SHIRE OF
WESTONIA
A vibrant community lifestyle

OCCUPATIONAL SAFETY & HEALTH (OSH) MANUAL

Version 1

March 2017





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Revision Record

Issue	*Section*	*Page(s)*	*Description of Change*	*Entered by*	*Effective Date*
1	All	All	New Issue	Administration Officer	26 April 2017
1	4.5 & Appendix A	56 & 90	Replace risk matrix with version 2	Stacey Geier	Committee meeting 26/6/17 Adopted by council 20/7/17
1	Appendix P	127	Contractor management replace Appendix P induction PowerPoint to Pre-qualification questionnaire & Contractor occupational safety and health assessment tool.	Stacey Geier	Committee meeting 26/6/17 Adopted by council 20/7/17
1	2.11 & Appendix Q	38 & 132	Include Volunteer Management and Appendix Q Volunteer management forms.	Stacey Geier	Committee meeting 26/6/17 Adopted by council 20/7/17
1	4.3 Appendix E	50 & 100	Hazard Report replaced with new (Take 5)	Stacey Geier	Committee meeting 26/6/17 Adopted by council 20/7/17

Distribution Record

Controlled Copies		
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1	Chief Executive Officer	Administration Building- CEO Office
2 (Master Copy)	Administration Officer	OSH Records – Administration Office
3	Works Supervisor	Council Depot Crib Room

Definitions

OSH	Workplace Health and Safety
PPE	Personal Protective Equipment
SWMS	Safe Work Method Statement
HRWA	High Risk Work Activities

1.1 OCCUPATIONAL SAFETY & HEALTH PRINCIPLE

PURPOSE

The Shire of Westonia regards the development and implementation of best practice Occupational Safety and Health (OSH) systems as a common objective for the CEO, Supervisors, Employees, Contractors and Volunteers.

SCOPE

The principle of the Shire of Westonia is to ensure that every employee works in an environment where every effort is made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards. The legislation applicable to OSH is the *Occupational Safety and Health Act 1984 and Regulations 1996* and the *Workers Compensation and Injury Management Act 1981 and Regulations 1982*.

RESPONSIBILITIES

The organisation/employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Ensure compliance with current Occupational Safety and Health Act 1984, and Regulations 1996, Codes of Practice and Guidance Notes.
- Provide Personal Protective Equipment (PPE).

Employees have a duty of care to:

- Work with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their supervisor.
- Co-operating positively in the fulfilment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.
- Use relevant PPE for tasks as defined in its Safe Work Method Statement (SWMS).

Responsibilities of all are further defined in Section 2.1.

APPLICATION

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

The Workplace Health and Safety (OSH) Manual contains procedures in relation to OSH and shall be made available to all staff on the Shire of Westonia Server (Shared data FDrive://OSH) with hard copies available at the Council Administration Building & Works Depot Crib Room. The manual is reviewed annually including an assessment of the system by an annual workplace audit (*refer Section 3.2*) and has document control procedures applied (*Refer Section 3.1*).

All staff are made aware of the manual and any changes through a variety of forums including, but not limited to induction & refresher training, staff meetings, tool box talks and newsletters.

The Shire of Westonia will provide adequate information, instruction and training to all its employees upon commencement of work (including transferring between departments) to ensure that the safety and health of its employees is optimal. It is the Shire of Westonia's objective to ensure employees possess the required level of competency to undertake all work activities in a safe and efficient manner.

An induction is necessary to inform all personnel of the organisation's safety rules, policies, procedures, and applicable legislation. This will ensure all personnel are made aware of hazards, risks and applicable safe work practices that are in force. It is the supervisor's responsibility to ensure that inductions are carried out according to the requirements of this procedure.

All employees, including full time employees, part-time, casuals, volunteers, labour hire, and contractors, are to be inducted.

1.2 RISK MANAGEMENT PRINCIPLE

PURPOSE

The Shire of Westonia considers risk management to be an essential management function in its operations. They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk. Council is committed to the principles of managing risk as outlined in *AS/NZS/ISO 3100:2009.*

SCOPE

The Shire of Westonia will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Organisation in relation to planning or executing any function, service or activity.

Occupational Safety & Health Risk Management Objectives

- The achievement of Organisational Goals and Objectives.
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets.
- Limited interruption to business continuity.
- Positive public perception of Council.
- Application of Equal Opportunity principles in the workforce and the community.

RESPONSIBILITIES

- The Chief Executive Officer and supervisors have the responsibility and accountability for ensuring that all staff manage risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All supervisors will encourage openness and honesty in the reporting and escalation of risks. All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this principle in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

APPLICATION

The Shire of Westonia has implemented a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.

Risk management workplace audits and reporting of extreme risks to the OSH committee will help monitor new and ongoing risks identified by the Shire of Westonia.

1.3 PERSONAL PROTECTIVE EQUIPMENT (PPE) & CLOTHING PRINCIPLE

PURPOSE

The Shire of Westonia is committed, where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the Shire of Westonia is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

SCOPE

This procedure applies to whole of organisation where it is appropriate.

RESPONSIBILITIES

Supervisor

Where PPE is used at the workplace, Supervisors must ensure that:

- Employees are instructed in relation to the correct fitting, use, selection, testing, maintenance and storage of the clothing or equipment;
- Employees are informed of the limitations in the use of the clothing or equipment;
- The clothing or equipment is maintained in good working order;
- The clothing or equipment is replaced when it no longer provides the level of protection required to protect the wearer or user against the particular hazard;
- The area of the workplace at which the clothing or equipment is required is identified by signs in accordance with the AS 1319: 1994 Safety Signs for the Occupational Environment (eg. a sign may be required in the welding bay denoting the type of PPE which is required); and
- All repairs to PPE are to be done by a competent person, and are to be conducted in accordance to specifications of the manufacturer.

Employees

Persons to whom PPE is provided or made available at the workplace:

- Must use the PPE in the manner in which he/she has been properly instructed to use it;
- Must not misuse or damage the PPE;
- Must, as soon as practicable after becoming aware of any damage/malfunction/need to clean or sterilise, advise the Supervisor of the damage, malfunctioning or need to clean/sterilise;
- Under Section 20(2)(c) of the OS&H Act 1984 an employee who "misuses or damages any equipment provided in the interests of safety or health" commits an offence. Shire of Westonia employees who misuse or damage PPE will face disciplinary action that may result in dismissal; and
- The Shire of Westonia will replace any items deemed unserviceable due to normal wear and tear at no cost to the employee.

APPLICATION

Clothing Recommendation

Shire of Westonia recommends that outdoor employees wear long sleeved shirts and trousers. However, to help alleviate the adverse effects of hot weather, outdoor employees may elect to wear long shorts (no higher than 50mm above the knee) and short-sleeved shirts. The minimum clothing requirement for outdoor employees shall be long shorts i.e. to just above the knee and sleeved shirts unless the activity dictates a higher level of coverage.

This basic dress code will apply all year round. Exemptions may apply based upon written medical advice.

It is recommended that (except for the months of May, June, July and August) a broad brimmed (8cm to 14cm) hat be worn. Other types of hats may be substituted so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection are not recommended.

Hats, steel capped boots, jumpers/jackets, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by Shire of Westonia. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour/day on a cumulative basis.

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts in certain areas will not apply to:-

- persons performing welding or mechanical repairs/maintenance
- operators of brush cutters, concrete/bitumen saws and chainsaws
- persons handling bitumen
- persons who handle chemicals i.e. Pesticides and herbicides.

These workers **must wear** trousers and long sleeve shirts or long sleeve overalls.

<u>High Visibility Clothing</u>

Because of the requirement for Shire of Westonia workers to be easily seen by vehicle/plant users, high visibility clothing (high visibility shirt, jumper, jacket or vest), of some description must be worn by workers at all times.

<u>Use of Sunscreen Cream</u>

All outdoor workers will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer’s directions. Information, instruction and supervision will be provided in the use of sunscreens. In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round. Exemptions may apply based on written medical advice.

<u>Supply and Use of Sunglasses</u>

All staff working outdoor shall, when practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

2.1 OSH RESPONSIBILITIES

PURPOSE

To ensure that all management, staff, volunteers and contractors are aware of the Occupational Safety & Health responsibilities.

SCOPE

This procedure applies to all Councillors, Chief Executive Officer, supervisors, staff, volunteers and contractors and is organisational wide.

RESPONSIBILITIES

Chief Executive Officer

The Chief Executive Officer (CEO) is responsible for the implementation and monitoring of OSH.

The safety and health duties of Executive Management at all levels are:

- Responsible for the effective implementation of the Council's safety and health policy;
- Must observe, implement and fulfil its responsibilities under Acts, Regulations and Standards which apply to Local Government;
- Must ensure that the agreed procedures for regular consultation between management and those with delegated and elected safety and health responsibilities are followed;
- Must make regular assessments of safety and health performance and resources in co-operation with those persons having delegated and elected safety and health function;
- Must ensure that all specific policies operating within the Council eg. fire and evacuation, procurement, training, first aid and safe systems of work, are periodically revised and are consistent with Council's safety and health objectives and current Acts, Regulations and Standards;
- Must provide information, instruction, training and supervision for all employees in the correct use of plant, equipment and substances used throughout the Council;
- Must ensure that safe work practices and procedures (which may take the form of a safe work method statement) are documented and implemented where required;
- Must ensure that supervisors and delegated persons in control of the workplace conduct regular work place inspections, risk assessment and hazard identification;
- Must ensure that all supervisors are actively involved in hazard management and risk assessment activities;
- Must ensure that Safety & Health Representatives are able to carry out their legislated duties. (S. 33 OSH Act); and
- Must actively promote and participate in the LGIS WorkCare Injury Management System.

Supervisors

Supervisors' responsibilities are:

- Ensure employees, volunteers and contractors have a safe place in which to work;
- Ensure the active promotion of safety and health controls, mechanisms and prevention programmes;
- Ensure all hazards are identified, risks are assessed and controlled;
- Ensure employees have documented methods for safely performing the required tasks;
- Ensure employees are adequately trained and assessed as competent;
- Ensure employees are adequately supervised; and
- Actively promote and participate in the LGIS WorkCare Injury Management System.
- Accept responsibility of safety management in their work places;

- Lead by example;
- Wear and enforce the use of personal protective equipment;
- Recognise potential hazards and ensure appropriate remedial action in line with the risk/hazard hierarchy of controls;
- Investigate safety issues, provide feedback and close out the issue;
- Have access to OSH legislation, Australian Standards, Codes of Practice and Guidance Notes relevant to the work place;
- Report and investigate accident/incidents and near misses and ensure action is taken to control the cause(s);
- Liaise with the safety representatives ;
- Recommend training as required and assess competency following training;
- Undertake safety inspections on a regular basis; and
- Ensure safe work methods and procedures are documented, implemented and being followed by employees.

Employees

Employees' responsibilities are:

- Report hazards to the employer and rectify where possible;
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions;
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives;
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees;
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (such as personal protective equipment, protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed;
- Must, in accordance with Council procedures for workplace Incident reporting, report potential and actual hazards and workplace incidents to their supervisor and/or safety and health representatives within a specified timeframe;
- Must cooperate with the employer in the carrying out of their obligations (S 20 OSH Act); and
- Must comply with the Council LGIS WorkCare Injury Management System.

