

# SAFETY SOLUTIONS

## Activity Guide

# PART 1. ELIGIBLE ACTIVITIES

## Examples of activities that would qualify for the rebate

This section of the guide provides a list of possible activities that would qualify for a rebate. It is not intended to be exhaustive. Activities that are likely to qualify for rebates are those that take the most effective and appropriate action to resolve a safety problem, that is, solutions or improvements and not diagnostics or halfway measures. Further, the appearance of an item on this list is not the sole determinant of whether a rebate will be granted. Applicants are also encouraged to choose solutions that take into account the needs of vulnerable workers including those under the age of 21 or over 55 years, those from culturally and linguistically diverse groups, females or workers with disabilities.

Area of focus: <b>WORKPLACE ENVIRONMENTAL FACTORS</b>		
Examples of hazards and risks: exposure to dust, fumes, noise, vibration, sun, hot and cold environments, contamination, body stress, electrocution, slips, trips and falls, isolation, being hit by stationary or moving objects, fatigue, eye strain, hearing loss.		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p>✓ <b>Ventilation/exhaust systems</b> Air-conditioning or mechanical ventilation equipment, ceiling and wall space insulation.</p>	<p>✓ <b>Lighting</b> Entrance and exit lighting, portable or battery-powered lighting, wire guards or diffusers, portable generators.</p> <p>✓ <b>Noise</b> Isolation at the source of the noise through silencers, vibration isolation mountings, sound absorbing materials or enclosures (eg ceiling, walls, floors), riveter enclosure, acoustical silencers for intake and exhaust systems, mufflers.</p> <p>✓ <b>Temperature (hot, cold)</b> Cooling fans, shade cloth, canopy or awnings, air-conditioning unit, exhausting ducts, heaters.</p> <p>✓ <b>Fire/explosion</b> Pressure equipment protection, gas cylinder steel grid or wire mesh storage unit.</p> <p>✓ <b>Communication systems:</b> two-way radios, satellite phones (eg to assist isolated workers).</p>	<p>✓ <b>Traffic control</b> Corner vision mirrors, convex mirrors, signage, warning lights, reversing cameras/alarms, high visibility vests/garments, hazard warning lights, markers or safety flags, vehicle load covers, speed controls/bumps, traffic control markings, reflective traffic cones, portable orange rotating safety light, elevated walkways and crossing gate, presence sensing device.</p> <p>✓ <b>Design and layout</b> Implementation of improvements to workplace design and layout eg rerouting pedestrian traffic.</p> <p>✓ <b>Surface treatments</b> Non-slip flooring in workshops or areas, floor treatments that go beyond simply putting down mats (eg floor surface replacement, non-slip flooring, waterproofing), slip-resistant treads, anti-slip stair cappings and nosings, safe plates, plastic matting (eg for restaurants), semi-resilient anti-fatigue matting</p>

Area of focus: <b>RURAL ENVIRONMENTS</b>		
Examples of hazards and risks: being hit by moving or stationary objects, exposure to chemicals, dust, fumes, sun, hot and cold environments, falls, electrocution, burns, suffocation, amputation, crushing, fractures, wounds, foreign bodies in eye, ear, nose or respiratory areas, sprains and strains.		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p>✓ <b>Silos</b> (Purchase and retrofit): silo lid openers, grain level indicators, electronic grain level sensors and signal unit, auger-mounted electronic grain level indicator, bottom level inspection hatch to existing cone-bottom silo (must be securable to prevent unauthorised access when empty), grain discharge mechanism (convert discharge from a fixed boot to a slide gate mechanism to allow for use of hopper attachment to auger out silo contents)</p>	<p>✓ <b>Shearing plant and equipment</b> Residual Current Device (safety switch) for sheds, emergency stop switches for shearing work stations, trip bar to wool press (installation of commercially manufactured market kits), worm-drive mechanisms (to replace pin-drive mechanisms in shearing hand pieces or down tubes), purpose built grinder stand (commercially manufactured kits),</p>	<p>✓ <b>Ventilation</b> Side vents and whirly birds, ceiling fans.</p> <p>✓ <b>Lighting</b> Additional or upgrade existing shed lighting</p> <p>✓ <b>Yards and races</b> Improvements to catching pens and pen doors (eg swinging/automatic closing/height adjustment, sloped catch pen floor to reduce drag effort - see specs from WorkCover Shearing Guide 2002 pg 25-26),</p>

