

STATE ELECTRICITY COMMISSION OF VICTORIA

317



**Personnel Regulations**

**SAFETY & FIRST AID**

1st. JULY, 1954

REVISED SAFETY AND FIRST AID MANUAL

Attention is drawn in particular to the following alterations/additions which appear in this revised Safety and First Aid Manual and all copies have a serial number for record purposes to enable amendments, interpretations, etc., to be made as required.

- (a) The technical direction of First Aid has been vested in the Medical Officer and Section 2 of the Manual relating to "First Aid", as well as Appendix "B" dealing with "Fire Protection", will be forwarded for inclusion at a later date.
- (b) Restrictive clauses concerning apprentices and junior employees during their first two years of service with the Commission unless special permission has been obtained to depart from these provisions - See Folio 35.
- (c) Responsibility of supervisory personnel relating to protective clothing and equipment and ensuring that employees use such at all times - See Folio 38.
- (d) Employees subject to defective colour vision - See Folio 41-42 inclusive.
- (e) Electrical accidents to employees working on live apparatus - See Folio 43.
- (f) Safe practices and precautions connected with various Branch/Division activities - See Folio 60-66 inclusive.
- (g) List of Safety publications - See Folio 70.

PROCEDURE:--	PROCEDURE NUMBER	FOLIO
SAFETY AND FIRST AID REGULATIONS	4	
SUBJECT:--	DIVISION	DATE
I N D E X	PERSONNEL	1/7/54

<u>SECTION 1 - SAFETY</u>	<u>FOLIO</u>
ORGANIZATION -	
Safety Officer	1
Departmental or Works Safety Officers	4
Departmental Committees	6
Branch Committees	12
Employee Safety Groups	18
Yallourn and Kiewa	6
REPORTING OF ACCIDENTS	24
INVESTIGATION OF FATALITIES	29
ACCIDENT STATISTICS	32
APPRENTICES AND JUNIORS	35
PROTECTIVE CLOTHING AND EQUIPMENT	38
SPECIAL MANAGERIAL INSTRUCTIONS RELATING TO SAFETY MATTERS	41
SAFE PRACTICES AND PRECAUTIONS -	
Construction	60
Electrical	61
Tools and Appliances	62
Welding	65
SAFETY PUBLICATIONS	70
APPENDIX "A" - S.A.A. SAFETY CODES AND SPECIFICATIONS	75
APPENDIX "B" - FIRE PROTECTION	89

PROCEDURE:—

SAFETY AND FIRST AID REGULATIONS

PROCEDURE  
NUMBER

4

FOLIO

SUBJECT:—

I N D E X

DEPARTMENT

DATE

PERSONNEL

1/10/55

FOLIO

SECTION 2 - FIRST AID

ORGANISATION

100

-----

CLASSES AND REIMBURSEMENTS

102

COMPETITIONS

104

INSTRUCTIONS TO ELECTRICAL EMPLOYEES

105

PART-TIME FIRST AIDERS AND ATTENDANTS

106

SERVICING OF KITS

108

-----

APPENDIX "A" - FIRST AID CUPBOARD CONTENTS

109

APPENDIX "B" - FIRST AID STATION FURNISHINGS

111

APPENDIX "C" - KIT CONTENTS

112

PROCEDURE:-	PROCEDURE NUMBER	FOLIO
SAFETY REGULATIONS	4	1
SUBJECT:-	DIVISION	DATE
ORGANIZATION	PERSONNEL	1/7/54

The administration of the Safety and Accident Prevention movement is carried out by -

1. The Safety Officer
2. Departmental and Works Safety Officers
3. Departmental Safety Committees
4. Branch Committees
5. Employee Groups

1. SAFETY OFFICER

Responsibility for the co-ordination of safety and accident prevention measures throughout the Commission rests with the Safety Officer as head of the Safety Branch of the Personnel Department. Communications between the various departments and the Safety Branch are forwarded through the established departmental channels. The Safety Officer exercises no executive authority within departments, nor does he relieve Departmental Heads of their responsibility for the safety of the employees under their control.

The Safety Officer or his representative has the right to visit any part of the Commission's undertaking for the purpose of making safety inspections. As a normal procedure he will, however, first contact the appropriate branch officer who may, if considered necessary, arrange for an officer of the branch to accompany him on such inspections.

The duties of the Safety Officer are:-

- (a) To co-ordinate safety methods and accident prevention measures in all departments of the Commission.
- (b) To ensure through proper channels that employees are systematically instructed in safety precautions.
- (c) To inaugurate and conduct safety campaigns.
- (d) To review continually safety regulations issued by the Commission, with the object of ensuring that such regulations adequately cover all requirements.