Health & Safety Representatives

- Ensure that inspections are carried out in the area they represent;
- Investigate accidents and incidents with the management;
- Keep himself or herself informed with information provided by the employer;
- Report hazards to the employer;
- Refer matters to the safety and health committee which have not been resolved through the issue resolution procedure;
- Works Supervisor to manage the LGIS WorkCare Injury Management System on behalf of the Shire;
- Consult and cooperate with the employer; and
- Liaise with employees.

OSH Committee

- Facilitate consultation and cooperation between management and employees to ensure the smooth operation of the safety management program;
- Remain conversant as to current relevant Legislation, Codes of Practice, Australian Standards and comparable industry standards through communication, education and training;

- Develop effective strategies and action plans for the continuous improvement of the OSH manual's principles and procedures;
- Offer recommendations to management on improvements to safety and health practices, rules, procedures and any other matter relating to the safety and health of employees, contractors and visitors;
- Offer recommendations to management on the allocation of resources required to achieve agreed objectives and goals with relation to safety and health;
- Ensure the assessment of all potential risks associated with operations and activities to develop and implement effective risk control strategies;
- Ensure the provision of an effective hazard management system designed to identify, eliminate, reduce or transfer existing hazards through the adoption of the hierarchy of control; and
- Ensure risk/hazard controls are monitored and reviewed for their effectiveness.

OSH Committee Members

- Attend meetings;
- Prepare and present reports as requested by the committee;
- Review reports of hazards and control measures;
- Review investigation reports of accidents/incidents and preventative strategies;
- Review principle/procedural changes to ensure effectiveness;
- Monitor and review hazard controls for effectiveness;
- Develop strategies to improve safety and health systems;
- Identify existing and potential hazards in the workplace and perform risk assessments to prioritise actions and develop an action plan;
- Evaluate safety of plant, equipment and chemicals prior to purchase;
- Refer any unresolved issues to committee for discussion and resolution;
- Undertake listed actions in a timely manner; and
- Actively promote safety and health in the workplace.

APPLICATION

Management must include the Workplace Health and Safety responsibilities in all position descriptions and performance appraisal systems. The responsibilities may be included into the position descriptions or referred to this procedure or attached to the position descriptions as an addendum. The responsibilities must be re-enforced at induction training and evidence that the employee has read and understood their responsibilities must be recorded on the induction checklist (or similar). All managers and employees shall be monitored and assessed regularly to ensure they are meeting the responsibilities as specified in or attached to the position description.

The Principles of the OSH Act 1984 and 2005 amendments are:

- To mandate and secure the safety and health of people at work;
- To reduce, control and to protect employees, volunteers, contractors and visitors from hazards;
- To secure safe and hygienic work environments;
- To foster consultation and co-operation between the employer and employees;
- To maintain safe work environments through the implementation of procedures, policies and other systems that administers laws and controls risk; and
- To mandate training, education and awareness with respect to Workplace Health and Safety.

2.2 CONTRACTOR MANAGEMENT

PURPOSE

To ensure that contractors during selection, contract award and when undertaking work are aware of and comply with OSH, quality & environmental standards that are in line with those of the Shire of Westonia.

SCOPE

This procedure applies to the whole of organisation where it is appropriate.

RESPONSIBILITIES

Any person involved in engaging contractors and/or management of contractors once engaged is responsible for ensuring contractors are aware of and comply with OSH principles.

APPLICATION

The Shire of Westonia procedure for outsourcing work to contractors is to ensure:

- The tender or contractual documentation contains appropriate indemnity, liability and insurance clauses. An example of appropriate wording is set out under the heading "Contractors Risk and Insurance";
- Prior to a contractor commencing any work for the Council, ensure that all tender and/or contractual documentation is properly documented and signed by the contractor;
- When tendering for a specific job, ensure sufficient information regarding Council safety policy and requirements, environmental considerations and relevant regulations is given to the contractor to ensure and establish that there is a full understanding of council requirements;
- The contractor is able to perform the required tasks safely and efficiently with minimal impact on the environment; and
- Arrangements are in place so that the contractor and any subcontractors receive appropriate induction training and instruction provision is made for appropriate supervision, management and evaluation of the contractor and any subcontractors.

Selection of Contractors

When considering selection of a contractor the Shire of Westonia must ensure that Occupational Safety and Health, quality and environmental standards observed by the contractor comply with those followed by the Shire of Westonia.

Ensuring Contractor Quality

To ensure contractors are able to complete the work efficiently and effectively the Shire of Westonia must, wherever practical:

- Ensure that the contractors/subcontractors are appropriately qualified, licensed, insured or authorised to carry out such work or service as required;
- Develop selection criteria for contractors designed to establish whether or not the contractor can perform the work safely and efficiently; and
- Check the contractor's references from previous jobs to evaluate past performance.

Assessing Contractor Safety

When selecting a contractor the Shire of Westonia must ensure that the safety performance of the contractor meets the agreed standards of the Shire of Westonia.

Major Contracts:

For major contracts (defined as being of value $150,000), the Shire of Westonia will need to obtain comprehensive information from the contractors and such information shall be required via the tender process. The Shire of Westonia must review all contractors' safety records and where applicable environmental records. Particular attention should be paid to the following:

- Obtaining documented evidence of current Worker's Compensation, as appropriate;
- Current Public Liability Insurance, minimum $20,000,000;
- Current Motor Vehicle/Machinery insurance as applicable;
- Ensuring, where applicable Contractors forward a list of all Subcontractors for written approval prior to commencement of work;
- Ensuring that contractors possess:
    - Workplace Health and Safety standards and policies;
    - Recognition of environmental protection, where appropriate;
- Personnel safety processes and procedures In particular ensure the following meet required standards:
    - The contractors' knowledge of environmental matters, safe work practices and statutory requirements, including Certificates of Currency and Competency;
    - Ensure that contractors possess suitable and well maintained plant and equipment (including all required personal protective equipment); and
    - Test tags on electrical equipment.

Minor Projects:

The Shire of Westonia acknowledges that there is neither the time nor resources to undertake such a comprehensive process when a contractor is to be employed to undertake a relatively small project. However the following steps will be followed to ensure each person is engaged in a safe system of work:

- Wherever possible use approved contractors or those who you have been satisfied with in the past ;
- The Contractor's Induction Presentation & Agreement should be completed (see ***Appendix P***);
- Carry out required safety induction plus workplace induction where appropriate; and
- Make provision for supervision of the work in progress.

Contractors Risk and Insurance

Tender and contractual documentation should contain the clauses that are set out below:

- The contractor shall be solely responsible for the services and shall bear sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the contractor or any default or negligence by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Westonia;
- The contractor shall indemnify and keep indemnified the Shire of Westonia from and against any loss or damage and against all claims, demands, proceedings, cost, charges and expenses whatsoever arising out of any act or omission of the contractor or any default by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the Shire of Westonia;
- The contractor shall, at the contractors own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurances, such insurance shall be specially endorsed so that it is deemed primary to any insurance effected by or on behalf of the Shire of Westonia and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them;

- Public liability insurance for an amount of not less than $20 million for any one accident or occurrence in the name of the Shire of Westonia or contractor;
- Third party property damage insurance of not less than $5 million in respect of any motor vehicles, plant or equipment used in the performance of the contracted services;
- If the contractor or any sub-contractor employs any person or persons to perform the services or any part thereof documentation certifying current worker's compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to Shire of Westonia before commencement of services;
- If the contractor or sub-contractor employs a person or persons to perform the services or any part thereof, awareness and compliance of the Shire of Westonia Workplace Health and Safety guidelines and policy must be provided and acknowledged; and
- Any other insurance which is required by the laws of the Commonwealth of Australia and State of Western Australia and as amended.

The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the contractor under these guidelines.

The contractor shall provide the Shire of Westonia, prior to the commencement date, certificates of currency for all insurances that provides evidence of validity and currency of the insurance policies. ***Note: Cover Notes should not be accepted.***

Contractor Documentation

Prior to commencing any work the contractor must complete the 'Contractor's Induction Presentation & Agreement' (***Appendix P***) to ensure that Shire of Westonia requirements have been fully understood and that all items have been adequately addressed.

Contractor Management

When managing contractors the Shire of Westonia has a fully co-ordinated approach which involves:

- Safeguarding the safety and health of all contractors and subcontractors while they are on Shire of Westonia premises or performing work for the Shire of Westonia;
- The nomination of one or more persons to co-ordinate contractor management on behalf of the Shire of Westonia to ensure compliance with the specific of the contract OSH and other requirements;
- Ensuring that contractors observe and comply with all relevant legislation including: Occupational Safety and Health Act 1984 and Regulations 1996; Worker's Compensation and Injury Management Act 1981, relevant Australian Standards, Guidance Notes, and Codes of Practice;
- Where appropriate, standardised workplace safety rules including those relating to contractors and subcontractors;
- Ensuring that all information relating to hazards associated with specific works are known by the contractor;
- Advising contractors of any hazard analysis performed by the Shire of Westonia where relative to the contract;
- Encouraging contractors to carry out their own hazard analysis on the safety, health and environmental implications of the work to be performed;
- Ensuring that where contractors' personnel may be exposed to particular hazards, only those persons who have received adequate instruction and training are used to undertake this work;
- Determining how contractors will be involved in workplace safety consultation;

- Advising contractors of the Workplace Incident Report (see ***Appendix D***) system to be used by all people at the workplace;
- Seeking input from all the stakeholders (including contractors) at the workplace when investigating a workplace incident; and
- Systems for contract inspection, monitoring and performance evaluation.

Termination

The Shire of Westonia may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor fails to work with due diligence or expedition or makes default in the performance or observance of any covenant, condition or stipulation contained in these guidelines and the agreement made with the contractor or refuses or neglects to carry out any instruction which the Shire of Westonia is empowered to give or make under these guidelines.

The Shire of Westonia may terminate its agreement with the contractor immediately upon written notice to the contractor if the contractor enters bankruptcy or enters into liquidation. A deed of assignment, deed of arrangement or similar style process with creditors or commences to carry on business under a receiver for the benefit of its creditors or any other party.

REFERENCES

- Appendix D – Workplace Incident Report Template
  - Appendix P - Contractor Management Tool Kit (Appendix 7) Pre-qualification occupational safety and health questionnaire & (Appendix 8) Contractor occupational safety and health assessment tool.

2.3 VISITOR MANAGEMENT

PURPOSE

The Shire of Westonia is dedicated to protecting the safety and health of all visitors including sales representatives, guests, friends and family members whilst they are authorised to be on the premises. The safety and health of visitors within the Shire of Westonia must be ensured as a requirement of Section 21 and 22 of the Occupational Safety and Health Act 1984.

SCOPE

The Visitor Management Procedure applies to all areas of the Shire of Westonia.

RESPONSIBILITIES

Any person involved in escorting visitors is responsible for ensuring the safety of the visitor and making the visitor aware of the nature of the safety standards of the Shire of Westonia within the workplace.

APPLICATION

- Permission to be on the premises beyond the nominated reception area (or similar) must be given by an authorised person;
- Visitors must be made aware of the nature of the safety standards of the Shire of Westonia within the workplace. All staff have the responsibility to ensure that all visitors are aware of safety standards and wear personal protective equipment appropriate to the job and circumstances;
- Visitors should be restricted from entering all high hazard areas;
- Visitors will be provided with information about emergency procedures and Shire of Westonia staff are responsible for their visitor(s) during an evacuation;
- Staff members are to accompany all short stay visitors at all times;
- In the event of an accident or incident, employees must ensure visitors complete a Workplace Incident Report Form (see ***Appendix D***).