**Area of focus: RURAL ENVIRONMENTS continued**

Ladder cages, walkways and handrails, inclined ladder to replace vertical ladders, ladder platform and handrail, mechanisms to prevent unauthorized access to ladders/walkways (eg fold-up ladder sections, lockable doors and covers to ladders), warning signs and markings.

grinder guard kit, overhead shearing plant (replace shaft driven with individual electric plant), machine guarding (particularly for machines for which guards are not readily available, no longer in stock or never were available)

✓ **Farm plant**

Seat belts for tractors, hydraulic lifting devices (eg ute mounted lifting tray or crane), power take off guards (PTOs)

boxing-in of let-go chutes (removal of sharp/impact edges and trip hazards), redesign of animal catch spaces

✓ **Shearing board and workstations**

Fixing points for back harnesses (commercially manufactured swing type support brackets/arms), upgrade of catching pen gates to side-swing or lift type (specs from WorkCover Shearing Guide 2002 p 23), modification of let-go chutes to 'cut-out' design (specs from WorkCover's Shearing Guide 2002 pg 27-28)

✓ **Storage**

Chemical storage cupboards or wire mesh secure partitioning

✓ **Surface treatments**

Non-slip flooring in workshops or areas (eg dairy milking rooms, fruit and vegetable packing rooms), self cleaning wire mesh flooring

**Area of focus: PLANT AND MACHINERY**

Examples of hazards and risks: exposure to mechanical vibration, being hit by moving or stationary objects or parts, exposure to sun, cold and hot environments, dust, fumes, noise contamination, falls on the same level, electrocution, burns, cuts and wounds, amputation, crushing, fractures, foreign bodies in eye, ear, nose or respiratory areas, fatigue, body stress.

**Safety technologies**

**Safety equipment**

**Modifications to workplace, equipment or practices**

✓ **Guarding**

Machine guarding, particularly installation of automatic transparent guarding (eg for augers, pulleys, conveyor drive shafts), grid barriers, pedestrian barricades, screens or detour apparatus, temporary kerbs, access ramps, hinged grill (concrete hopper), emergency stop device, tagout and lockout system (temporary stoppage or power disconnection), guard interlock systems, saw blade top hood, in feed drive hobb, gauge control switchboxes, fail-safe interlock switch, anti-kickback devices (eg fingers, combs or other devices), conveyor crossing, cut-off switches, presence sensing device.

✓ **Electrical**

Residual Current Devices (RCDs) or earth leakage detectors and circuit breakers for power circuits, overhead outlets for electrical leads or air hoses, skyhook lead stands, cable guards for floor areas, portable appliance tester (PAT).

✓ **Moving plant**

Seat restraints.

✓ **Fumes and dust**

Air filtering systems for machinery, protective screens, catalytic converter (scrubber - concrete pump), dust collection equipment, tools fitted with dust extraction (vacuum) devices, dust extraction devices, dust suppression tools ie non-electrical tools fitted with water attachment to suppress dust (eg pneumatic powersaws, jack picks, jack hammers, scabbling picks), machinery with fitted water applicators, air filtering system in air-conditioned machinery cabs.

✓ **Cleaning**

Pressure-relief valve (pipeline cleaning), high-pressure water jets.

✓ **Vibration/movement:**

Anchor brackets and tie-downs, tractor air ride system.

✓ **Transport**

Safety cage/guard for assembling/ fitting pneumatic truck and tractor tyre rims, load restraints, falling object protective structure (FOPS), rollover protective structure (ROPS), stanchions and chokes (to secure log stacking), enclosed sealed tractor cabin, global tracking system for vehicles, underarm for vehicle foot-rest.

✓ **Communication systems**

Two-way radios, satellite phones (eg to assist isolated workers).

**Area of focus: MANUAL HANDLING**

Examples of hazards and risks: load locations, dimensions, stability, rigidity, predictability, surface texture, grips and handles, and distances moved, work organisation, strains and injuries due to incorrect or excessive lifting, lowering, bending, reaching, or carrying, restrictive clothing, slips, trips and falls, being hit by falling objects.

Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<ul style="list-style-type: none"> <li>✓ <b>Systems to replace manual handling tasks</b> Automated mechanical handling.</li> <li>✓ <b>Conveyor systems</b> Conveyors.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Mechanical lifting devices</b> Mechanical lifting aids, bin lifters, hoists, cranes, forklifts and attachments, electric pallet trucks and stackers, hydraulic jacks and adjustable loading platforms, trestles, tile and brick elevators, jacks, pulley systems for confined spaces, trolleys (eg tyre, wheel, cylinder, drum), drum stacking system, folding unit load device (FULD).</li> <li>✓ <b>Other manual handling solutions</b> Personal creepers (for tight spaces), powered tow tugs, back-pack industrial vacuum cleaner, rock trolley/barrow or bracing forks for repositioning rocks, impact absorbing spades and shovels, adjustable height device, rotary and tilt tables, trolleys with suction cups (eg to move electrical equipment), gravity feed racking, adjustable height turntable, roll cage, tail lift, platform truck, mobile conveyor, glass handling frames.</li> <li>✓ <b>Patient handling devices</b> Lifting devices, patient handling slings, patient sliding boards; slide tubes, slide sheets, roller board, mobile hoists, shower trolley and chair, wheeled commodes, walking aid, transfer aid (belt, disc etc), air assisted transfer and repositioning system (ATR system), patient lift/walk belts, orthopaedic board (transfer patients), height adjustable trolleys.</li> <li>✓ <b>Equipment</b> Access ramps, tool handles with spring returns, stationary and portable compactors, gear press buckets.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Ergonomic adjustments</b> Ergonomic equipment and furniture; adjustable work benches, high density floor matting, ergonomic footrest, stool, sit-stand bar, fold-down or retractable seat, bag-packing units, sorting tables/ carousels, adjustable headsets with volume controls, seating lumbar support, adjustable screen arms, semi-resilient anti-fatigue matting.</li> <li>✓ <b>Safety training targeted for specific issues</b> Where identified as best/most appropriate solution to address the safety problem (eg manual handling safe lifting training where mechanical device is not feasible)</li> <li>✓ <b>Waste removal</b> Mechanical bin lifting device (to empty industry waste bins), mechanical compactor bin with fitted safety compliances, built steps to reduce lifting lid above shoulder height, outdoor rubbish trolleys, indoor waste paper trolley, wheeled waste bins, grab handles on vehicles, cab roof protector.</li> </ul>

**Area of focus: FALLS (SLIPS AND TRIPS ON SAME LEVEL AND FALLS FROM HEIGHTS)**

Examples of hazards and risks: poor lighting, slippery floors, poor housekeeping, poorly designed ramps and stairs, lack of appropriate PPE, workplace organisation (hurrying/rushing tasks), not using the correct systems of work (scaffolding, ladders, barrier controls), death or permanent disability, sprains and strains, fractures, fatigue.

Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<ul style="list-style-type: none"> <li>✓ <b>Fall arrest systems and individual travel restricting systems</b> High level safety barrier (above ground protection for loading and unloading goods by fork-lift truck or overhead crane); fixed and mobile scaffolding, step platforms, elevating work platforms (EWPs), formwork deck, enclosures/ barriers/edging for walkways, catwalks, stairways, and ladders, ladder access tower, brick and tile elevators, pit covers.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Fall arrest devices and individual travel restricting devices</b> Tool stop with locking device, flotation vests or life buoys, anchorage, artificial anchor/attachment points for window cleaning, lanyards, inertia reel, shock/energy absorber, fall arrest lines and harnesses, retractable/horizontal lifelines, access system, warning and notification tags.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Surface treatments</b> Floor treatments that go beyond simply putting down mats eg floor surface replacement, non-slip flooring, waterproofing, slip-resistant treads, anti-slip stair cappings and nosings, safe plates, plastic matting (eg for restaurants).</li> </ul>

