you are doing and the potential hazards involved, you may need to wear additional PPE.

Summary

It is important to report any injuries to your Host or employer, your Account Manager, and via the Vault App. Even if your injury seems minor, it is essential to inform your boss if you get hurt at work.

Wearing PPE is also vital for ensuring a safe and healthy workplace environment. Wearing the right PPE for your job will help avoid getting hurt or even risking your life. Your safety is our number one priority.



Remember **STAAR** = Good Work Practices **Stop Think Assess Act Review**

Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

ATNZ Staff

| | |
|--------------|--------------|
| Kylie Mason | 027 431 5877 |
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Health and safety summary February/March

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S** Stop
- T** Think
- A** Assess
- A** Act
- R** Review

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| Lost time injuries | 4 |
| First aid injuries | 1 |
| No injury | 0 |
| Medical treatment injuries | 0 |
| Near miss | 0 |
| Non work injuries | 4 |
| Restricted work injuries | 0 |
| Pain/discomfort | 1 |
| Total Incident | 10 |

Incidents

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|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lost time injury | Back sprain |
| Nature of injury | Manual handling |
| Incident | Apprentice was working on the cropper and went to measure up the pieces that they had to chop in the machine and as they went to measure they felt their back lock up |
| Immediate actions taken | First aid applied and went to doctor for further assessment |
| Corrective actions | Re-consider the task at hand to see if it is possible to do it differently or with assistance. Just so its easy on the body and your not putting body in a bad position to cause an injury |
| Lost time injury | Arc eye |
| Nature of injury | Foreign body |
| Incident | Apprentice was welding next to a work colleague that was also welding. Eyes were watery. Woke up the next morning with red painful eyes. Apprentice was wearing correct PPE at the time |
| Immediate actions taken | First aid applied and went to doctor for further assessment |
| Corrective actions | Ensure correct eye protection is worn when working next to someone welding or consider using a welding curtain to separate workers |
| First aid injury | Cut to thumb |
| Nature of injury | Powered hand tools/equipment |
| Incident | Apprentice was using a noga circle deburring tool on some 6mm plate with 20mm holes when they slipped and sent the cutting end of the tool into their thumb causing a cut |
| Immediate actions taken | First aid applied, cleaned out cut with an alcohol wipe, put a plaster on it then wrapped it in med tape until they got home and steri stripped and re dressed it |
| Corrective actions | Follow STAAR process. Communication to all staff to be aware and take time completing tasks |
| Lost time injury | Head |
| Nature of injury | Manual handling |
| Incident | Apprentice was lifting metal above their head and hit the side of their head causing mild concussion |
| Immediate actions taken | First aid applied and went to doctor for further assessment |
| Corrective actions | Location of Load Binder Hook, was not adequate for the tension being Ensure correct lifting techniques are used and ask for help when lifting larger items. Consider using manual handling devices if available or asking for help to lift items |

Incidents

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|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lost time injury | Fracture to thumb |
| Nature of injury | Being hit by moving object |
| Incident | While installing new crushing hammers in the hammer mill machine, one set of hammers had locked up and needed the rotor to be moved to free them up, so that the set of hammers could be reached for replacement. As the rotor moved the weight of the hammer set caused the hammer to swing down downward crushing RH thumb between a hammer and the rotor causing a fracture to thumb |
| Immediate actions taken | First aid applied and went to doctor for further assessment |
| Corrective actions | Currently under investigation from host |

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| Pain/Discomfort | Headache |
| Nature of injury | Inhalation of fumes |
| Incident | Apprentice was working with diesel, while filling up the generator they spilt diesel on themselves causing the fumes to be inhaled throughout the day in the hot sun causing a migraine to happen all week |
| Immediate actions taken | Went to doctor for further assessment |
| Corrective actions | Follow STAAR process. Poor application of process. Wearing clothing soaked in flammable fuel. Should have immediately been removed |