REFERENCES

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulation 1996, and 2005 amendments
- AS/NZS ISO 31000: 2009 Risk management - Principles and guidelines
- Appendix D – Workplace Incident Report Form

2.4 CONSULTATION & COMMUNICATION

PURPOSE

Shire of Westonia will comply with the requirements of the relevant Acts & Regulations in its consultation and communications both internally with employees and contractors of Occupational Safety and Health Principles and procedures as well as externally with the community and other stakeholders.

SCOPE

This procedure applies to whole of organisation and all external stakeholders.

RESPONSIBILITIES

CEO

- Ensuring that there is active communications both up and down the organisation;
- Ensuring response to perceived issues, and ensuring that they are addressed in a timely manner;
- Ensuring communications with all external stakeholders and taking action where appropriate; and
- Building strong relationships with communities and government agencies.

Supervisors

- Communicating Occupational Safety and Health (OSH) issues to their staff on a regular basis;
- Responding to OSH issues;
- Building strong relationships with internal and external customers;
- Ensuring consultation with both internal and external stakeholders on their perceived OSH risks associated with the operations of Shire of Westonia or in new business enterprises; and
- Risk management.

Employees

Reporting any hazards, complaints and risks associated with their workplace.

OSH Committee

Bringing to the attention of management all issues that employees have brought to the notice of the committee members. Representatives of the OSH Committee are elected under the procedure as described in Section 2.5.

APPLICATION

The following communications and consultative processes will be adopted throughout Shire of Westonia which may consist of, but are not limited to:

- Schedule of all OSH meetings displayed;
- Fully documented OSH meeting minutes are to be displayed in each work area at a place accessible by all staff;
- Toolbox talks for each work area;
- Induction Manuals for all new staff and contractors;
- Organisational Charts displaying the chain of command in the organisation;
- Internal audit schedule for OSH Management program;
- Access to all organisation policies and procedures;

- OSH Committee access through safety representatives and management;
- Internal and on the job training programs;
- OSH Committee to work on risk treatment options; and
- OSH implications in relation to social events.

REFERENCES

- Occupational Safety and Health Act, 1984 (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)
- ISO 31000:2009 Risk Management Principles and Guidelines
- Local Government Act 1995
- Section 2.5 – Election of OSH Reps

2.5 ELECTION OF OSH REPRESENTIVES

PURPOSE
To ensure that election of safety representatives complies with the required legislation.

SCOPE
This procedure applies to the whole of organisation.

RESPONSIBILITIES
All employees of the organisation have a responsibility in the establishment of a OSH Committee and election of OSH Representatives.

APPLICATION
Starting an OSH Committee

A OSH committee must be established if any employee requests their employer to start a committee; the employer decides to establish one; or the Work Safe Western Australia Commissioner (Commissioner) gives a notice to the employer requiring the employer to establish one [Sections 37 and 38].

The employer, if requested by an employee to establish a committee, must within 21 days inform the employee who made the request and any safety and health representatives of the employer's intention to establish a committee as requested , or that the employer intends to refer the question of whether a committee should be established to the Commissioner [Section 39].

If the question of whether a committee should be established is referred to the Commissioner, the Commissioner will make a decision and notify the employer and employee concerned of that decision [Section 39]. The employer must establish the committee within three months. However if matters cannot be agreed to meet this time frame, the Commissioner may grant an extension of time.

Who can be on the OSH Committee?

At least half of the members of a OSH committee must be representatives of the employees. The employee representative members may include elected OSH representatives as well as other employees selected by the employees to represent them. The balance of membership can be made up of the employer/s and/or their representatives, or any other members as agreed.

Reaching agreement through consultation

Before the committee is established the employer should hold a meeting of delegates to determine,

- the composition of the committee; and
- how people will become members

Delegates can be any employee interested in the safety and health representative role and other employees selected to represent the employees in the consultation process (the consulting parties). The consulting parties may decide that they want one committee to exercise functions for more than one of the employer's workplaces.

If the committee is to exercise functions in more than one workplace, then the OSH representatives and/or employees selected to represent employees in each workplace must be invited to join the consulting parties.

The consulting parties are to agree on whether the committee should cover all the workplaces in question, and if so, how this will be done.

Agreement should also be reached on how this arrangement can be varied in the future.

The agreement may also provide for subcommittees for each of the workplaces over which the committee may exercise functions. Once agreement is reached the committee can begin to operate. Once established, the committee may determine the best way for the committee to continue to serve at their workplace.

If agreement cannot be reached the matter may be referred to the Commissioner.

Varying OSH Committees

OSH committees can be varied or abolished if they no longer suit the needs of the workplace. This can occur by written agreement between the employer and the members of the committee. Alternatively, if a question of a need to vary or abolish a committee arises and cannot be agreed upon, then the issue can be referred to the Work Safe Western Australia Commissioner.

Organising & running elections

Organising elections for OSH Representatives does not have to be a difficult process and is briefly detailed below:

- Hold a meeting and nominate candidates when all employees are represented. Use form at ***Appendix F***;
- Put a consultative group together consisting of the nominated candidates, employer representatives and, if applicable, union representatives;
- Write down what is agreed and make the information available to others;
- Give all employees an opportunity to vote for their chosen nominated candidate;
- Remember, although voting is not compulsory, all employees who will be represented must vote.

Assistance on how to organise and run an election can be found here:
https://www.commerce.wa.gov.au/worksafe/election-safety-and-health-representatives

Notification of election result

The person who ran the election (which may be the employer, an individual or an employer group such as a union) must notify Work Safe of the outcome (Section 31 of the OSH Act).

A 'Safety and health representative election notification and registration form' available from Worksafe is to be completed for each OSH Representative elected in a workplace. The person completing the form should send a copy to Work Safe as well as to the OSH Representative's employer. The form advises of election details and outcomes and also includes registration of the new safety & health representative. The form can be found at:
https://www.commerce.wa.gov.au/sites/default/files/atoms/files/shreps_form_notify_e_0.pdf .

Resigned or moved on?

Any OSH Representatives who have resigned from their role or are no longer part of the workplace they were elected to represent, should notify Work Safe by email, fax, phone, in person or by post.

REFERENCE

- Occupational Safety and Health Act 1984, and 2005 amendments (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments
- ISO 31,000:2009 Risk Management: Principles and Guidelines
- WorkSafe Guidance note : Formal Consultative Processes in the workplace 2006
- Appendix F – OSH Representative Election Form Template

2.6 OSH ISSUE RESOLUTION

PURPOSE

To outline the procedure for the satisfactory resolution of an OSH issue.

SCOPE

The Shire of Westonia has in place a consultation procedure to deal with safety concerns, should they arise. If a safety issue arises that cannot be resolved satisfactorily, the steps explained below should be followed. The Shire of Westonia actively promotes consultation and encourages that regular and consistent two-way communication occurs during each step of the resolution process.

RESPONSIBILITIES

All employees of the organisation have a responsibility in the resolution of OSH issues. Specific responsibilities are described in the procedure below.

APPLICATION

Step 1

The Shire of Westonia encourages and promotes active consultation between the employee and employer and therefore requires that the first point of communication occurs with the employee's direct supervisor. This will allow the supervisor to give support to the employee and take appropriate action to resolve the issue in an agreed and appropriate time-frame.

Step 2

Should the matter remain unresolved or unsatisfactorily actioned, the employee should seek the intervention of the OSH Representative. The OSH Representative should raise the issue with the supervisor and discuss ways in which the issue can be resolved in an agreed and appropriate time-frame.

Step 3

If no resolution can be sought, the issue should be escalated to the OSH Committee. It is here that the issue should be brainstormed and all solutions considered. An emergency meeting of the Committee can be called if necessary. If the issue is resolved it should be actioned in an agreed and appropriate time-frame.

Step 4 (only if the CEO is not in attendance at the OSH Committee)

Should the matter remain unresolved or unsatisfactorily actioned, the issue should be escalated to the CEO for action in an agreed and appropriate time-frame.

Step 5

If the matter is not resolved and there is a risk of imminent or serious harm or injury, the Safety & Health Representative or the CEO may contact Work Safe WA. Work Safe will take no action, issue an improvement notice, issue a prohibition notice or take evidence for prosecution.

REFERENCE

- Occupational Safety and Health Act, 1984 (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)

2.7 WORKPLACE BEHAVIOUR

PURPOSE

The Shire of Westonia is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. We believe that in providing such a workforce we will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Westonia prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to the respective Supervisor or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

SCOPE

This procedure applies to any person involved in the Shire of Westonia, including all employees, potential employees, contractors, volunteers and visitors.

RESPONSIBILITIES

All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Westonia's Code of Conduct and builds on a positive workplace culture. All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace.

Workplace behaviour applies to all activities during the course of work within the Shire of Westonia including:

- In the workplace, including work outside normal working hours;
- During work activities, including dealing with members of the public; and
- At work related events, including conferences and social functions outside work premises.

Supervisors have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand the Shire of Westonia Code of Conduct and associated policies and procedures. They must also take all reasonable steps to ensure that our workplace is free from unacceptable behaviour.

APPLICATION

The Shire of Westonia does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this procedure, council policy, equal opportunity legislation or workplace health and safety legislation.

If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour, and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with your Supervisor or the CEO.

Discrimination (direct or indirect), sexual harassment, bullying and victimisation are all forms of workplace behaviour not tolerated within the Shire of Westonia. The Staff Induction Manual sets out the process to be followed if any of the above are being directed to you.

Alcohol & Functions

Everyone who works for the Shire of Westonia is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

REFERENCES

- Council Policy 2.3 – Sexual Harassment
- Shire of Westonia Code of Conduct for Elected Councillors and Staff
- Shire of Westonia Staff Induction Manual

2.8 FITNESS FOR WORK

PURPOSE

The Shire of Westonia is committed to the safety and health of its employees and has a duty of care under the Occupational Safety and Health Act, 1984 to provide a safe working environment. The Shire of Westonia also recognises that this duty is incumbent on all employees that extend to co-workers and individuals alike in order to prevent their safety and health from being jeopardised through an act or omission of an employee who is unfit for work.

SCOPE

For the purpose of meeting our duty of care, employees who attend work under the influence of, in possession of or found to be cultivating, selling or supplying drugs and / or alcohol, or being in any other way impaired for work, will not be tolerated by the Shire of Westonia. In order to ensure that this duty is fulfilled, the Shire of Westonia has implemented this procedure in the interests of workplace health and safety.

Those who are suspected or found to be under the influence of drugs or alcohol at work will be submitted for a drug and alcohol test. If the test proves positive, the employee will subsequently be stood down from work without pay.

Those who fail to follow this procedure will be appropriately counselled and depending on the severity of their actions, may also stand the consequence of suspension without pay or instant dismissal.

RESPONSIBILITIES

It is the responsibility of the direct supervisor to detect if an employee is displaying signs of impaired work performance.

It is the responsibility of employees to ensure they do not attend work in a manner which will affect their work performance that could endanger work colleagues, members of the public or cause damage to council equipment.

The Shire of Westonia believes that the health and wellbeing of an employee is of great importance to the organisation. An employee assistance program will be offered in order to support the effected employee.

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any employee of the Shire of Westonia who is interested in receiving counselling services should seek approval from their Supervisor.

DEFINITIONS

For the purpose of this policy and procedure, the abuse of alcohol and / or other drugs includes:

- **Impaired Work Performance** - sudden or gradual deterioration in a person’s ability to function appropriately at work.
- **Unfit for Work** – being impaired for work and therefore unable to perform duties in a safe manner.

