

***Tasmanian***  
***Code of Practice***  
***for***  
***Sawmilling and***  
***Timber Operations***

***Part Three: Planing Mills***

# Scope

## Part Three: **Planing Mills**

This code is designed to cover all planing mill operations from the planer/moulder infeed to the optimising dock.

It is the third of a series of documents covering:

- Green Mills
- Chippers
- Planing Mills
- Kilns

Where ever practicable, generic information has been included in each of the Codes to make them stand-alone documents. Where this has not been practicable the Green Sawmills Code should be referenced for guidance on areas applicable to the whole mill such as signage and chainsaw use.

# INTRODUCTION

## **PART THREE: Planing Mills Code of Practice**

This Code of Practice for Planing Mills was developed by the Sawmill Code of Practice Sub-Committee of the Tasmanian Forest Industries Training Board in consultation with industry and Workplace Standards Tasmania. It presents a guide to safe practices and procedures that may assist the person in control of a workplace to comply with the requirements of the Workplace Health and Safety Act and Regulations.

This is part 3 of 4 parts of the *Tasmanian Code of Practice for Sawmilling and Timber Operations*. The other parts, relating to Chippers, Green Mills and Kilns, can be obtained by contacting the:

Tasmanian Forest Industries Training Board Inc.  
68 York Street (P O Box 2146)  
Launceston Tas 7250  
Telephone (03) 6331 6077  
[tfitb@bigpond.net.au](mailto:tfitb@bigpond.net.au)

Our thanks go to those committee members that have given selflessly of their time over the past 6 years to produce this code for the industry.

Tony Jaeger  
Chairman

## **General**

This code must be read in conjunction with the *Tasmanian Code of Practice for Sawmilling and Timber Operations – Part One: Green Mills*.

A risk assessment of all planing mill operations is to be undertaken as per Appendix 2 – Risk Management.

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# 1. DEFINITIONS

**Act:** Unless otherwise specified, refers to the Tasmanian *Workplace Health and Safety Act 1995*.

**Competent person:** Means a person with sufficient knowledge and skills acquired through qualification, training or experience to perform the task to which the term relates. A competent person is to be emotionally mature and physically capable of performing the tasks associated with the position.

**Contractor:** Means a person engaged by any person (otherwise than as an employee) to perform work for gain or reward.

**'Deadman' control:** This refers to a type of control that requires the application of operator pressure to activate the equipment. Releasing the pressure causes the control to shut off.

**Employee:** Means a natural person who is employed under a contract of service and, in relation to any educational or other training establishment, includes any natural person who, as a student, uses hazardous substances or plant in that establishment.

Where a person, in connection with a business carried on by an employer, performs work for an employer gratuitously, the person is taken to be employed by the employer.

**Employer:** Means a person by whom the employee is employed under a contract of service.

**Is to/are to:** The words "is to" and "are to" are to be construed as being directory.

**May:** The word "may" is to be construed as being discretionary or enabling, as the context requires.

**Must:** The word "must" is to be construed as being mandatory.

**Nip point:** This is the point at which a machine element moving in line meets a rotating element so that it is possible to nip, pinch, squeeze or entrap objects coming into contact with one of the two elements.

The term also applies to the similar point with respect to:

- two rotating parts
- two converging parts in linear motion
- a stationary machine element and a moving element

**The person in control of a workplace:** May be an employer or responsible officer.

**Regulations:** Unless otherwise specified, refers to the *Workplace Health and Safety Regulations 1998*.

**Responsible Officer** (section 10 of the Act):

- (1) An employer is to appoint a responsible officer for each workplace at which the employer carries on business.
- (2) If an employer fails to appoint a responsible officer for a workplace, the person responsible for the direction and management of the business of the employer at that workplace is taken to have been appointed as the responsible officer for that workplace.
- (3) An employer is to ensure that a responsible officer appointed under sub-section (1) has sufficient authority to perform the duties of a responsible officer under this Act.
- (4) An employer must –
  - (a) notify the responsible officer in writing of his or her appointment as responsible officer; and,
  - (b) give notice of that appointment as far as reasonably practicable to all persons employed or engaged at the workplace.

**Substance:** Means any natural or artificial substance, whether in solid or liquid form or in the form of a gas or vapour; and includes the packaging of any such substance.

**Workplace:** Means any premises or place (including any mine, aircraft, vessel or vehicle) where an employee, contractor or self-employed person is or was employed or engaged in industry.

## **2. GENERAL DUTIES and OBLIGATIONS**

- 2.1 Employers have an obligation to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and other persons at the place of work and to comply with the provisions of the *Workplace Health and Safety Act 1995* and the *Workplace Health and Safety Regulations 1998*.
- 2.2 Employees must take reasonable precautions to ensure the health and safety of themselves and other workers at their workplace.
- Employees have a statutory obligation to comply with any direction given to the employee by an employer or responsible officer with respect to any matter relating to health and safety under the *Workplace Health and Safety Act 1995*.
- 2.3 Self-employed persons have an obligation to ensure, so far as is reasonably practicable, that he or she and all other persons not in their employment are not exposed to risks to their health and safety arising from their conduct while they are at a place of work.
- 2.4 A person who has control of any workplace, plant, structure or substance has an obligation to ensure, so far as is reasonably practicable, that the workplace and the means of access to or egress from the workplace, the plant, structure or any substance used are without risk to health and safety.
- 2.5 Manufacturers, designers, importers and suppliers of any plant, structure or substance have an obligation to ensure, so far as is reasonably practicable, the health and safety of persons using that plant, structure or substance is not placed at risk. They are required to carry out all necessary research, testing and examination as required, to make available adequate information about the safe use of the plant, structure or substances and any conditions necessary to ensure that the plant, structure and substances are without risks to health and safety when properly used.
- 2.6 A record of work-related injuries must be kept by an employer in accordance with the provisions of the *Workplace Health and Safety Act 1995*.
- 2.7 Workplace Standards Tasmania must be notified by the quickest available means in the event of death or serious bodily injury or illness, or a dangerous incident as a result of which death or serious bodily injury or illness could have occurred. 'Serious bodily injury' or 'illness' means an injury or illness that disables a person to the extent that the person is subject to a period of admission to hospital as an in-patient. A "dangerous incident" means damage to any boiler or other pressure vessel, damage to a load bearing member of any lifting machinery, scaffolding or amusement structure, an uncontrolled explosion, fire or discharge of electricity, gas or steam or an occurrence, including those involving any substance, involving imminent risk of explosion, fire, death, serious bodily injury or illness to any person or serious damage to any property. See also regulation 62 of the *Workplace Health and Safety Regulations 1998* for further information.

### **TRAINING and INSTRUCTION**

- 2.8 Under Section 9 of the *Workplace Health and Safety Act 1995* employers must provide such training and instruction, including information and supervision, as is reasonably necessary to ensure the health and safety at work of their employees.

- 2.9 All persons involved in planing mills must be trained, to the extent reasonably necessary in the circumstances, to follow systems of work and work practices that enable them to perform their work in a manner that is safe and without risks to health. Only those persons who are undergoing or who have received training and instruction are to carry out the work.
- 2.10 The employer must monitor the systems of work and provide refresher training to the extent reasonably necessary in the circumstances to ensure, so far as is reasonably practicable, that safe systems and work practices are being followed; including the use of personal protective equipment.
- 2.11 The training provided and the instruction given is to include:
- all work processes to be used for the planing mills operations, including manual handling tasks and all control measures put in place to prevent injury. All control measures are to be based on a risk assessment (refer Appendix 2 for guidance).
  - the correct use, care and storage (in accordance with the manufacturer's recommendations or Australian Standards) of personal protective equipment, tools and equipment to be used.
  - the safe use of plant and associated equipment including electrical safety and hazardous substances.
  - procedures to be adopted in the event of an accident, injury or other emergency.