**Area of focus: FALLS (SLIPS AND TRIPS ON SAME LEVEL AND FALLS FROM HEIGHTS) continued**

<ul style="list-style-type: none"> <li>✓ <b>Lighting systems</b> Installation of improved lighting.</li> <li>✓ <b>Storage systems</b> Implementation of storage systems improvements to workplace design and layout to eliminate cluttered and untidy workplaces.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Physical restraint barriers and edge protection</b> Perimeter safety screens, guard rails, handrails, fixed work platforms, working decks, balustrades, fencing, kick plates, toe boards.</li> <li>✓ <b>Surface treatment machinery</b> Outdoor cleaning machinery to clean paths/passageways that accumulate slippery substances such as moss, slime, machinery to treat/clean workshop slippery surfaces, high pressure water cleaning equipment.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Drainage systems</b> New or modified systems installed to flow fluids away from a workplace.</li> </ul>
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**Area of focus: HAZARDOUS SUBSTANCES**

Examples of hazards and risks: exposure resulting in headaches, skin irritation, dermatitis, eye nose, throat or respiratory irritation, illness, death, contamination

Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<ul style="list-style-type: none"> <li>✓ <b>Chemical systems</b> Closed chemical delivery systems, chemical dispensing systems.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Ventilation</b> Exhaust ventilators, ventilated booths, robot welders, closed reaction vessels, fume cupboards, dust collection bags.</li> <li>✓ <b>Markers</b> Electronic swathe markers or mechanical signals (for aerial spraying).</li> <li>✓ <b>Equipment</b> Portable glove holder, tower rack system.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Storage facilities</b> Chemicals and hazardous substance storage cabinets, bulk tank, spill control trays on shelving, pallet cages, sensors and controls for liquid levels, pressure and temperature control devices, alarms or shut down devices, detection systems and alarms, static pressure loss detectors, decanted containers.</li> <li>✓ <b>Warning labelling systems</b> Placarding for containers etc.</li> </ul>

**Area of focus: BIOLOGICAL HAZARDS**

Examples of hazards and risks: exposure to live infectious biological organisms and blood-borne pathogens, eg hepatitis or HIV, exposure to infectious and cytotoxic diseases eg siderosis, bird flu, biological dust eg byssinosis (cotton), bakers' asthma (bakery), cancers (wood dust), explosions (eg wood dust, flour), work environment eg humidifier fever, contamination, transmission of live organisms or pathogens, respiratory irritations and asthma, dermatitis, sharps and needle stick injuries and skin penetrations, exposure to bodily fluids.

Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<ul style="list-style-type: none"> <li>✓ <b>Ventilation systems</b> Improved ducting, shrouding, fume control systems eg for grinding and woodwork machinery.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Sharps disposal</b> Sharps disposal containers.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Cytotoxic processes</b> Cytotoxic handling equipment.</li> </ul>

**Area of focus: VIOLENCE AND BULLYING**

Examples of hazards and risks: armed hold-up, sexual or physical assault, hostage taking, bomb threats, verbal assault and threats, emotional trauma, fractures, wounds, death.

Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<ul style="list-style-type: none"> <li>✓ <b>Communication systems</b> Back-to-base radio, mobile phone, two-way radio, vehicle tracking system.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Security</b> Closed circuit television (CCTV), surveillance cameras, entrance electronic sensors, personal duress alarms/systems, high-value goods storage (eg cash safe, drop safes, time-delay safes), external or internal lighting, corner or ceiling mirrors, perspex note covers (to secure cash in till)</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Specialised training</b> (Only where it is most appropriate solution) eg bullying prevention and management etc.</li> <li>✓ <b>Physical environment</b> Modifications to premises to improve safety eg anti-jump barriers, office mirrored glass panels, emergency egress doors.</li> </ul>

# PART 2. INELIGIBLE ACTIVITIES

## Examples of activities that would not qualify for the rebate

This section of the guide provides an indicative list of activities that would not qualify for a rebate under the Safety Solutions Rebate Program. Activities deemed as repairs, maintenance, and general housekeeping and operational items would not qualify for a rebate. This is because the program aims to rebate activities that take the most effective and appropriate action to resolve a safety problem - safety solutions - and not to fund intermediate measures such as personal protection equipment, or diagnostic services such as consultants, testing etc