- **Use** – eating, drinking, inhaling, injecting or dermal absorption of any substance or drug.
- **Misuse** – inappropriate use of a substance on the Shire of Westonia premise or property, including overdose of a drug or the failure to take a drug in accordance with medical advice.
- **Alcohol** – Any beverage containing alcohol.
- **Drugs** – Amphetamines, Cannabinoids THC, Opiates, Barbiturates, Cocaine, methadone, Benzodiazepines, Alcohol and other narcotics, prescription drugs and non-prescription drugs.
- **Substance** – any drug that may have adverse effects causing impaired work performance.
- **Fatigue** – The inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, "hangovers" and/or "come downs").
- **Fit for Work** – not being under the influence of or affected by the adverse effects of drugs, alcohol or any other substance, or not being fatigued.

APPLICATION

Alcohol

Being under the influence of alcohol will not be permitted whilst working on the premise or property of the Shire of Westonia. Employees who commence work whilst under the influence of alcohol including, working under the adverse effects of alcohol, will be stood down from their duties and taken to the nearest approved medical centre for a blood alcohol test. If a blood alcohol level is deemed to be 0.02 and over, employees will be sent home without pay for the remainder of the day. (Alternative transport will be required if a blood alcohol level is 0.05 or over).

If the blood alcohol level is under 0.02, employees will be prohibited to operate machinery, plant or equipment until a blood alcohol content of 0.00 is reached. Sedentary duties will be offered until then.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Westonia that employees make alternative arrangements to get home. The Shire of Westonia accepts no responsibility for employees during travel to and from the function.

Illicit Drugs and Other Substances

Illicit drugs and other substances are strictly prohibited by the Shire of Westonia. Being under the influence of, suffering adverse effects of, in possession of, or found to be cultivating, selling or supplying drugs or other substances whilst on the Shire of Westonia property or premise will result in disciplinary action and possibly instant dismissal.

If suspected of the above, an employee must undergo a drug screen (paid by the Shire of Westonia).

Refusal to a drug screen may result in instant dismissal.

If the drug screen proves positive results on the first offence, the employee will receive a written warning.

If an employee is found to give a positive result on the second offence, they will receive a second written warning. On the second offence, the employee must agree to be submitted for consequent drug testing (every fortnight or at random as determined by the CEO) for a two month period. The employee will be instantly dismissed if a subsequent test is undertaken with a positive result.

Any third offence will also result in instant dismissal.

Prescription and Other Medication

It is an employee's responsibility to inform their supervisor of any medication they are taking which may affect their performance. It is also a requirement of employees to advise their supervisor of any adverse effects that may occur whilst taking such medication, including the amount of times at which the medication is taken per day. This information is to be recorded on their personnel file for reference in the event of an emergency. It is also necessary for the employer to record any known allergic reactions to any medication an employee may have (i.e. penicillin).

Any prescription and other medication must be used in accordance with medical advice. Any non-prescription or other medication must be used in accordance with the manufacturer's recommendations.

Failure to follow these requirements will result in disciplinary action, or instant dismissal.

Fatigue

Fatigue can be the result of many different situations. Due to this, this procedure will directly reflect the implications of fatigue through the following external triggers (but are not limited to):

- Lack of sleep
- Voluntary Work
- External work commitments

In the interest of safety and health it is important that employees remain alert and function at full capacity whilst at work. When affected by fatigue, actions may be impaired through lack of concentration and poor judgement, therefore increasing the potential to cause injury or harm to themselves, personnel or members of the public.

It is the Shire of Westonia procedure to provide a safe place of work for its employees. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the Shire of Westonia where such may add to fatigue. Depending on the circumstances, the Shire of Westonia may agree to come to a compromise with the employee to ensure there is an equilibrium between regular hours worked at the Shire of Westonia sleep / rest and additional hours worked elsewhere (including paid and voluntary work). If this agreement is reneged by the employee, disciplinary action will result.

If deprivation of sleep is the cause of fatigue due to other external circumstances, a drug and alcohol screen will be required. If positive, disciplinary action will result.

In circumstances where the employee is unfit to remain at work as to the judgement of their employer, the employee will be stood down from work without pay for the remainder of the day.

DISCIPLINARY ACTION

If this procedure is in anyway contravened by an employee the following will result.

Any employee who tests positive to an alcohol breath screen or urine screen will be stood down from their work and will not be permitted to resume work until such time as they have proven they are fit for work. Any person who is found to be significantly fatigued will also be stood down from work without pay until such time as they have proven they are fit for work. It is the employee's responsibility to advise if they are taking any medications (including over the counter or prescription) at the time of testing.

First Offence:

(i) The employee will be immediately suspended from duty without pay if found unfit to work.

(ii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

(iii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

(iv) The employee will be counselled by their supervisor that will focus on;

   a. the unacceptability of the employee's behaviour
   b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
   c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
   d. that any future breach of the policy will result in second offence or instant dismissal.

(v) The employee will be formally offered the opportunity to contact a professional counsellor. The decision to undertake counselling or other treatment for alcohol or other drug or substance problem is the responsibility of the employee and cannot be made mandatory. However, refusal to accept counselling may result in instant dismissal on second offence. The Shire of Westonia will insist that the employee provide satisfactory evidence that the effect of work performance and/or safety has been addressed before they are permitted to return to work.

Second Offence:

(i) The employee will be immediately suspended from duty without pay if found unfit for work.

(ii) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

(iii) The employee will not be permitted to return to work until they have been tested again and proved negative for all prescribed substances.

(iv) The employee will be counselled by their supervisor that will focus on;

   a. the unacceptability of the employee's behaviour
   b. the risk that such behaviour creates for the safety of the individual and other employees or members of the public
   c. the employee's responsibility to demonstrate that the problem is being effectively addressed;
   d. That any future breach of the policy will result in instant dismissal.

(vii) Counselling will be offered, refer to *First Offence (v),* if counselling was not used in the first offence.

(vi) The employee will be instantly dismissed without notice if found to decline the offer to an EAP on second offence.

(viii) The employee will be submitted [fortnightly or randomly] for alcohol and / or drug screening for the period of [two months] paid by the Shire of Westonia. If tests confirm positive, instant dismissal will follow. If the employee refuses to comply, instant dismissal will follow.

Third Offence:

(i) The employee will be given the opportunity to state their case. Unless there are convincing arguments to the contrary, this procedure will continue.

(ii) The employee will be immediately dismissed from duty without notice.

Instant Dismissal:

The following are guidelines to circumstances that will result in dismissal without notice:

(i) Any attempt to falsify the drug and alcohol screen

(ii) Cultivating, selling or supplying drugs and / or other substances

(iii) Unauthorised consumption of illicit drugs or alcohol whilst on the work site or during the working period.

(iv) Unlawful behaviour.

Other

If an employee is found to be heavily intoxicated, above the legal limit to drive, or extremely fatigued and they are to be sent home without pay, it is a requirement of the supervisors to:

a) Contact the employee's next of kin to arrange pick up.

REFERENCE

- Occupational Safety and Health Act 1984;
- Occupational Safety and Health Regulation 1996, and 2005 amendments;
- ISO 31000 Risk Management – Principles and guidelines;
- CASR Part 99
- Shire of Westonia Staff Induction Manual

2.9 SMOKING IN THE WORKPLACE

PURPOSE

It is recognised that it is the right of individuals to decide whether they choose to smoke or not. However, the Shire of Westonia is committed to the safety and wellbeing of its employees, volunteers, contractors and visitors.

The Shire of Westonia recognises that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

SCOPE

Smoking by employees, Volunteers, Contractors and Visitors is prohibited in all internal or enclosed work areas, including all Shire of Westonia vehicles and plant (as per Occupational Safety & Health Regulations, 1996, Reg 3.44B).

APPLICATION

There will be no smoking within all internal or enclosed work areas. This includes all offices and buildings which are regularly occupied by employees.

To reduce the amount of smoke entering buildings, The Department of Health recommends no smoking within at least 5 m from entrances and openings or within at least 10m of air intakes. Smoking is also strictly prohibited in those areas or workplaces which are signposted with prohibitive signs, where there is a high fire risk or in all Organisation vehicles and plant.

Smoke breaks are not in addition to prescribed breaks but form part thereof. They must not impact on work performance.

Employees who wish to quit smoking by utilising a recognised 'quit program' may be supported. Non-smoking signs will be displayed in all Organisational locations, plant and motor vehicles.
New employees will be advised of the Organisation's smoking policy as part of the induction process.

RESPONSIBILITIES

Supervisors are responsible for ensuring compliance with the procedure.

All employees have a responsibility for ensuring that the organisation's procedure is politely brought to the attention of anyone who may be in contravention of it.

REFERENCES:

- Occupational Safety & Health Regulations, 1996
- Publication- Tobacco Products Control Act 2006, Smoking in Enclosed Public Places, Version 1.0 Department of Health
- Council Policy 1.3 – Smoke Free Workplace

2.10 ISOLATED WORKING

PURPOSE

Shire of Westonia is committed to ensuring that a means of communication is available which will enable an employee who is isolated from other persons because of time or location, to call for help in the event of an emergency.

SCOPE

This procedure applies to all employees who work in isolation.

RESPONSIBILITIES

All employees, contractors and visitors are responsible for ensuring they have suitable communications available to them when working in isolated areas/conditions.

APPLICATION

Working Alone After Regular Working Hours

Employees are to ensure that their immediate Supervisor or another responsible contact person is aware that they will be working alone after regular working hours. The Supervisor or appropriate contact person must be advised of the location where the work will be performed and the approximate finishing time. Where circumstances warrant it, the employee must advise their Supervisor or the contact person once the job has been completed.

Working in Isolated Areas

At times employees may be required to work in isolated areas where conventional communications methods (mobile phones, radios, land lines) are ineffective. All personnel, when working in isolated areas must be able to contact the necessary services should there be an emergency. The relevant Shire of Westonia vehicles are fitted with UHF & VHF Radios to ensure that good reception is maintained at all times. Employees should make sure that their two-ways are working at all times and report any problems to their supervisor at the earliest possible time.

An employee is alone at work when they are on their own; when they cannot be seen or heard by another person (including members of the public) and when they cannot expect a visit from another employee or person for some time. Should an employee be working in isolation for an extended period the council have initiated a UHF/VHF radio “welfare” check procedure, which will entail a radio call by the operator to base at 10am and 2pm each day.

Employees who have regular contact with members of the public as part of their work are not considered “alone”. However it is recognized that contact with members of the public may pose risks and appropriate risk control measures should be implemented.

There is no set minimum time for a person to be on their own, to be considered “alone”. Each situation must be considered specific to the relevant factors including the nature of the work, the location, the time of the day, the competencies of the employee, the duration of the tasks being performed and the communication systems available.

Risk Assessment

A risk assessment should be completed by the employee and Supervisor to identify all hazards and the risks associated with working in isolation.

The employee is responsible for taking all reasonable and practicable steps to ensure their own safety and personal security when working in isolation.

Communications

The means of communication will depend on the circumstances and the risks inherent in the work.

Communication systems may include fixed phones, mobile phones and two-way radios.

REFERENCES

- Occupational Safety and Health Act 1984 (Act), and 2005 amendments
- Occupational Safety and Health Regulation 1996 (Regs), and 2005 amendments
- ISO 31000, Risk Management – Principles and guidelines.
- Guidance Note: Working Alone, WorkSafe WA Commission (2009)

2.11 VOLUNTEER MANAGEMENT

PURPOSE

The Shire of Westonia recognises the valuable contribution volunteers make to the community, together with the rewards they receive when they are supported and acknowledged for the service they provide.