## **CONSULTATION**

- 2.12 Employers, employees and their representatives must ensure, as far as is reasonably practicable, that consultation with each other occurs, when determining the provision of safeguards in accordance with the recommendations of this *Code of Practice*, to ensure a safe working environment.
- 2.13 The consultation process is also to be used to determine safe systems of work based on an assessment of the risk associated with all tasks (refer Appendix 2). The consultation process is to include but not be limited to consideration of the following:
- nature of work
  - workplace access
  - appropriate machine guarding
  - manual handling
  - personal protective equipment (PPE)
  - fire safety and emergency procedures
  - establishment of a workplace health and safety committee (or representatives)
  - appropriate training.

## **INDUCTION**

- 2.14 Induction is the process by which you advise all people new to your workplace of the potential hazards of the working environment. This process applies to new employees and contractors. It is also an ongoing process; providing training and information to existing, as well as new personnel at the workplace about how exposure to identified workplace hazards is prevented and/or controlled.

Induction is to include training and information regarding 'safe working procedures'.

Written records must be kept of all persons inducted into the workplace. In this way you are working towards fulfilling your 'duty of care' obligations as an employer.

Visitors and customers to work sites are to be managed to ensure their health and safety whilst on the site.

(Complete induction manuals can be obtained from the *Tasmanian Forest Industries Training Board Inc.*)

### 3. PLANNING and PREPARATION

- 3.1 Careful planning and preparation is the first essential step in ensuring that work is done safely. Planning and preparation for safe systems of work and hazard control measures is to involve consultation with all those engaged in the work, (and any health and safety committee) and include a hazard identification, risk assessment and control process.
- 3.2 The employer, or the person in control of the workplace, has statutory duties imposed by the *Workplace Health and Safety Act 1995* and *Workplace Health and Safety Regulations 1998*. The duty is to provide and maintain, in relation to those matters over which he or she has control, and so far as is reasonably practicable, a workplace that is safe and without risks to health for their employees and other persons present at the workplace or affected by the work. To fulfil these obligations the employer must plan for the work to be done safely.

Before operations start, the employer, or the person in control must at least consider:

- hazard identification of the workplace
- an assessment of the risks involved in carrying out the work
- the most appropriate methods to control any risk of injury
- instructions for operators regarding any site safety requirements to be observed
- providing suitable safe access to and from the workplace including each work area
- an assessment of manual handling tasks which could cause injuries and providing safe systems of work which comply with the provisions of the National Occupational Health and Safety Commission (NOHSC) *National Standard for Manual Handling and National Code of Practice for Manual Handling*
- the correct use and care of personal protective equipment (PPE)
- whether all persons carrying out the work have been provided with the appropriate training and instruction.

For information on the **Risk Management** process refer to Appendix 2.

#### **4. PLANING MILLS – GENERAL**

- 4.1 Any new plant or equipment must comply with the relevant Australian Standard.

#### **5. TRANSFER DECKS**

- 5.1 The deck and framework must be of adequate strength to support the weights and impacts required to do a specific task.
- 5.2 The deck and skid rail framework must be of adequate strength to support the pack weight and:
- All conveyors/transfer decks are to be constructed in accordance with the requirements of AS 1755 *Conveyors – Safety requirements* (see Section 18 *Conveyors – General* of the *Tasmanian Code of Practice for Sawmilling and Timber Operations – Part One: Green Mills*).
  - Exposed sections of transfer decks in single or multi-chain set-ups are to be fitted with fixed guards to cover nip points and reduce the gap between any adjacent equipment.
- 5.3 Where a risk of entrapment exists during normal operation the drive system (usually chain/drive/sprocket) for the conveyor chain shaft is to be covered with a fixed guard.
- 5.4 Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and readily accessible with a manual reset.
- 5.5 All exhausts on air-operated equipment are to have silencers fitted to them.
- 5.6 Idler sprockets installed on roof top chain decks are to be guarded to eliminate nip points.

NOTE: Special attention is to be given to the nip point created by roof top chains where they go around sprockets.

- 5.7 No person is to stand on any transfer deck whilst any material is being loaded or transferred.
- 5.8 The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

## **6. PLANER / MOULDER INFEED**

- 6.1 Where scissor lift systems are used, they are to be adequately designed, constructed, installed and operated for the purpose for which they are to be used. Care is to be taken to avoid hand and foot nip points.
- 6.2 Where roll case or chain driven infeed conveying systems are used, they are to be designed, constructed, installed and operated in accordance with the requirements of the AS 1755 *Conveyors – Safety requirements*.
- 6.3 Where an automatic infeed press roller is used, it is to be adequately guarded to prevent entrapment.
- 6.4 All air exhausts are to be directed away from the operator and other personnel.

## **7. PLANER / MOULDER – GENERAL**

- 7.1 A person must not operate a planer/moulder unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person, or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work; subject to the provisions of the relevant award or awards.
- 7.2 Prior to planer set up, the machine must be isolated in accordance with site lockout / tag-out procedures.
- 7.3 All machines are to be fitted with appropriate dust extraction systems.

## **8. PLANER / MOULDER – SET UP**

- 8.1 While adjusting or removing cutter blocks or performing maintenance tasks, personnel are to exercise reasonable care to avoid impact injury from feed rollers.
- 8.2 When handling cutter blocks, reasonable procedures must be used to minimise risk of injury: for example use of cut-proof gloves or a “dummy shaft” device where practicable. It is strongly recommended that gantry set-ups be used for handling cutter blocks where practicable.
- 8.3 Cutter blocks are to be transported by appropriate trolley or gantry.
- 8.4 When adjusting cutter blocks, appropriate spacers and shims are to be used.
- 8.5 Prior to starting the machine, all cutter blocks are to be clear of obstructions (including tools).
- 8.6 Where multiple pieces are produced from one piece of timber, the machine is to comply with AS 1473.5 *Wood processing machinery – Finishing machinery – Moulding machines with rotating tool*, which includes kickback prevention devices.
- 8.7 All guards must be replaced and secured before the machine is made operational.

## **9. PLANER / MOULDER – START UP**

- 9.1 Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and readily accessible with a manual reset.
- 9.2 All controls are to be clearly marked with their function and direction. Controls are to be placed in such a position that they are readily and conveniently accessible by the operator.
- 9.3 Adequate signage must be provided warning of the run-down time of the planer / moulder.
- 9.4 Start up procedures are to be followed as per manufacturer's recommendations.
- 9.5 A visual check of the machine is to be conducted prior to operation.
- 9.6 Chip breakers and pressure pads are to be set according to the size of the timber to be machined.

## 10. PLANER / MOULDER – OPERATION

- 10.1 All feed stock is to be the same nominal size and thickness.
- 10.2 All reasonable care must be taken to eliminate pieces of timber that may cause disruption to continuous machine operation, for example through jamming, shattering and splintering (i.e. ends are to be sound and square).
- 10.3 Jointing of cutter blocks is to be done according to manufacturer's specifications.
- 10.4 Splinters or other parts of the work piece are not to be removed from a cutting area whilst the machine is running.
- 10.5 For any machine with a hold-to-run device, or a limited movement control device, the following is to apply:

In setting mode one or more spindles may operate at normal working speed with the moveable guard in the open position provided the following requirements are met:

- The feed is to be controlled by either a hold to run control device, or a limited movement control device;
- Either the feed is to be limited to a maximum speed of 15 metres per minute, or movement of the feed is to be restricted to a maximum of:
  - (a) 50 mm after a hold to run control device actuator is released; or
  - (b) 200 mm for each operation of a limited movement control device.