Area of focus: GENERAL BUSINESS AND MANAGEMENT OPERATIONS AND RESPONSIBILITIES		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p><b>X Consultants and contractors</b> Contracting of OHS experts, tender processes, subcontracting fees, research, market testing, quality assurance (QA) systems, specialist services (eg physiotherapist, occupational therapist, medical practitioner etc).</p> <p><b>X Salaries</b> Payment of staff wages or bonuses.</p> <p><b>X Licensing of certain businesses</b> Permits for demolition and removal work.</p> <p><b>X Penalties</b> Payment of fines or sanctions.</p> <p><b>X Auditing and health surveillance systems:</b> Biological health surveillance and monitoring, audiometric/hearing tests, audit programs and processes</p>	<p><b>X Repairs and maintenance</b> Faulty equipment or servicing.</p> <p><b>X Diagnostic and testing devices</b> Drug and alcohol testing devices, instruments for measuring noise eg sound level meter, sound exposure meters (SEMs), noise dosimeters, instruments for measuring temperature eg wet bulb globe thermometer (WBGT).</p> <p><b>X Tools</b> Personal work tools, portable electric power tools.</p> <p><b>X Computers</b> OHS software systems, computer hardware.</p>	<p><b>X Policies</b> Workplace policies and safe work procedures.</p> <p><b>X Documentation</b> Operator manuals, material safety data sheets, record management systems and practices.</p> <p><b>X Registers</b> Chemical register, material safety data sheets.</p> <p><b>X General signage</b> Noticeboards, posters, brochures, mandatory inspection tags.</p> <p><b>X Practitioners</b> First aid training.</p> <p><b>X Housekeeping</b> General administration upkeep and issues eg stationery.</p> <p><b>X Cleaning</b> Clean up of hazardous spills, cleaning agents, products and services, landscape or garden pruning and removal services, laundering.</p>

Area of focus: CONSULTATION, TRAINING AND SUPERVISION		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p><b>X Training systems</b> E-learning systems, and on-line software training, video-conferencing technology.</p>	<p><b>X Induction</b> Induction training on new equipment.</p> <p><b>X Certification of workers:</b> Certificates of competency for scaffolding, dogging, rigging, operation and use of plant and other work, OHS Induction, Construction Green Cards etc.</p>	<p><b>X Consultation activities</b> OHS committee or representative/s expenses, tool box talks, OHS meeting costs.</p> <p><b>X Courses</b> OHS Committee or Representative Training, staff OHS induction training, training for casuals, labour hire staff or subcontractors, supervisor or management training.</p> <p><b>X Qualifications</b> Academic courses, memberships.</p> <p><b>X Educators</b> Translations or bilingual educators.</p> <p><b>X Emergency programs</b> Emergency training, procedures and equipment.</p>

Area of focus: WORKPLACE FACILITIES AND AMENITIES		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p><b>X Alarm systems</b> Workshop or business alarm systems, car alarm devices.</p>	<p><b>X First aid</b> First aid kits.</p> <p><b>X Amenities</b> Kitchen whitegoods, appliances, furniture, general shelving, sanitary disposal units, water coolers, shower or eye wash facilities, storage facilities for workers, tea rooms.</p>	<p><b>X Counselling</b> Staff counselling, employee assistance programs (eg for emotional stress).</p> <p><b>X Vaccination programs</b> Flu injections, vaccinations for infectious diseases such as hepatitis, tuberculosis, meningococcal.</p>

Area of focus: PERSONAL PROTECTION EQUIPMENT (PPE)		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
	<p><b>X Supply of safety gear</b> Safety helmets and hats, gloves, footwear and safety boots, face shields, goggles, sunglasses, ear muffs, acoustic hearing and respiratory protection, sun protection, respirators, gum boots, disposable clothing, waterproof clothing and leggings, electrical insulated mats and tools, PVC aprons, coveralls, cut-resistant leg protection, mesh gloves.</p>	

Area of focus: WORKERS COMPENSATION AND RETURN TO WORK PROGRAMS		
Safety technologies	Safety equipment	Modifications to workplace, equipment or practices
<p><b>X Workers compensation systems</b> Certificates of Insurance, premiums, policy claims, legal expenses.</p>	<p><b>X Rehabilitation equipment</b> Crutches, wheelchair, hearing aid, individualised seating, prosthesis.</p>	<p><b>X Return to work programs</b> Rehabilitation providers or practitioners, vocational re-education, workplace and functional assessments.</p> <p><b>X Safety investigations</b> Costs for investigating safety incidents or accidents.</p> <p><b>X Modifications</b> Workplace modifications for injured workers.</p>

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