The Shire of Westonia encourages the participation of volunteers as it:

- Enables volunteers to contribute to their community
- Allows for wider community participation
- Develops good community spirit and a sense of belonging to a wider community
- Provides the opportunity for work experience and the development of new skills for volunteers

In order to ensure volunteers work as integral members of the Management team, the following policy has been developed and implemented.

SCOPE

This procedure applies to all management, employees, councillors, contractors, and volunteers working on Shire of Westonia activities or committees.

RESPONSIBILITIES

The following roles and responsibilities have been developed in an effort to increase the job satisfaction of volunteers as they work with the Shire of Westonia.

Volunteers are provided with a clearly defined description of their role. These are reviewed in consultation with the area co-ordinator.

Volunteers of the Shire of Westonia can expect:

- To be treated as a valuable member of the team
- To contribute to the work and activities of the area in a way that is fulfilling
- To receive ongoing training and support
- To be adequately insured while working
- To have their privacy protected and respected

In being part of the Shire of Westonia Management team, it is the volunteer's responsibility to:

- Possess a willingness to accept people as they are
- Be amenable to supervision and be willing to consult with other staff/volunteers on any matter they feel concerned about
- Attend training and information sharing sessions as required
- Complete the duties, as agreed, or report to the area co-ordinator should they be unable to follow through with their commitment
- Be aware of their own safety, and the safety of others and not take unnecessary risks
- Not to be under the influence of alcohol or illegal drug consumption whilst volunteering
- Work as a harmonious team member

APPLICATION

RECRUITMENT

The area Co-ordinator has responsibility for recruitment and training of volunteers. The process for the recruitment of volunteers is as follows:

- Interested volunteers, complete a “Volunteer Application Form”

Potential Volunteers will then be interviewed by the co-ordinator to establish the following information:

- How the applicant found out about the being a volunteer at the Shire of Westonia
- Previous voluntary experience
- Areas they wish to become involved in
- What experience they have had in the field they will be working
- How often they would like to volunteer at the Shire of Westonia
- Background, including name, address, telephone and emergency contact numbers
- Languages spoken
- General health and wellbeing, any health issues that are relevant to the type and level of work able to be undertaken
- If the volunteer's application is accepted, the volunteer will be given a copy of relevant policies and procedures, including the “Volunteer Agreement'”.

Volunteers are required to advise the Shire of Westonia of any incidents resulting in personal injury or property damage, so that the appropriate documentation can be completed.

STAFF AND VOLUNTEER CODE OF DRESS

Staff and volunteers should wear neat clothes and footwear, not considered offensive by the membership and appropriate to the type of work they are required to undertake. Similarly volunteers are required to wear footwear appropriate to their duties, that is, enclosed shoes. Staff and volunteers are required to maintain an acceptable level of personal hygiene.

VOLUNTEER REGISTER

An updated Volunteer Register will be kept. Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.

REFERENCE

- Appendix Q – OSH Volunteer Management Forms

3.1 DOCUMENT CONTROL

PURPOSE
To outline the process of document control for the OSH Manual.

SCOPE

This OSH manual will be made accessible to all Shire of Westonia staff and contractors.

RESPONSIBILITIES

Electronic copies of the OSH will be retained within Council administration with a PDF version found at FDrive://OSH.

The Works Supervisor and Administrative Officer will maintain records of all documented processes described in this OSH and will update the records whenever necessary.

APPLICATION

The Chief Executive Officer in conjunction with the OSH Committee will review the OSH manual annually. Currency and amendments made to the OSH manual will be overseen by the Works Supervisor and Administrative Officer.

Each section of the manual is its own document and can be amended (along with the contents and revision pages) without the whole of the document being reissued.

3.2 AUDITS & WORKPLACE INSPECTIONS

PURPOSE

All Managers and Supervisors are responsible for ensuring that workplace inspections are carried out and corrective actions implemented. Employees carrying out workplace inspections are to be trained and may be assisted by the Safety and Health Representatives.

SCOPE

This procedure applies to whole of organisation, contractor, volunteers and Occupational Safety and Health Committee.

RESPONSIBILITIES

All employees are responsible for reporting hazards in the workplace and ensuring that general housekeeping standards are maintained.

APPLICATION

Section 33 of the OSH Act makes provision for the Safety and Health Representative to inspect the whole or any part of any relevant workplace, to accompany an Inspector during an inspection of any relevant workplace and to investigate any issues relating to OSH.

WSH audit annually by the OSH committee

Each year the OSH committee will undertake an audit of the whole of the OSH system including, but not limited to:

- OSH manual (review of whole of document for currency);
- Risk registers (review of annual update by each department);
- OSH committee minutes (review of completion of action items);
- Workplace incident reports (review of completion of action items);
- Safe work method statements (review of compliance & a reflective sub-sample of all SWMS);
- Review of Safety & Health Representative qualifications;
- Review of electrical testing, tagging and isolation records; and
- Review of all Extreme risks.

Workplace Inspections

The Safety and Health Representative may conduct an inspection or investigation for a number of reasons, which could include:

- To perform a general inspection of the work area, workplace and systems;
- To assess plant or substances used, handled or stored;
- To appraise OSH issues raised by employees within the workgroup;
- To follow up corrective action taken by the employer to address an OSH issue;
- To assess if a work process being used has the potential to cause injury or illness; and
- Where an incident occurs that results in:

    1. A fatality or where an employee member of the workgroup suffers an injury whilst at work, or has been diagnosed with an illness which is deemed to be work related;
    2. Major damage, loss or harm to the workplace, work area, plant, equipment and/or the environment; or
    3. A situation that has the potential to cause injury or illness, damage to plant or property and/or harm to the environment.

However it is essential that the Safety and Health Representative consult with the Employer in relation to the outcome of such inspections and/or investigations where OSH issues have been identified as it is the Employer who, in accordance with Section 19 of the Act, is responsible for providing a safe workplace, safe working environment and monitoring the workplace.

Inspections are a vital tool in being able to identify existing and potential hazards in the workplace that may cause or contribute towards injury, damage or other forms of loss, and to follow up on corrective actions implemented by management. Appropriately trained employees of the Shire of Westonia will carry out formal workplace safety inspections at least once per quarter.

Work areas to be inspected are:

Work area	How often	Who to inspect
Depot	Once a quarter	Depot OSH Rep & Works Supervisor
Shire Office	Once a quarter	Admin OSH Rep & Senior Finance Officer
Swimming Pool	Once a quarter during Season	Swimming Pool Manager & Works Supervisor
Waste Site	Once a quarter	Depot OSH Rep & Works Supervisor

Following an inspection:

- The OSH Representative and Manager of the area will discuss control strategies and corrective actions of any risks identified.
- The manager responsible to complete the corrective action.
- The manager responsible will forward the completed written inspection report to the Chair of the OSH Committee for tabling at the OSH Committee meeting.

High risk items, or those that require intervention from a number of different workplaces, will then be added to the Shire of Westonia Risk Register.

Employees are also encouraged to undertake regular informal inspections of their respective workplaces and plant/equipment to identify hazards as per the hazard identification & assessment procedure.

Contractors engaged by the Shire of Westonia must notify the person responsible for the worksite if they identify any hazardous situations.

3.3 RECORDS

PURPOSE

The purpose of this Record Keeping Plan is to set out the minimum requirements as to which records are to be created by Shire of Westonia and how it is to keep its records.

SCOPE

Record Keeping Plans are to provide an accurate reflection of the record keeping program within the Organisation, including information regarding the Organisations record keeping system(s), disposal arrangements, policies, practices and processes.

RESPONSIBILITIES

The Organisation and all its employees are required to comply with the Record Keeping Plan.

APPLICATION

A master copy of the OSH manual is kept at Administration Office and copies have been distributed to the following workplaces:

- Depot Crib Room
- Pool Kiosk

An electronic copy of the manual is stored at:	F:/Occupational Safety & Health/OSH
Workplace Incident forms are located at:	F:/Occupational safety & Health/OSH/Appendix D
Minutes of OSH Committee Meetings:	F:/Occupational Safety & Health/Minutes
Workplace Inspections:	F:/Occupational Safety & Health/Inspections

If in relation to staff (e.g. AOD Testing, Workplace Behaviour) a copy of will also be retained on that employee's personnel file.

Records will be retained for 2 years unless legislation requires otherwise.

REFERENCES

- State Records Act 2000 Section 19
- State Records Act 2000 Section 28
- Shire of Westonia Staff Induction Manual

4.1 FIRST AID

PURPOSE
The Shire of Westonia has a duty of care to provide a safe working environment and to provide first aid facilities and supplies for the immediate treatment or care of persons who are injured or who become ill at a work place.

SCOPE
This procedure applies to the whole of the Shire of Westonia.

RESPONSIBILTIES
Each staff member is responsible for knowing the location of first aid facilities within their workplace.

Management is responsible for ensuring that first aid facilities and supplies are up to date and appropriate for the types of hazards associated with that workplace.

APPLICATION
First aid is the immediate care or treatment given to someone suffering from illness or injury.
The aim of first aiders are to:

- Preserve life
- Prevent illness or injury from becoming worse
- Relieve pain if possible
- Promote recovery and
- Protect the unconscious

An assessment of the likelihood and consequences of a hazard leading to injury or harm has assisted in identifying the first aid facilities required for each workplace.

First aid facilities
Each work place shall have such first aid facilities as are appropriate having regard to:

- The type of hazards to persons at the work place and the risk of those hazards; and
- The number of persons at the workplace.

Consideration has been given to high risk environments, such as:
- Hazardous substances;
- Construction and demolition sites;
- Hazardous processes such as hot work (welding, grinding), work around moving plant and equipment, and high pressure cleaning;
- The use of hand held equipment such as, brush cutters and chainsaws; and
- Where people are required to work in remote or isolated areas.

Review of first aid facilities is carried out by the employer in consultation with workers and any trained first aid personnel, safety and health reps or OSH committee member.

First Aid Box

A first aid box may be of any size, shape or type providing it is large enough to contain all the items required for the workplace. It should also be able to protect the contents from dust, moisture and contamination.

First aid boxes are provided and located to ensure:

- They are immediately accessible to all workers;
- All workers in mobile equipment and vehicles have immediate access to first aid;
- The names and contact numbers of first aiders are available on or near the first aid box;
- Instruction for emergency treatment of injuries, expired air resuscitation (EAR) and cardio pulmonary resuscitation (CPR) are provided in the box.

First aid boxes are clearly marked and the contents adequately maintained or replaced as necessary. It is the responsibility of the Supervisor, nominated First Aid Officer or safety representative to ensure that the first aid box in their work place is adequately stocked at all times. A list of appropriate contents shall be included in the First Aid kit.

Defibrillators are located at some worksites including Administration Office, Swimming Pool. While the Swimming Pool is closed, after the summer months, it's Defibrillator device is to be relocated to the Depot and returned to the Pool before reopening the following summer.

First Aid Officers

First aid may be administered by the first person on the spot however it is generally recognised that a first aider is a person with some level of formal training. Each work place shall, so far as is practicable, have persons trained in first aid who are available to give first aid at the work place.

In determining the number of first aiders required at a workplace consideration should be given to:

- The hazards identified at the workplace;
- The size and layout of the workplace;
- The number of employees; and
- The distance of the worksite from the nearest medical, health or ambulance service.