NOTE: With reference to setting mode, the above dot points are consistent with AS 1473.5 *Wood processing machinery – Safety, Part 5: Finishing machinery – Moulding machines with rotating tool* and are to be varied to be consistent with any future amendments to that Standard.

- 10.6 For any planer / moulder without a hold-to-run device or a limited movement control device, the machine feed is to be reduced to 15 metres per minute or less, or the machine feed is to be stopped prior to adjustment being carried out.

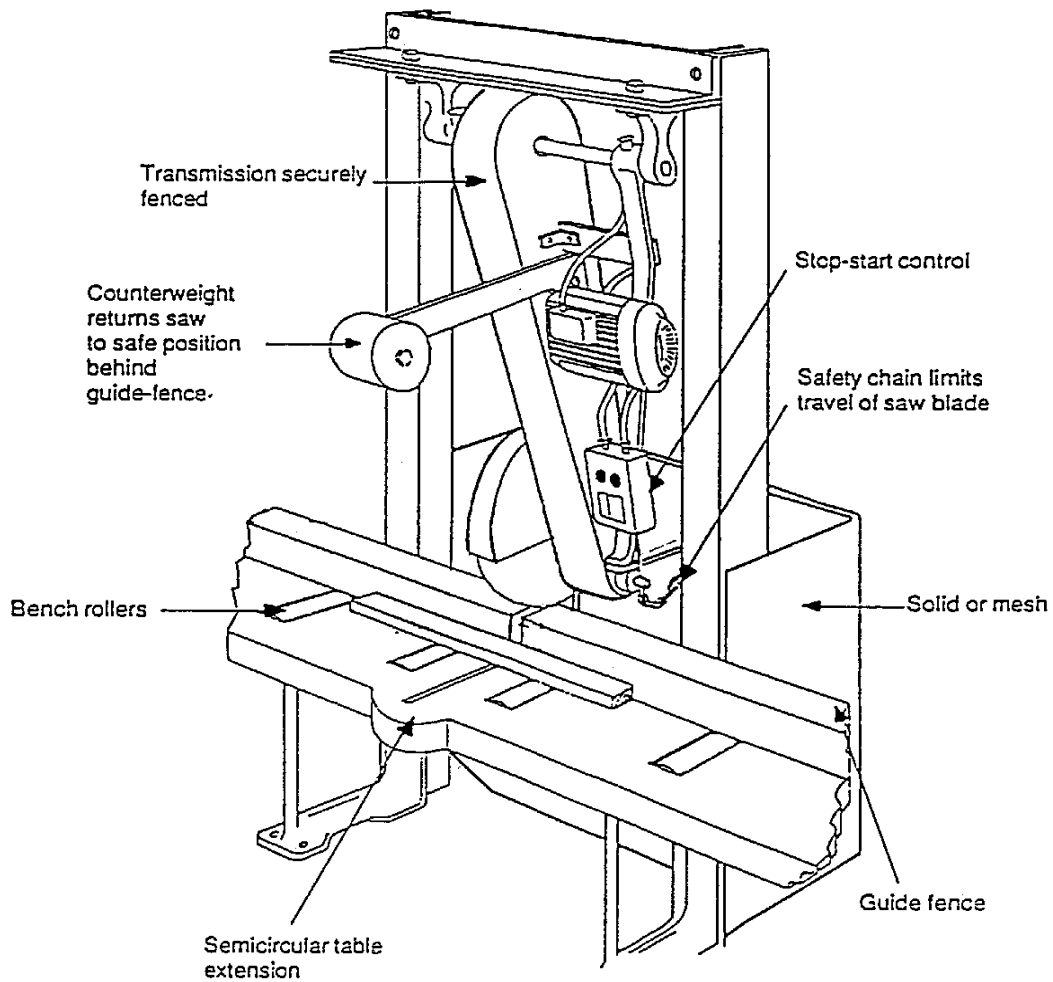
## 11. MULTI-SAW EDGERS

- 11.1 A person must not operate a multi saw edger unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work, subject to the provisions of the relevant award or awards.
- 11.2 Saws and chipping heads are to be fully enclosed by a suitable guard. The guard is to be designed in a way to allow for easy access to the saws and guides for maintenance and servicing. Routine edging must not be carried out without the guard in the normal fitted position.
- 11.3 Anti kickback fingers must be fitted on the infeed of the edger and must be in position prior to commencing sawing if the rotation of the saws/cut is towards the operator or other personnel in accordance with AS 1473 *Guarding and safe use of woodworking machinery*.
- 11.4 Over-arbour edgers set up to climb-cut are deemed to have a hazard zone on the outfeed side of the edger.
- No person may enter the hazard zone during operation.
  - Protective barriers are to be constructed to be capable of withstanding impact from any ejected timber.
- 11.5 Where transfer decks are used in the edging operation, the decks are to comply with Section 5 of this code.
- 11.6 All conveyors are to be constructed in accordance with the requirements of AS 1755 *Conveyors – Safety requirements*.
- 11.7 Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and be readily accessible with a manual reset.
- 11.8 Where the non-drive side of the saw arbour has a removable outrigger bearing or access door, either is to be electrically interlocked with the main drive motor.
- 11.9 Sizing adjustment is to be interlocked to prevent saw movement during cutting and also in the event of power failure or isolation.
- 11.10 Under no circumstances is a person to touch a revolving saw. Before any work can be carried out, the machine must be brought to a complete standstill.
- When run-down times exceed 10 seconds, a warning sign advising of the run-down time is to be placed near the machine controls.
  - The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