4.2 RISK MANAGMENT

PURPOSE
The purpose of this procedure is to ensure that all management and staff identify, evaluate and treat risks in the workplace.

SCOPE
Risk Management is an organisational wide function and culture.

RESPONSIBILITY
Management are responsible for:
- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating and reporting to the risk management committee of all areas and tasks under their responsibility.

Employees are:
- To comply with the Shire of Westonia risk management policy and procedures.
- To attend risk management training.
- Actively participate in the risk management program and organisational performance review and evaluation program.

APPLICATION
The Shire of Westonia follows the principals detailed in Risk Management Standard AS/NZS/ISO 31000: 2009 process to identify, evaluate and treat risks.

The main steps in the risk management process are:
1. Risk (hazard) Identification
2. Risk Assessment
3. Risk Control
4. Ongoing Evaluation

<u>Tools for identifying risks & hazards</u>
The following are tools that can be used for risk and hazard identification:

- The brainstorming method is the tool most often used. Using the experts in the department, conduct what if scenarios. This is one way of obtaining the information on potential risks, as well as enhancing the risk management culture by using the consultative method. Prior to starting this process collect any recorded history of the department as well as gathering any information from those people who have experience in the area that is being assessed.
- Collect any information from the customer complaints register, staff complaints, staff turnover rates, previous incidents, workers compensation and public liability claims history. This information will also give you a picture of what potential risks is in the organisation.
- Review of Work Safe statistics and identified trends.

Risks and hazards may be physical, ergonomic, chemical, biological, electrical, environmental or radiological in nature.

<u>Recording of Identified Risks</u>
All risks identified by each level within the organisation needs to be recorded in the Risk Register (see ***Appendix B***). Each department may hold their own Risk Register for their area.

Each risk will need to include the potential causes for the risk to occur. This will include any attributing factors associated with the activity.

<u>Risk Treatments (Control Treatments)</u>

Each risk will have a number of risk treatments/controls in place. For a new activity, these risk treatments will need to be considered and actioned. When considering how to reduce the risk associated with an activity, the following may be appropriate.

- **Avoid the risk.** Decide not to do the activity where this is practicable.
  (Note: some people may be risk-adverse and risk avoidance may be inappropriate, it may lead to loss of opportunity.)
- **Change the probability of occurrence.** Reduce the likelihood of the risk happening and reduce the loss and enhance benefits
- **Change the consequences to reduce the losses and improve the gains.** Implement management controls.
- **Transfer the risk.** Use other parties; contract out; insurance; joint ventures; partnerships and organisational structures.
- **Accept the risk** on the basis that you are doing all things that are reasonable and practicable.

Each level of the organisation should consider the risk treatments that have been identified and analyse at their level for their appropriateness.

When determining the risk treatment controls and/or further actions, all available options including the cost and the benefits should be considered. A number of different options may be applied, however is it critical that you assess that the options chosen do not in fact create another risk. Generally speaking the option should be balanced and costs should not exceed the gains.

In some cases where rare and severe risks are present, options may not be justifiable on economic grounds. It is important however to consider all the costs as well as the benefits as in some of these cases treatments may eliminate the opportunity for gains. Experience has demonstrated that many risk treatments can be managed within the current budget such as:

- Developing robust management systems
- Training personnel
- Monitoring and auditing processes.

The implementation of risk treatments may reduce the probability and/or consequences however there more than likely will be some residual risks.

<u>Risk Control Type</u>

There are three types of risk controls: Preventative, Detective & Recovery.

Preventative is a control to prevent the risk occurring.
Detective is a control used to detect a change in risk level e.g. an exercise or drill.
Recovery is a control used to recover from when an incident has occurred e.g. a backup plan or reverting to manual process/first principals.

<u>Risk Analysis - Consequences, Likelihood and Risk Rating</u>

The consequence of an event occurring and the likelihood of it occurring can in many instances be managed by effective management controls such as robust management systems, internal auditing processes, performance measurements and continuous evaluations of the operating environment.

The Risk Matrices tables (see ***Appendix A***) details the criteria used to assess the Likelihood, Consequences, Risk Rating, Risk Acceptance and Existing Controls Ratings.

The qualitative analysis is the cross-referencing of the determinations made using the Likelihood and Consequences tables and using the risk rating table to give an indication of the severity and level of the risk.

For example, a **possible** Likelihood determination and a **minor** Consequences determination will give a risk rating of **Moderate.** The Risk Acceptance criteria states that for a **Moderate** risk, the risk is acceptable with adequate controls, managed by specific procedures and subject to semi-annual auditing. It is to be monitored and is the responsibility of the Operational Manager. The Existing Controls Rating is then used to determine whether the controls currently in place are Effective, Adequate or Ineffective.

To avoid subjective bias and unnecessary costs and lost opportunities, when undertaking a risk assessment investigate the past history of the department and the Shire of Westonia as a whole, obtain information from previous experience, and conduct research such as industry knowledge, specialist knowledge or any modelling that has been done.

Existing Controls rating

An assessment of the existing risk treatments/controls needs to be made to determine whether other actions or treatments need to be implemented.

Existing controls will either be **Effective**, **Adequate** or **Inadequate**. In some instances, such as for a detective risk control type, this may be recorded as 'not rated' until the control has been tested.

Risk Acceptance Criteria

The objective of risk evaluation is to make decisions based on the outcomes of the risk analysis, in other words which risks need treating and how you prioritise these risks against the risk criteria.

The risk criteria is the minimum standard that must be met by the Shire of Westonia. The criteria may need to be refined to meet the specific risk such as contract conditions, compliance to legal requirements etc. Once this process has been completed, further actions or risk treatment decisions can be made. The responsibility (person responsible for ensuring actions completed) and due date should then be assigned.

Monitoring and Review

The Risk Register and Safe Work Method Statements should be reviewed annually or more frequently if there is a change in process or increase in risk or frequency which could change the risk level.

For Extreme risk ratings, these should be continuously monitored and reported to each OSH committee meeting.

Training

Management and staff will receive training in the risk management process.

REFERENCES

- Appendix A – Risk Matrix v2
- Appendix B – Risk Register

4.3 IDENTIFICATION, REPORTING AND INVESTIGATION OF WORKPLACE INCIDENTS AND HAZARDS

PURPOSE

The purpose of this procedure is to ensure that all employees and management are aware of the need to report hazards, accidents, incidents and near misses in the workplace, in a timely manner. In addition all potential workers compensation claims must be reported with 24 hours to the management.

SCOPE

This procedure applies to all internal personnel as well as all external stakeholders such as contractors.

RESPONSIBILITIES

All personnel are required to identify, control and report hazards, accidents, incidents and near misses, within the organisation within 24 hours as well as any potential workers compensation claims. The following gives an outline of general responsibilities throughout the organisation:

- Councillors – Record community reported hazards, accidents, incidents and near misses and transmit to the CEO for action.
- CEO – Active participation and enforcing this procedure at all levels of the organisation, approval/denial of control mechanisms within 36 hours or sooner as needed by the severity of the hazard. Ensuring supervisors and employees are following this procedure, approval / denial of control mechanisms.
- Supervisor/s –implementing this procedure. Approval of all Workplace Incident Reports, implementation, review and evaluation of control mechanisms. Conduct an investigation of all incidents and hazards reported.
- Employees (including all management) – Identification, assessment and reporting of hazards, accidents, incidents and near misses and risks utilising the Workplace Incident report form.
- OSH Representative/s - Review all departmental Workplace Incident report forms, including the Risk Register, and have input into adequate control mechanisms. Assist supervisors in investigations.
- Records Officer – record all reported hazards, accidents, incident and near misses reported from the general public/customers using the Workplace Incident Reports and transmit to manager for action.

APPLICATION

A workplace incident in defined as an accident, incident or hazard detected in or around the workplace.

<u>Reporting and Recording</u>

- Employees are encouraged to complete a Hazard report form (available in Take5 booklets) when a potential hazard is identified in the workplace that needs corrective action to prevent an incident. **Appendix E**
- All workplace incident including near misses (no matter how slight) must be reported immediately (or as soon as able) to the manager or supervisor. If a direct manager/supervisor is unavailable, then the workplace incident must be reported to the next line of management and so forth.

- The reporting employee must complete the Workplace Incident Report (see ***Appendix D***) within 24 hours and immediately submit to line/manager supervisor.
- All workplace incidents and associated documents must be held on the central filing system and recorded in the Incident Register.

Workplace Incident Action

Following the notification of a workplace incident, the supervisor must take the following action (where relevant);

- Ensure personnel and other bystanders are moved away from risk of injury or harm.
- Contact relevant emergency authorities (fire brigade, ambulance, and police).
- Ensure injured employees and other persons who may be injured receive appropriate medical attention.
- Secure area (if safe to do so).
- Take photos of the accident site.
- Communicate with witnesses and obtain statements (where practicable) and statements from other third parties involved in the accident.
- In consultation with the emergency services, arrange for the area to be cleaned up if safe to do so, ensuring evidence is not destroyed or disturbed (where relevant).
- When appropriate, discuss the event with the direct employee or other party and ensure the Workplace Incident Report form is completed.
- Ensure the completion of the Workers' Compensation 2B Form and other relevant insurance details if so required.

Investigation

Following the report of a workplace incident, an investigation must occur within 24 hours of the reported incident, where practicable. The investigation is the tool to determine the causal factors which will assist in the mitigation of associated hazards. The investigation outcomes are reported on the Workplace Incident Report form.

The depth of the investigation may vary in magnitude depending upon the circumstances surrounding the event. For instance, if the accident/incident resulted, or had the capacity to result, in a high risk (fatality, permanent disability, multiple injuries, disease, or major property / equipment damage) then a comprehensive investigation would be carried out by senior management. Some investigations may require the assistance of external experts, including the involvement of relevant government authorities. The departmental Safety & Health Representative shall be present should Work Safe WA be on site undertaking their own investigation.

Other less serious injuries and incidents would not necessitate the need for a large scale investigation. However, the investigation should be completed within 24 hours of receiving the Workplace Incident Report form.

When to report to WorkSafe

The Occupational Safety and Health Act 1984 requires employers to notify the WorkSafe Western Australia Commissioner of any reportable accidents involving their employees and contractors.

Serious injuries and work related deaths need to be reported to WorkSafe forthwith according to section 23I of the *Occupational Safety and Health Act 1984*. A 24 hour incident/accident reporting line is provided. Call **1800 678 198** to report a workplace related death, serious life threatening incident or disease.

Failure to report a notifiable accident could lead to prosecution of the employer.

Other injuries also require notification to WorkSafe. The associated forms can be found at:

Injury notification: http://www.commerce.wa.gov.au/publications/notification-injury-form-1

Disease notification: http://www.commerce.wa.gov.au/publications/notification-disease-form-2

Regulations 2.4 and 2.5 of the Occupational Safety and Health Regulations 1996 specify the types of injuries and diseases required to be notified.

Reported work injuries and diseases are an important part of the information used by Work Safe in its prevention activities.

Where someone other than the employer contacts WorkSafe to report an accident, these are not recorded as "official" notifications under the Act, but are referred to an inspector for further action.

<u>What kinds of injuries are reportable to WorkSafe?</u>

The kinds of injury to an employee which must be notified are:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone - in the arm, other than in the wrists or hand; in the leg, other than a bone in the ankle or foot;
- an amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- Any injury other than those referred to which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

<u>What kind of diseases are reportable to WorkSafe?</u>

The kinds of diseases to an employee which must be notified are:

- Infectious Diseases: tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection; and
- Occupational Zoonoses: Q fever, anthrax, leptospiroses and brucellosis where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcases or animal waste products.