11.11 Noisy exhausts on air-operated equipment are to have silencers fitted.

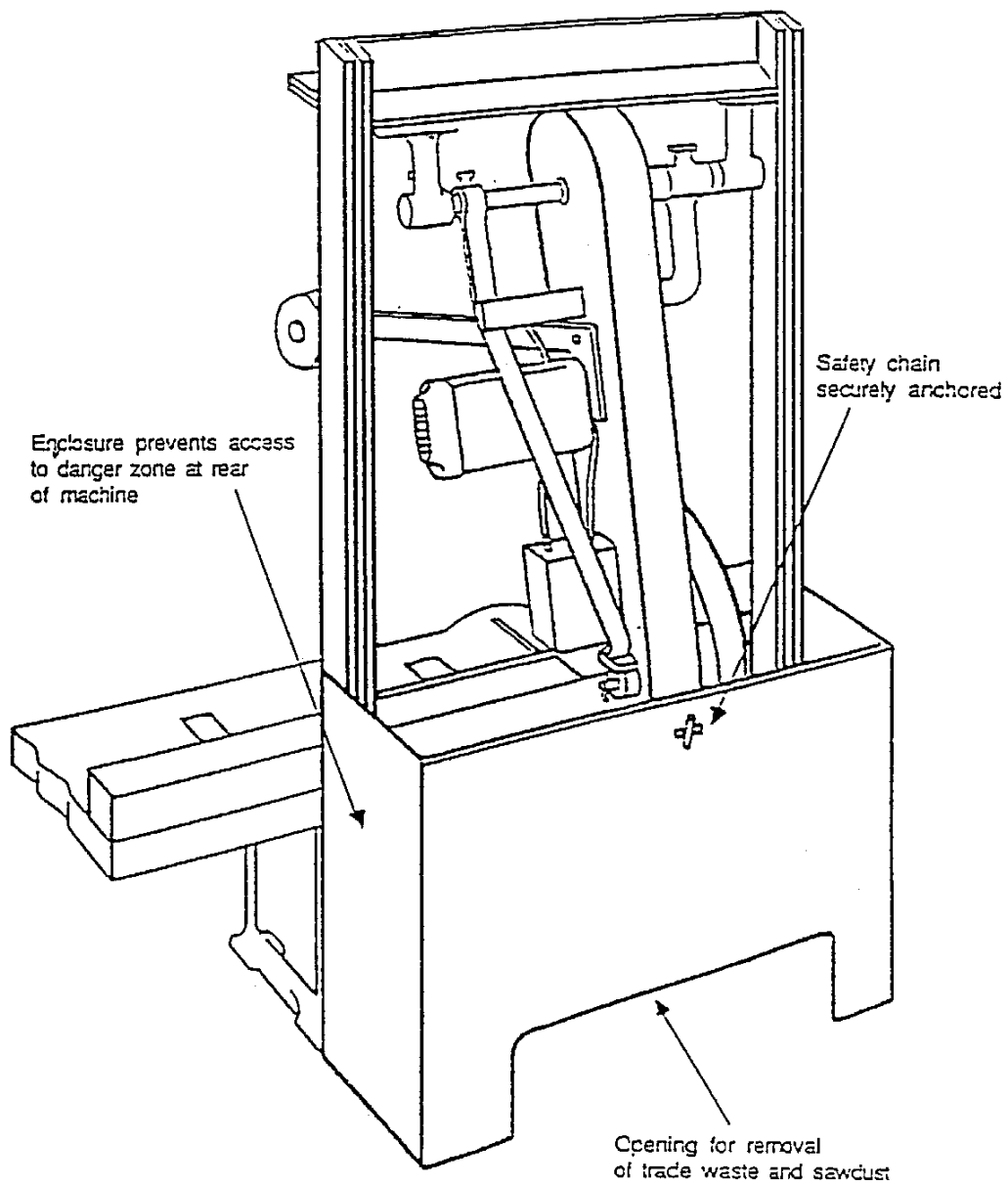
11.12 Laser lights fitted to edgers are to be located to prevent the operator looking directly into the light source.

11.13 Guards are to be fitted at all nip points, V-belts, drives and exposed gears.



NOTE:  
Front guard on saw not shown for clarity – refer to fig. 6 for an approved method of guarding

**Figure 4**  
**SWING SAW DOCKER – FRONT VIEW**



**Figure 5**  
**SWING SAW DOCKER – REAR VIEW**

## 12. DOCKING SAWS – GENERAL

- 12.1 A person must not operate a docking saw unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person, or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work; subject to the provisions of the relevant award or awards.
- 12.2 Docking saws are to be fitted with an appropriate saw blade, with due consideration of the design of the docker and its intended use.
- 12.3 The docking saw is to be fitted with a top guard that provides maximum protection in both the cutting and non-cutting position. A top guard must cover at least the top half of the saw blade and extend over the arbor ends and be removable for access to the saw blade (for example, see figures 4, 5, 6 & 7).
- 12.4 The lower half of the saw is to be guarded when it is retracted to the non-cutting position.
- 12.5 Guarding of docking saw blades may be provided to ensure protection for operators during cutting operations (for example, refer figure 7).
- 12.6 The saw blade must be guarded so that there is no possibility of contact with the blade beneath the bench.
- 12.7 All saws are to be provided with a device to limit the travel of the blade, so that no part of the saw blade will be closer than 50mm to the front of the workbench (refer to figures 4, 5 & 6).
- 12.8 The counterweight (or similar device) must be securely mounted to the saw frame and is to return the saw to a position of rest, without rebound, at least 25mm behind the saw fence (refer to figures 4, 5 & 6).
- The height of the fence is to be at least equal to the height of the timber being docked.
- 12.9 The cutting stroke of the docking saw is to be initiated by a hand control unless the docker complies with AS 4024.1 *Safeguarding of machinery – Part 1: General principles*. The saw unit hand control is to be firmly fixed and well clear of the saw blade teeth and positioned to allow the operator, acting reasonably, to stand out of the cutting line of the saw.
- 12.10 Controls are to be as close to the operator's position as possible and readily accessible.
- An emergency stop device for disconnecting power to the drive motor is to be close to the operator. The device is to be coloured red, of the mushroom headed type, clearly marked STOP and with a manual reset.

- For internal combustion power sources, an emergency stop control device with its function clearly marked STOP is to be located close to the operator.

12.11 The gap between the guide fences is to be kept to a minimum so as to allow only the free running of the saw blade.

12.12 The saw blade is to be guarded whilst in the resting position.

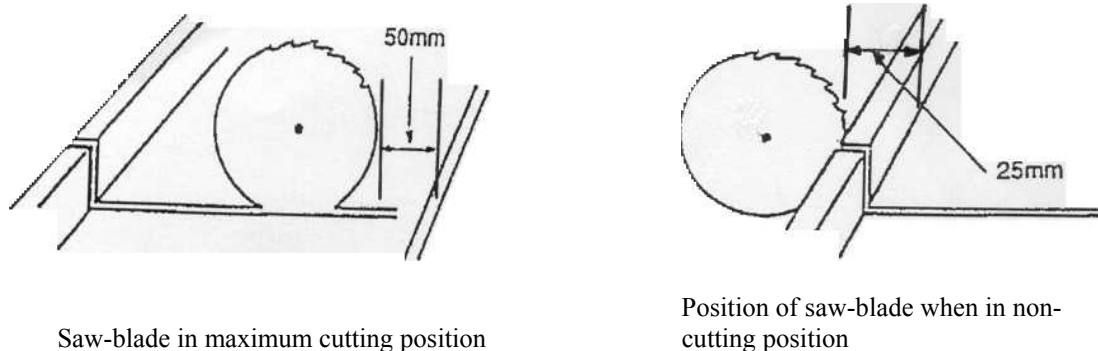
12.13 When saws are positioned away from a wall, an effective guard or housing is to be provided at the rear of the guard fence (refer to figure 5).

12.14 All motors, pulleys and drives are to be guarded in accordance with AS 4024.1 *Safeguarding of machinery – Part 1: General principles*.

12.15 Floor insulation may be provided at work stations where deemed necessary.

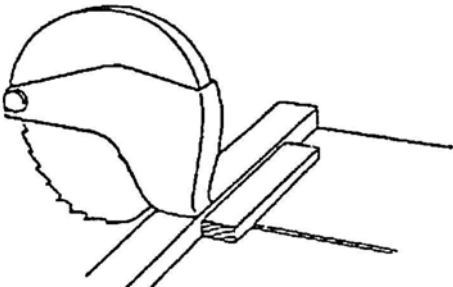
12.16 Under no circumstances is a person to touch a revolving saw. Before any work can be carried out, the machine must be brought to a complete standstill.

- When run-down times exceed 10 seconds, a warning sign advising of the run-down time is to be placed near the machine controls.
- The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

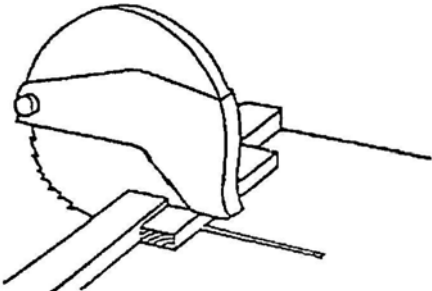


**Figure 6**  
**DOCKING SAW BLADE POSITION**

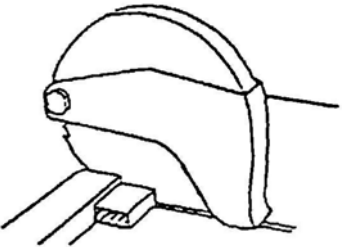
**Figure 7**  
**EXAMPLE OF GUARD COVERING WHOLE OF BLADE DURING CUTTING**  
**OPERATION**



Saw-blade in non-cutting position behind guide-fence



Self-adjusting guard resting on material during cutting operation



Self-adjusting guard resting on bench on completion of cut

## **13. END MATCHERS**

- 13.1 A person must not operate an end matcher unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person, or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work; subject to the provisions of the relevant award or awards.
- 13.2 End matchers are to be fitted with appropriate guarding, with due consideration of the design of the end matcher and its intended use.
- 13.3 All safety devices and lock out devices must be tested prior to commencement of operation to ensure that they are operational.
- 13.4 Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and readily accessible with a manual reset.
- 13.5 All controls are to be clearly marked with their function and direction. Controls are to be placed in such a position that they are readily and conveniently accessible by the operator.
- 13.6 Under no circumstances is a person to touch a revolving saw. Before any work can be carried out, the machine must be brought to a complete standstill.
- When run-down times exceed 10 seconds, a warning sign advising of the run-down time is to be placed near the machine controls.
  - The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

## **14. DOUBLE-ENDED TENONERS**

- 14.1 A person must not operate a double-ended tenoner unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work; subject to the provisions of the relevant award or awards.
- 14.2 Double-ended tenoners are to be fitted with appropriate guarding, with due consideration of the design of the double ended tenoner and its intended use.
- 14.3 All safety devices and lockout devices must be tested prior to commencement of operation to ensure that they are operational.
- 14.4 Emergency stop buttons must be of the mushroom headed or raised type, coloured red, marked STOP and readily accessible with a manual reset.
- 14.5 All controls are to be clearly marked with their function and direction. Controls are to be placed in such a position that they are readily and conveniently accessible by the operator.
- 14.6 Under no circumstances is a person to touch a revolving saw. Before any work can be carried out, the machine must be brought to a complete standstill.
- When run-down times exceed 10 seconds, a warning sign advising of the run-down time is to be placed near the machine controls.
  - The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

## **15. OPTIMISING DOCKER**

- 15.1 A person must not operate an optimising docker unless that person has been instructed in the dangers and the safe operating procedures and assessed as competent by a competent person, or is undergoing training;
- All trainees are to be under the direct supervision of a competent person.
  - Juniors may be employed in any position for which the employer or the person in control of the workplace deems them to be competent to carry out the work; subject to the provisions of the relevant award or awards.
- 15.2 Optimising dockers are to be fitted with appropriate guarding, with due consideration of the design of the optimising docker and its intended use.
- 15.3 All safety devices and lockout devices must be tested prior to commencement of operation to ensure that they are operational.
- 15.4 Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and readily accessible with a manual reset.
- 15.5 All controls are to be clearly marked with their function and direction. Controls are to be placed in such a position that they are readily and conveniently accessible by the operator.
- 15.6 Under no circumstances is a person to touch a revolving saw. Before any work can be carried out, the machine must be brought to a complete standstill.
- When run-down times exceed 10 seconds, a warning sign advising of the run-down time is to be placed near the machine controls.
  - The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

## 16. SHARPS ROOM / GRINDING

16.1 The lighting arrangements are to be in accordance with AS 1680 *Interior lighting*.

### 16.2 Grinding Room Equipment / Machinery

- Emergency stop buttons are to be of the mushroom headed or raised type, coloured red, marked STOP and manual reset.
- All controls are to be clearly marked with their function and direction. Controls are to be placed in such a position that they are readily and conveniently accessible by the operator.
- Adequate signage is to be provided warning of the run-down time of all machinery.

### 16.3 Safe transportation of blades

- A safe system for transportation of blades and cutters is to be provided. Blades and cutters are to be encapsulated or contained during transportation to and from the sharpening area in order to prevent accidental contact.
- Where heavy lifting is required, mechanical lifting aids (such as a travelling chain block) are to be provided.
- Where no mechanical lifting aids are available when undertaking a heavy lift, employees are to be instructed to seek the assistance of another person.
- Appropriate personal protective equipment (PPE) must be worn at all times.

16.4 Guarding of knife and saw sharpening equipment, and such other machines as may be in use, is to comply with the requirements of AS 4024.1 *Safeguarding of machinery – Part 1: General principles*, including the fitting of guards and face shields to grinders and emery wheels.

16.5 A dust removal unit is to be fitted to the grinding machine to prevent illness or injury through ingestion of dust.

## **17. PACKING, STRAPPING and WRAPPING**

17.1 Packs are to be so constructed that the sides are square with the base of the pack.

17.2 Packs are to be equipped with an adequate number of binders / packing strips to ensure stability of the pack.

17.3 A risk assessment of manual handling procedures must be undertaken – refer to the *National Standard for Manual Handling*, issued by the National Occupational Health and Safety Commission (NOHSC).

17.4 Personnel must receive adequate training in the operation of wrapping machines.

### 17.5 Strapping

- Safety glasses must be worn when tensioning or cutting strapping or wire.
- Gloves are to be worn when handling strapping or wire.
- Excessive tensioning may cause strapping/wire breakages. The operator is always to position themselves to one side of the strap/wire being tensioned.
- Do not put hands beneath the strap/wire being tensioned.
- When cutting a tension strap/wire, always stand to one side of the strap/wire being cut, pressing the strap/wire against the cutter.
- An appropriate cutter is to be used for cutting either strap or wire.

## **18. DUST EXTRACTION**

- 18.1 Blower drives are to be adequately guarded.
- 18.2 Where PVC or similar piping or ducting is used, these must be earthed.
- 18.3 Hoods are to be designed to maximise dust collection. The level of airborne contaminants must not exceed those set out in the *Guidance Note on the Interpretation of Exposure Standards for Atmospheric Contaminants in the Occupational Environment* NOHSC:3008 (1995).
- 18.4 Totally enclosed dry storage bins are to be fitted with explosion doors or panels.
- 18.5 It is recommended that bins be designed so that access is not necessary. Where there is a necessity to access the interior of a bin for any purpose, access is to be provided in accordance with AS 1657 *Fixed platforms, walkways, stairways and ladders – Design, construction and installation* and AS 2865 *Safe working in a confined space*.
- 18.6 If the controls for opening the bin doors are in an elevated position, access is to be provided in accordance with AS 1657 *Fixed platforms, walkways, stairways and ladders – Design, construction and installation*.
- 18.7 The area must be suitably signed to warn against entry to the bin area.
- 18.8 All dust extraction systems are to be designed by a competent person to safely optimise efficiency and to ensure compliance with Clause 15.3 in *Guidance Note on the Interpretation of Exposure Standards for Atmospheric Contaminants in the Occupational Environment* NOHSC:3008 (1995).

## 19. PROTECTIVE EQUIPMENT (INCLUDING PERSONAL)

- 19.1 Sites must have indicative noise level checks to determine ambient noise levels. If noise levels exceed 85dBA, a noise assessment is to be carried out by a competent person. If a noise assessment is carried out, the responsible officer must arrange for another noise assessment to be carried out no more than five years later, with records kept for at least five years. Hearing protection is required if noise levels exceed 85dBA for an eight-hour day.
- 19.2 Engineering and administrative control measures must be explored and implemented to reduce noise to acceptable levels. These must consist of any procedures that:
- i) Reduce the sound level either at the source of the noise, its transmission, or at the position normally occupied by the employee excluding the use of personal hearing protective devices; and,
  - ii) Limit the daily exposure to noise by control of the work schedule.