<u>What kind of information do employers have to provide to WorkSafe?</u>

When reporting work injuries or diseases employers are required to provide the following:

- employer's name and address;
- employee's name, gender and occupation; in the case of an injury;
- address of the place at which the injury occurred;
- date and time of the injury;
- brief description of how the injury was incurred and any equipment involved;
- nature of the injury;

- Place to which the employee was taken;
- in the case of a disease;
- name and address of employee's workplace;
- name of the disease; and
- Date of diagnosis of the disease.

WorkSafe inspectors investigate some reported injuries and diseases to determine causal factors with a view to preventing recurrences.

REFERENCES

- Occupational Safety and Health Act 1984 (Act)
- Occupational Safety and Health Regulations 1996 (Regulations)
- Occupational Safety and Health Act 1984, and 2005 amendments (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)
- AS/NZS ISO 31000: 2009 Risk management - Principles and guideline
- Appendix D – Workplace Incident Report Template
- Appendix E – Hazard report form (Take5)

4.4 NEW EQUIPMENT PRE PURCHASE ASSESSMENT

PURPOSE

To ensure that equipment is assessed for their health & safety risks prior to purchase.

SCOPE

This procedure applies to whole of organisation.

RESPONSIBILITIES

All employees responsible for purchasing new equipment are required to undertake a risk assessment of the equipment prior to purchase. A further risk assessment is to be undertaken upon receipt of the equipment prior to its introduction into the workplace.

APPLICATION

Many hazards need not enter the workplace. Items that are purchased must be assessed for their safety and health risks and other factors such as cleaning, maintenance and training staff in their use prior to purchase and prior to first use.

Purchasing items refers to all items that impact on the safety and health of employees. This includes new and second hand items and items that are procured through the request for quote process.

This procedure does not apply to items procured by the request for tender process, where OSH requirements are specified in the tender selection criteria and in the contract management documents and processes.

Standard purchases

Prior to purchasing a new item, the authorised officer shall consider OSH issues by undertaking a risk assessment using the known information for the equipment being considered. For example, for a mower purchase, consider the type of deck and its suitability to the required workload; protection features in place or optional items; safety shut-off switches; employee protection from weather etc.

Consultation shall be undertaken with the relevant employee(s) when new plant, equipment or substances are being purchased for the first time and where there is the potential for significant detrimental impact on health and safety of any person. The consultation process shall be documented by file or diary notes and retained as a record.

Commissioning of New Plant or Equipment

New equipment or plant should be inspected and assessed prior to use to identify any hazards or risks associated with its use. A Safe Work Method Statement (SWMS) should be undertaken as part of the commissioning process. Instruction manuals or safety information provided with the equipment shall be reviewed prior to use of the equipment.

If the risk assessment determines the need to use personal protective equipment, or that additional training is required to safely operate the plant, then this will be documented under hazard control on the SWMS. Any previous SWMS should also have a documented review to determine if they need to be updated in line with the new equipment.

Hire of Equipment

When hiring any plant or equipment, the following procedures shall be adhered to:

- Obtain certificate of insurance;
- Obtain a copy of the operator's manual from the hirer;
- Prior to hiring the equipment, perform a pre-start check on the plant or equipment and complete a Take 5 checklist, as per the Shire of Westonia procedures for their equipment;
- Determine personal protective equipment required and ensure this is available and serviceable;
- Any hazards identified with the equipment will be reported to the Supervisor using the Shire of Westonia hazard identification procedure. The Supervisor will then liaise with the hire company regarding any maintenance issues. This process will be documented. The equipment will be tagged out and then returned to the hire company if it is not considered safe to operate;
- The officer hiring the equipment will discuss transport arrangements with the hire company, to determine that the trailer/float or other transport arrangements are appropriate for the equipment; and
- If the safety provisions of the hire company are not adequate, the Shire of Westonia will consider alternative hire companies within the region.

REFERENCE DOCUMENTS:

- Council Policy 6.3 – Purchasing Policy
- Appendix B – Risk Register Template
- Appendix C – Safe Work Method Statement Template

4.5 SAFE WORK METHOD STATEMENT

PURPOSE
A Safe Work Method Statement (SWMS) is a way in which a task can be assessed to identify any associated hazards.

SCOPE
This procedure applies to all employees of the Shire of Westonia.

RESPONSIBILITIES
Management are responsible for:
- Identifying and assessing all the potential risks in their area of responsibility.
- Collating, assessing, treating and reporting to the risk management committee of all areas and tasks under their responsibility.

Employees are:
- To comply with the Shire of Westonia risk management policy and procedures.
- To attend risk management training.
- Actively participate in the risk management program and organisational performance review and evaluation program.

APPLICATION
The process of developing a SWMS entails examining each step of the work procedure and documenting the work method, safe work procedure and any hazardous interfaces. During this phase, it is also important to consider if known hazards can be reduced or eliminated by undertaking a risk assessment. If a risk measurement is rated moderate or above it usually constitutes the need for a SWMS to be developed. Priority to conducting a SWMS should also be given according to the risk rating measurement of the particular task.

When determining the risk rating of a particular task it is important to consider the following essential measurements;

1. The identification of the risk, which involves assessing the likelihood of an event occurring and the frequency of exposure.
2. The consequence, estimation of the magnitude and severity of the event, and;
3. The analysis of the risk rating and evaluation of proposed control measures.

The SWMS is recorded on the SWMS pro-forma available at ***Appendix C***. A number of steps are required to complete the SWMS.

The SWMS can be completed by hand.

1. Arrange as many of the work team to be present to discuss the task.

2. Fill in the Date then Identify Location of the Task under <u>Site</u> in the area marked ① on the example below.

3. <u>Site Supervisor</u> ② Identify the Person in charge.

4. Project, ③ Identify the Name of the Project.

5. Activity ④ Describe task to be undertaken.

6. Equipment Used ⑤ Provide a list of all Plant and equipment to be used in this task.

7. Maintenance Checks ⑥ refer to "Equipment pre start check"

8. Materials Used ⑦ list the materials used for the job ie: Gravel, Sand etc

9. Training required ⑧ If a certificate is required, record this in the box

10. Qualifications required ⑨ If a certificate of qualification etc is required, record this in the box

11. List PPE Required ⑩ Record any Personal Protective Equipment to be worn while carrying out the complete the task

12. Work Procedures ⑪ List any safe work Procedures required for this task

13. Job Step & Hazard ⑫ Identify the hazard for the Task ie Other Vehicles on the road, power lines, Kangaroos, Remote/Isolated Area and number according to job step.

14. Initial Risk Rating ⑬ Now determine what the initial likelihood and consequences would be for that risk using the risk matrices tables available in ***Appendix A***.

15. Controls ⑭ Make a determination on the most suitable control measure, remembering to analyse its effectiveness and any new risks that may result from the change in operation. Record this

16. Residual Risk Rating ⑮ Now determine what the likelihood, after putting controls in place, would be for that risk using the risk matrices tables available in ***Appendix A***.

17. Person Responsible ⑯Assign a person to action the controls.

18. Safe Work Method Statement Sign Off ⑰ who was the SWMS prepared by, sign and date. SWMS approved by the person in charge, sign and date. Then each staff member is to sign that they have read and understood the SWMS by completing one of the acknowledgement boxes below.

19. After implementation monitor for any new hazards.

REFERENCES

- Appendix A –Risk Matrix
- Appendix A – Hierarchy of Controls
- Appendix C - Safe Work Method Statement

LGIS Risk Management

08150

SAFE WORK METHOD STATEMENT			Organisation Name:		
Project Details					
Date:	Site: 1		Site Supervisor: 2		
Project: 3			Activity: 4		
Equipment Used: 5			Maintenance Checks: 6		
Materials Used: 7			Training Required: 8		Qualifications Required: 9
List PPE Required: 10			Work Procedures: 11		

Job Steps

Job Step	Hazard	Initial Risk Rating	Controls	Residual Risk Rating	Person Responsible
	12	13	14	15	16

Safe Work Method Statement Sign Off (This SWMS was developed in consultation with employees and has been read, understood and initialled by all employees undertaking the works) 17

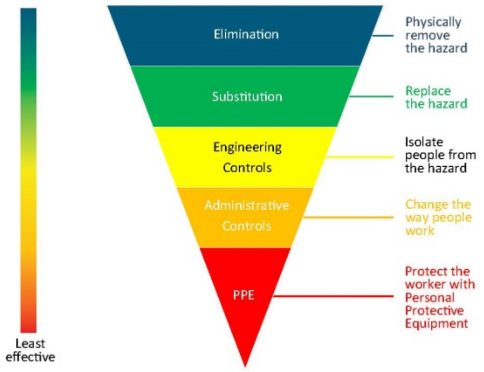
SWMS Prepared By:	Signature:	Date:	SWMS Approved By:	Signature:	Date:
SWMS Viewed By:					

This Safe Work Method Statement must be reviewed on a regular basis to ensure its validity.

Risk matrix

	Consequence	Insignificant	Low	Moderate	High	Extreme
Likelihood		1	2	3	4	5
Almost certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Hierarchy of controls



4.6 MANAGEMENT OF HIGH RISK WORK ACTIVITIES

PURPOSE

No employee or contractor is permitted to undertake high risk work activities without being appropriately qualified or trained to do so, and only after having being inducted into the site where the high risk work activities (HRWA) are being undertaken.

This procedure outlines some of the considerations and actions that must occur prior to undertaking high risk work activities and when preparing Safe Work Method Statements (SWMS) for high risk works.

SCOPE

Applies to all contractors, sub-contractors, labour hire and Shire of Westonia employees.

RESPONSIBILITIES

Manager/Supervisor

Shall ensure that all persons undertaking high risk works are trained and supervised. The Works Supervisor will meet with the leading hand prior to starting the job to discuss the SWMS for the project.

Prior to undertaking works a Safe Work Method Statement (SWMS) (refer ***Appendix C***) must be prepared, completed and signed by the person undertaking the work.

Designers

Safe design is based on the principle that everyone has the right to be protected from unnecessary risk of injury or harm. It is concerned with eliminating occupational safety and health hazards at the design stage or controlling risks, as early as possible, in the planning and design of building, structures, products, processes or systems.

Designers have responsibilities in accordance with OSH Act 1984 to as far as practicable eliminate or control hazards during the construction phase and use and occupational of a building or structure. Safe design of a building or structure will always be part of a wider set of design objectives, including practicability, aesthetics, cost and functionality. These often competing objectives need to be balanced in a manner that does not compromise the safety and health of those who construct, maintain or use a building or structure as a workplace. The benefits of safe design include risk control and a reduced need for retrofitting.

Specific responsibilities of Designers to comply with OSH Regulations (1996) Regulation 3.140 includes the need to provide a written report to the client setting out

(a) The hazards:

1. part of design process
2. residual hazards from design of end product
3. any risk at a construction site;

(b) The designers assessment of the risk of injury or harm to a person resulting from those hazards;

(c) What things the designer has done to reduce the risk such as any changes to the design or construction methods;
(d) Which hazards the designers has not acted upon to reduce the risk; and
(e) Including the necessary details in report to provide an appropriate level of explanation for the client.

Main contractors

Specific responsibilities of the main contractor to comply with OSH Regulations (1996) Regulation 3.141 includes the need to ensure that the following information is recorded and compiled. This includes:

(a) information that is in the control of the main contractor;
(b) was obtained, created and recorded under the act ; and
(c) related to
   i. Identifying hazards that a person at the construction site is exposed to
   ii. Assessing the risk of injury or harm to a person resulting from the hazard
   iii. Considering the means by which the risk may be reduced.