NOTE: If an employee is required to wear hearing protection, audiometric testing of employees must be carried out at least every two years.

- 19.3 The following personal protective equipment (PPE) must be worn in all designated areas where an identified risk exists and the PPE is to comply with the following Australian Standards where applicable.

	Applicable Australian Standard
• safety footwear (mandatory in all areas)	AS/NZS 2210.1
• hearing protection	AS/NZS 1270
• safety helmet	AS/NZS 1800
• eye protection	AS/NZS 1337
• high visibility clothing	AS/NZS 4602
• dust mask	AS/NZS 1715
• gloves	AS/NZS 2161
• leather aprons	
• sun protection	
• face mask	
• neck (sun) protectors	
• overalls (maintenance)	

- 19.4 Adequate signage is to be used to indicate requirements for particular designated areas.

## **20. INDUSTRIAL SAFETY**

### **FIRST AID**

20.1 The following first aid facilities are to be provided:

- Risk management procedures must be instituted to ensure, so far as is reasonably practicable, the provision and maintenance of a safe work environment.
- In every workplace the employer, or the person in control, must make reasonable provision to render first aid to all employees who are injured or are ill while at work.
- Where provided, first aid rooms are to be well lit and ventilated, suitably located and accessible.
- First aid boxes are to be dust-proof and lockable, with the exterior coloured white and clearly labelled with a green cross and the words “FIRST AID” in green.
- There is to be displayed in a prominent position near each first aid box a clearly legible notice showing the name or names and work locations of the persons responsible for or qualified to render first aid.
- First aid boxes are to be kept stocked with first aid supplies in accordance with the list of basic minimum requirements set out in Appendix 1. Boxes are not to contain anything other than first aid supplies and are to be kept clean at all times, with a list of the required contents of the box attached to the inside of the lid of the box.
- First aid boxes are to be located within 100 metres from a work area.
- First aid boxes are to be provided on the basis of one box for every 100 employees, or part thereof, who are in a work area at any one time. The only exception is where a separate first aid room or health centre is provided on the site, which is accessible during working hours at all times, then first aid boxes need not be provided.
- Separate first aid boxes or approved portable first aid kits are to be provided for use by persons whose place of work is remote from other first aid facilities.
- Clean water is to be readily accessible close to the location of a first aid box.
- Every first aid box provided in a workplace in accordance with the requirements of this code is to, whenever there are employees working at the workplace, be in the care of a person responsible for rendering first aid.
- At any workplace at the one time, one person is to be the holder of a current certificate to render first aid, issued by an approved authority.
- All entrances to a first aid room are to be clearly marked “First Aid.”

- Every first aid room is to be in the care of a person who is the holder of a current certificate to render first aid, issued by an approved authority, and who is readily available at all times while persons are working at the workplace.

## **SIGNAGE**

20.2 In accordance with Section 9 of the *Workplace Health and Safety Act 1995*, the employer, or the person in control of the workplace, has a responsibility to ensure, so far as is reasonably practicable, the health and safety of all visitors, including contractors, at a workplace. To this end appropriate signage is to be provided at appropriate locations warning of hazards located within the mill site. Examples may include:

- “Mill visitors must report directly to office”
- “No log trucks to proceed past this point unless directed by an authorised person”
- speed limits
- “Authorised personnel only”
- “No public access”
- “Danger – working machinery – high visibility clothing must be worn”
- Various signs indicating the use of personal protection equipment, i.e. safety helmets, eye protection, hearing protection.

## **LIGHTING**

20.3 All lighting throughout the mill is to be in accordance with AS 1680 *Interior lighting* (refer to Table 1).

- Lighting must not show strobing effects.
- Safety mesh is to be fixed under any roof skylights or translucent sheeting, and signs advising the existence of a “brittle roof” must be prominently displayed at all points where access may occur.

## **NOISE**

20.4 Every effort is to be made to keep noise levels to acceptable levels (Refer to Section 19).

**Table 1 Work Site Lighting**

TYPE OF WORK	RECOMMENDED SERVICE ILLUMINATION (LUX)
Rough sawing and benchwork	240
Sizing, planing, rough sanding, medium machine and bench work	400
Fine bench and machine work	600

## **21. MATERIALS HANDLING AREA**

- 21.1 All operators of forklift trucks must hold a certificate of competency, unless they are undertaking training under direct supervision of a competent person.
- 21.2 Forklift trucks must be operated, maintained and records kept so as to comply with the *Workplace Health and Safety Regulations 1998*.
- 21.3 No person is to be lifted/elevated by a forklift truck unless an approved forklift truck work platform is used and the passenger remains within the confines of the platform. Work platforms are to comply with the requirements of Australian Standards AS2359.1 – *Powered industrial trucks – General requirements*. (Refer to Workplace Standards Tasmania Safety Bulletin No.13 *Lifting Machinery Safe Practices for Forklift Trucks*.)
- 21.4 Passengers are not permitted to ride on any mobile equipment/forklift truck unless there is an approved seat provided for the passenger.
- 21.5 The employer must develop and implement a lock-out/tag-out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment in accordance with the *Workplace Health and Safety Regulation 1998*.
- 21.6 Racking yards are to be constructed on firm and secure foundations and the materials racked there are not to interfere with:
- the proper operation of machines or other equipment
  - the use of passageways or traffic lanes
  - the efficient functioning of fire fighting equipment.
- 21.7 All personnel working in the open are to be provided with personal protective equipment appropriate for the prevailing conditions.
- 21.8 Racks of timber to be lifted are not to be higher than the back rest on the forklift truck.

## **22. INSPECTION, CLEANING and MAINTENANCE of PLANT**

22.1 In accordance with the *Workplace Health and Safety Regulations 1998*, regular planned inspection and routine maintenance of registered plant must be carried out to ensure, so far as is reasonably practicable, safe and efficient operation. Employers or responsible officers are to implement the following procedures:

- General condition and maintenance of the registered plant must be checked on a regular basis.
- The plant must be inspected and maintained by an appropriately qualified person, in general in accordance with the manufacturer's instructions or maintenance schedule.
- Employers must develop and maintain a record system of registered plant.

22.2 The employer must develop and implement a lock out/tag out isolation procedure for any inspection, cleaning or maintenance task to be performed on any plant or equipment.

- Any defects to equipment are to be reported immediately.

### 22.3 Hydraulics and Pneumatics

Plant which may contain residual pressure after isolation or power failure must be de-pressurised before any maintenance is carried out.

**BASIC MINIMUM REQUIREMENTS FOR FIRST AID BOXES**

***QUANTITY    ITEM***

3 bottles	Antiseptic Solution 30ml
5	Disposable Splinter Probes
1 pkt	50 Waterproof Dressing Strips
1 roll	7.5 cm Strapping Tape
3 pkts	10cm x 10cm Gauze Swabs (5)
2	7.5 cm Conforming Gauze Bandage
6	Triangular Bandages
2	Wound Dressing No. 15
2	Wound Dressing No. 14
3	10cm Crepe Bandage
4	Eye Wash Saline 10ml
1 pr	Shears 20cm
1 pr	Splinter forceps
12	Safety pins
1	Thermal Blanket
2	Plastic Bags 150mm x 230mm
3 pr	Disposable Gloves
1	Notebook and Pencil
1	2.5cm Leukosilk Tape
3	10cm x 10cm Non-adhesive Dressings
2	Sterile Eye Pads
1	Resuscitation Mask
1	Digest of First Aid
1	4 x 4 metre Waterproof Ground Sheet

**OPTIONAL ITEMS:**

1	Constrictive Bandage
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**NOTE:** You must undertake a risk assessment for your individual workplace and consider the contents of your first aid box following the risk assessment. The above is a list recommended by St Johns Ambulance 2003.

## RISK MANAGEMENT

### 1. Introduction:

With the introduction of the *non-prescriptive Workplace Health and Safety Regulations 1998*, risk management procedures must be instituted to ensure, so far as is reasonably practicable, the provision and maintenance of a safe work environment.

### 2. Principles of Risk Management:

The principles of the risk management procedure are:

**Spot the hazard**  
**Assess the risk**  
**Fix the problem**  
**Evaluate the results**

#### 2.1 *Spot the Hazard*

There are a number of methods that can be used to identify hazards associated with the workplace. The type of plant used and work processes involved will determine the method of identification, a combination of which may give the best results. Methods of identifying hazards include:

- (a) Walk through survey – of the workplace using a hazard checklist.
- (b) Work process evaluation – it is essential to establish a priority for the order in which to analyse.

*First* – select the jobs in which most accidents occurred and remember – consider **all** accidents – injury, property damage and near misses.

*Second* – consider jobs that have a potential for severe accidents.

*Third* – study newly-established jobs carefully or review any change in existing job methods or process changes.

- (c) Consult with employees – employees are usually the best source of what can go wrong and why, based on their experience. Consultation can take the form of:
  - i) formal discussions during safety committee meetings or;
  - ii) informal discussions occurring during on-the-job contact or tool box meetings during work breaks.In either case, the feedback element is important from a motivational viewpoint. The risk identifier **must** be kept fully informed of any actions taken.
- (d) Manufacturers' instructions – these are an important source of information regarding hazards associated with plant.
- (e) Specialist practitioners and representatives of industry associations, unions and government bodies may be of assistance in gathering health and safety information relevant to hazards associated with plant.

## 2.2 **Assess the Risk**

- (a) Once a hazard has been identified, a risk assessment must be carried out to determine the extent of the risk associated with the hazard. A risk assessment must consider the risks to all people potentially affected by the hazard including non-employees, such as contractors and members of the public.
- (b) A risk assessment is to determine the following:
  - i) the occupations and tasks at risk
  - ii) the number of persons at risk
  - iii) the probability of a hazard resulting in an injury or disease
  - iv) the duration of exposure a person has to the hazard
  - v) the possible consequences (injury, disease, fatality) that may result from (iii) and (iv) above
- (c) The '**Risk Analysis Work Sheet**' contained within this information brochure is an example of one technique that can be used and is intended as a rapid guide to identify the level of risk. For instructions and use of the Risk Analysis Work Sheet refer to page 37.

## 2.3 **Fix the Problem**

Exposure to hazards that may present risks to the health or safety of persons in a workplace must be controlled. This may be accomplished by a number of methods forming what is known as the **hierarchy of control measures**, consisting of six stages described below in decreasing order of priority and effectiveness.

Control measures may be divided into short-term/immediate control measures and long-term control measures. The long-term aim is always to **eliminate the hazard at the source** but, while attempting to achieve this aim, other short-term actions are to be used.

In some cases, the control of a hazard may involve the combination of two or more control measures.

#### 1) **Elimination –**

Removal of the hazard from the workplace, e.g. automation of breast-bench operation to remove operator from the area of the throw of the saw.

#### 2) **Substitution –**

Replacement of the hazard with something that, although still a hazard, is a hazard to a much lesser degree, e.g. using water-based paint in place of a solvent-based material.

#### 3) **Isolation –**

Separation of persons from a hazard by means of relocation of the hazard to a remote location, or by segregating the hazard to prevent personal exposure, e.g. enclosing noisy items of plant in a sound-proof enclosure.

#### 4) **Engineering Controls –**

Minimises the creation of the hazard at its source, or controls the hazard's potential risks by limiting its effective range, e.g. provision of a correctly placed top-guard to a breast-bench saw and use of a localised dust extraction system.

#### 5) **Administrative Controls –**

Address the health and safety of persons in the workplace by:

- i) documenting safe work procedures
- ii) limiting / adjusting the time or conditions of risk exposure

#### 6) **Personal Protective Equipment (PPE) –**

Involves the use of appropriately designed, approved and properly fitting equipment to be worn by persons to isolate them from hazards present in their surrounding workplaces where other control measures are not practical.

It must be stressed that the use of PPE is a **"last ditch effort"** to provide protection from a hazard and is **never** to be considered as the primary form of protection.

## **2.4 Evaluate the Results**

- (a) In consultation with employees, review the control measures to be applied in order to determine:
  - i) the potential effectiveness of the control measure, i.e. will the risk be reduced if the control measure is applied?
  - ii) whether the application of a chosen control measure introduces new hazards.
- (b) If the control measure will not introduce any new hazard and it would be effective, apply the control measure.
- (c) Should new hazards, or different systems of work be introduced, a separate risk assessment will need to be carried out on both the work process and the control measure.
- (d) Monitor the effectiveness of all control measures. It is strongly suggested that this be done at least annually, unless plant or work procedures change.

## **3. Conclusion**

- (a) All risk management procedures are to be repeated at intervals and whenever there is reason to suppose that the results are no longer valid, e.g. new plant or processes are introduced or plant is modified so that it deviates from the original design.
- (b) Tasmanian workplace safety legislation insists that all risk must be minimised by adoption of the highest-ranked control measures reasonably practicable.

## Using the **SAFE** Steps to Undertake a Risk Assessment

### **SPOT THE HAZARD**

1. Photocopy both the **RISK ASSESSMENT FORM** and the **RISK ANALYSIS WORK SHEET**. You will need a fresh Risk Analysis Work Sheet for each hazard identified and included on the Risk Assessment Form.
2. Identify the location, area or section where you are performing the risk assessment and complete the details including the allocation of a reference number to be included in the **Ref. No.** box at the top of the **RISK ANALYSIS WORK SHEET**.
3. Allocate a reference number for each hazard identified and write this in the **Ref. No.** column on the **RISK ASSESSMENT FORM**. This number will be the link between the hazard and the **RISK ANALYSIS WORK SHEET**.
4. Identify the task or item of plant you are assessing and complete those details at the bottom of the **RISK ANALYSIS WORK SHEET**.
5. List all the hazards associated with the task or item of plant you are assessing and write them in the **Hazard Identified** column. There may be several hazards associated with the one task or item of plant. If there are many, you may need to break the task or plant into smaller, more manageable components.

### **ASSESS THE RISK – Guidelines for completing the Risk Analysis Work Sheet**

1. Go to the **RISK ANALYSIS WORK SHEET** on page 40.
2. Write the reference number of the hazard you are assessing on the **Reference No.** box on the top right hand side of the page.
3. How likely is it that an injury will occur from the hazard? Place an "X" on the **Probability** line according to how likely you think it is that the hazard will cause an injury.
4. How frequent is exposure to the hazard? Place an "X" on the **Exposure** line according to what the frequency of exposure to the hazard is.
5. Draw a straight line between the two "Xs" and continue until the **Tie Line** is reached. Mark where it crosses the **Tie Line** with an "X".
6. What would the consequences be if an accident did occur from this hazard? What harm could occur or how serious could an injury be? Place an "X" on the **Consequences** line according to what you think the consequences could be if an injury resulted from the hazard.

7. Draw a straight line from the "X" on the **Tie Line**, through the "X" on the **Consequences** line. Continue to the **Risk Score** line and mark where it crosses the **Risk Score** line. This provides your assessed **Risk Score**.
8. From the **Justification Score** line determine the recommended time frame for action to be taken to *remove* or *reduce* the risk to an acceptable level.
9. Return to the **RISK ASSESSMENT FORM** and write the Assessed Risk in the **Risk** column beside the hazard you assessed.

## **FIX THE PROBLEM**

1. Go to the **Control Mechanism** column of the **RISK ASSESSMENT FORM** and work your way down the Hierarchy of Controls until suitable control measures are identified that will best reduce or control the hazard. Circle those to be implemented. (Refer to section **2.3 Fix The Hazard** of the RISK MANAGEMENT document for an explanation of the Hierarchy of Controls).
2. Go to the **Action to be Taken** column and write the number(s) of the control mechanism(s) chosen and the resultant action to be taken.

## **EVALUATE RESULTS**

1. Using the **RISK ANALYSIS WORK SHEET**, re-assess the hazard but this time with the control measures implemented. Use a different coloured pen to compare the scores. The assessed risk is to be lower than the first assessment. Be aware of any secondary hazards that may have been introduced as a result of any control measures implemented.
2. Return to the **RISK ASSESSMENT FORM** and write the revised risk score in the **Revised Risk** column.
3. Complete the details at the bottom of both forms ensuring that each is signed and dated.
4. Continue to evaluate the hazard on a regular basis to ensure no new hazard has arisen.

## RISK ASSESSMENT FORM

Location:.....

Area: .....

Section:.....

Task: .....

Plant Item:.....

Ref. No.	Hazard Identified	Risk Score <small>(from risk analysis work sheet)</small>	Control Mechanism	Action to be Taken	Revised Risk
			1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Administrative Controls 6. PPE		
			1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Administrative Controls 6. PPE		
			1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Administrative Controls 6. PPE		
			1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Administrative Controls 6. PPE		

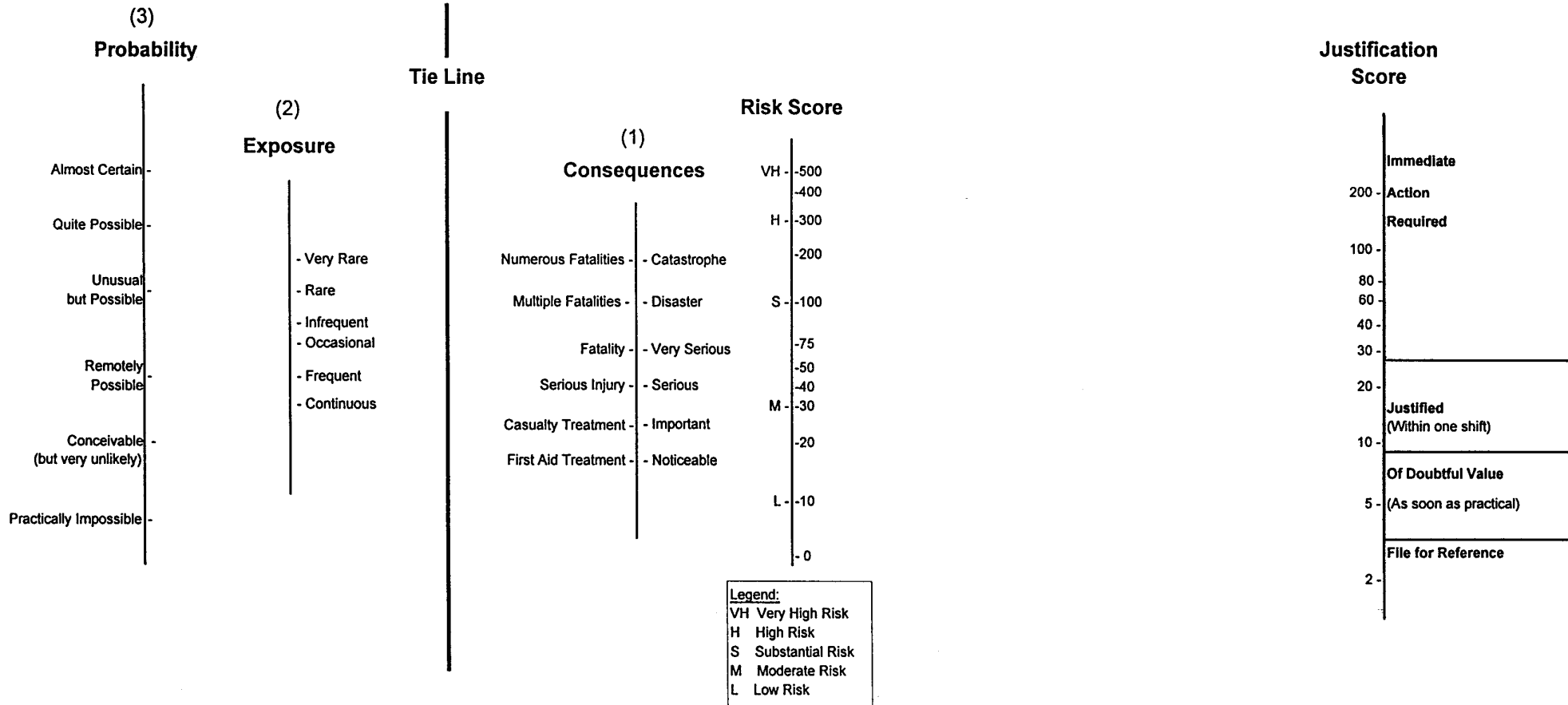
Signed

Date

## RISK ANALYSIS WORK SHEET

Area / Location

Ref. No.



Identify the hazard:

Risk score:

### DOCUMENTS REFERRED TO IN THIS CODE OF PRACTICE

- AS/NZS 1270 *Acoustics – Hearing protectors*
- AS/NZS 1337 *Eye protectors for industrial applications*
- AS 1473 *Guarding and safe use of woodworking*
- AS 1473.4 *Wood processing machinery – Safety – Finishing machinery – Moulding machinery and routers with rotating tools*
- AS 1657 *Fixed platforms, walkways, stairways and ladders – Design construction and installation*
- AS/NZ 1680 *Interior lighting* (refer to 1680.0 through 1680.3 as applicable)
- AS/NZS 1715 *Selection, use and maintenance of respiratory protection devices*
- AS 1755 *Conveyors – Safety requirements*
- AS/NZS 1800 *Occupational protective helmets – Selection, care and use*
- AS/NZS 2161 *Occupational protective gloves – Selection, use and maintenance*
- AS/NZS 2210.1 *Occupational protective footwear – Guide to selection, care and use*
- AS 2359 *Powered industrial trucks – General requirements*
- AS 2865 *Safe working in a confined space*
- AS/NZS 3000 *The Wiring Rules*
- AS 4024.1 *Safeguarding of machinery – General principles*

## Appendix 4

### FURTHER INFORMATION

If further information is required contact your nearest office of Workplace Standards Tasmania (see below).

### Workplace Standards Tasmania

Telephone: 1300 366 322

(03) 6233 7657

Email: [info@wst.tas.gov.au](mailto:info@wst.tas.gov.au)

Internet: [www.wst.tas.gov.au](http://www.wst.tas.gov.au)

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