The level of details to be recorded must be appropriate for the nature of the hazards and the degree of risk and is kept until the construction work is complete.

APPLICATION

High risk works are deemed to be, but are not limited to with guidance material available at the following appendix:

High Risk Works	Appendix
Working in confined spaces	J
Excavation to a depth of more than 1.5 metres	K
Work on or near high voltage (HV) electrical installations	L
Work on or near overhead power lines	L
Work on or near roads that are in use	M
Work on or near rail lines that are in use	M
Work with moving & powered plant	N
Working at height (above 2m)	O

Risk management strategies for each high risk task are addressed in its associated Safe Work Method Statement (SWMS). When preparing the SWMS for a HRWA the following should be considered.

1. Incident and Hazard Reporting and Risk Management

The work site is to have procedures in place to identify hazards, control risks and report incidents.

All employees are required to report hazards and incidents via the Workplace Incident Report form (***Appendix D***). Supervisors/Managers are required to undertake risk assessments and to take action to mitigate or control the risk (via the hierarchy of control). A register of hazards is to be established, maintained and reviewed as required.

Often people who are doing the job are best placed to offer advice on the hazards they face and ways to work safely. Consultation should include the genuine opportunity for all to contribute effectively to any decision making process aimed at eliminating or minimising risks to health.

2. Safe Work Method Statement

Safe work method statements for 'high-risk work' must, as far as practicable, set out:

- each high-risk construction work activity that either is or includes a hazard to which a person is likely to be exposed;
- the risk of injury or harm arising from those hazards;
- the safety measures to be implemented to reduce the risk(s), including the control measures to be applied;
- site safety rules;
- a description of the equipment used in the work activity; and
- any qualifications and/or training required to enable people to do the work safely.

The safe work method statements must be given to the main contractor before the 'high-risk construction work' starts at the site, and must be kept up to date as the project progresses.

3. Safety Induction

All employees, contractors and visitors must undertake a safety induction at the site to make them aware of all the risks and hazards. Where necessary employees will be provided with instruction, supervision, information, PPE and the correct tools to undertake the work safely.

4. Investigations

Investigations of accidents/near misses are to be initiated by the employee in control of the work site, in consultation with Management and the Safety Representative as soon as practicable. The outcome of the investigation is to be retained as a record and reviewed regularly to ensure that hazards have been controlled effectively.

5. Safety Inspections

Site safety inspections are to be undertaken as required or on a regular basis to ensure that hazards are controlled and the site is safe for employees, contractor and visitors.

6. Site safety rules

Each SWMS will include Site Safety Rules which will include as a minimum (but not limited to);

1. Report all accidents, hazards and injuries immediately to your supervisor.
2. Always follow safety work practices and regularly review SWMS.
3. Use protective clothing and equipment and take reasonable care to preserve its useful life.
4. Only use vehicles, machinery and equipment that you have been trained and authorised to use and ensure they are properly maintained.
5. Ensure all road works comply with Main Roads WA standards for Traffic Management and obey all road rules in accordance with the Road Traffic Act.
6. There is no smoking, alcohol or other drugs to be used on the worksite unless officially authorised by a Medical Practitioner.

7. Dial Before You Dig

The location of gas pipes and other services can be checked before you begin excavating by contacting '**Dial Before You Dig'** (www.1100.com.au or call 1100). The Dial Before You Dig initiative is a free not-for-profit community service available across Australia that can help you avoid damaging underground pipes and cables.

If you are trying to identify the owners and locations of underground assets before undertaking excavation works, call the enquiry service or via the Dial Before You Dig website will then send a referral on your behalf to members who have underground assets in the area you are planning to excavate. Within two working days you should have plans or other information on the location of assets sent to you by the asset owners.

Prior to commencing any work involving excavation, working near gas pipelines, boring in the road reserve or on private land, contact shall be made with Dial Before You Dig and other relevant authorities. If you have received information from Dial Before You Dig and require further data and/or other information, it can be obtained by telephoning the contacts listed on the cover sheet provided. Further information regarding Telstra can be obtained by telephoning 1800 806 246. Be aware that not all owners of underground assets are members of Dial Before You Dig.

8. Works around utility plant/services

To assist a person(s) or Agency proposing to undertake excavation work in meeting their **duty of care** and to prevent or minimise damage to services, the following actions need to be implemented as a minimum requirement:

Plan
Pothole
Protect – and only then
Proceed

Plan

- Obtain all applicable plant drawings available.
- In addition to contacting Dial Before You Dig, contact the relevant road authority as Dial Before You Dig does not represent all asset owners.
- Contact utility providers for their recommended safe digging practices to protect their plant and comply with any specific requirements

Pothole

- Using the plant drawings and onsite location markings as an indication of plant presence, DIG BY HAND SHOVEL to expose ALL applicable plant/services within 2.5m of the job to be performed.
- Check that ALL plant/services and crossings have been exposed.
- Where the job is parallel to specific plant/service, pothole every 5m along the route.
- **Note:** No digging shall be done over High Pressure gas mains without written permission from Statutorily Authority i.e. Alinta Gas, Epic Energy, CMS or Agility.
- For railway crossings, buried signals and communications services need to be located or exposed by WestNet or WAGR staff.

Protect

- All applicable plant/services in either a bore or trench

9. Traffic Management Plan (TMP)

Where work activities are undertaken on or adjacent to roads, road verges, road medians, footpaths and bicycle paths, the SWMS must include Traffic Management Plans (TMP) for controlling traffic, vehicular, plant, pedestrian and workers, with the aim of eliminating or reducing the risk from traffic to the health and safety of workers and third parties.

The objectives of the TMP are to:

- Provide for a safe environment for all road users;
- Provide protection to workers, visitors, agents of the Contractor and the general public from traffic hazards that may arise as a result of the construction activity;
- Minimise the disruption, congestion and delays to all road users;
- To ensure network performance is maintained at an acceptable level throughout the term of the work; and
- Ensure access to adjacent commercial and residential premises is maintained at all times.

To achieve the above objectives, the Traffic Management Plan will:

- Ensure whenever possible, that a sufficient number of traffic lanes to accommodate vehicle traffic volumes are provided;
- Ensure that delays and traffic congestion are kept to a minimum and within acceptable levels;
- Ensure that appropriate/sufficient warning and information signs are installed and that adequate guidance is provided to delineate the travel paths through the work site;
- Ensure that the work area is free of hazards and that all road users are adequately protected from excavations and obstructions;
- Ensure that all needs of road users, motorists, pedestrians, cyclists, public transport passengers and people with disabilities are accommodated at and through the work site;
- Provide for work activities to be undertaken sequentially to reduce the adverse impacts of the work; and
- Provide for safety procedures to enable work personnel to enter and leave the work area in a safe manner.

10. Visitors

Visitors and contractors new to a site are to be accompanied by an employee until they have received a site-specific safety induction. There should be no unauthorised visitors on the site. The following should be followed for visitors:

1. At the worksite visitors must report immediately to the supervisor or leading hand who will then become responsible for that visitor.
2. Visitors must be made aware of hazardous areas that exist, whether by fixed signage, verbal instruction or physical separation from any hazard.
3. All staff have a responsibility to ensure that visitors are aware of safety precautions and are wearing protective clothing such as a high visibility vest and safety footwear or any other safety equipment as required on the worksite.

4. It is the duty of all staff to ensure visitors behave accordingly and respect all safety and health policies and procedures whilst on council premises.
5. It is important that visitors are accounted for and are able to follow the correct procedures in relation to any emergency situation or evacuation. Staff responsible for or dealing with a visitor must assist and direct that person in the event of an emergency.
6. Visitors who experience an incident while on site should be given access to an incident report form to record and report the event. An employee responsible for that person should assist with the completion of the report.

AREAS OF HIGH RISK WORKS

Confined Space works **See Appendix J Guidance Notes**

The Confined Space Identification and Risk Assessment lists the hazards and controls required for entering the space. It also takes into account additional controls that may be required where activities in or near the space may introduce further hazards. If a Confined Space Identification and Risk Assessment has not been documented, then the employee responsible for the site is to assess and authorise employees and standby's seeking to enter a confined space.

When the Confined Space Identification and Risk Assessment determines that the space is not confined, the employee responsible for the site in conjunction with employees entering the space and standbys must complete a risk assessment and control for the activity, such as a safe work method statement.

The space may contain significant risks that require high level or special controls, such as:

- restricted access;
- signage;
- not working alone; or
- continuous communication.

Identification of the space and the control measures are included in the Confined Space SWMS. All sections must be completed and are listed as follows:

1. Identification (identifies the space)
2. Description of the work
3. Hot work (Hot Work will require a Hot Work Permit)
4. Isolation (of services)
5. Purging and ventilation
6. Atmospheric testing
7. Communication
8. PPE and other equipment
9. Personnel (Entry personnel and standbys)
10. Emergency plans
11. Safe to Enter (Signature of Employee responsible for the work site)

Excavation works (including construction of tunnels) **See Appendix K Guidance notes**

The safety system chosen will depend on the nature of the excavation being undertaken. Careful consideration needs to be given to safety issues when planning the work where the excavation involves other than shallow trenching and small quantities of material.

A common cause of injury involves workers being struck by excavating machinery including where machinery is driven into, or falls into, an excavation due to operator error or inadequate barriers.

Barricades should be installed where necessary to prevent vehicles and equipment from accidentally falling into an excavation. Excavated soil should be graded away from an excavation to assist in vehicle control.

A check should be carried out to ensure all drivers and operators have appropriate licenses and any certificates of competency required under the regulations.

The Regulations do not specify what support system is required for the diversity of excavation work which may be carried out. For complex excavation work, such as excavation for deep sewers, the ground support system should be approved in writing by an engineer experienced in this type of work.

Inspections of the excavation should be made daily before the start of work and as needed throughout each shift. Inspections should be carried out by a competent person.

Inspections should look for indications of any situation that could result in cave-ins, indications of failure of protective systems and any indications of hazardous substances or toxic atmospheres being encountered. Inspections should be carried out:

- daily and before work commences;
- when tension cracks, sloughing, undercutting, water seepage, bulging or other similar events occur or when disturbed soil is encountered;
- when the size, location or placement of the spoil heap changes;
- when any indication of movement in an adjacent structure is noticed; and
- after every cyclone, rainstorm and any earthquake or seismic event.

Where inspections reveal hazardous situations, workers must be removed from the excavation until precautions have been taken to ensure their safety and the hazards documented.

Where it has been decided to carry out excavation work without shoring, the conditions met during construction need to be suitable. If conditions during construction are not as expected, or if conditions change during the course of the work, action needs to be taken immediately to safeguard workers, other persons and property, by changing the support system or, if necessary, by temporarily suspending work. For a trench to be excavated without shoring, the sides should be cut back to a safe slope, such that the material in the sides is able to stand under all anticipated conditions of work and weather.

The stability of any excavated face depends on the strength of the soil in the face being greater at all times than the stresses it is subjected to. The following situations all increase soil stresses in a face and may lead to possible failure under adverse weather conditions or vibration:

- deep cuts and steep slopes, by removal of the natural side support of the excavated material;

- loads on the ground surface near the top of the face, such as excavated material, digging equipment or other construction plant and material;
- shock and vibration, which could be caused by pile-driving, blasting, passing loads or vibration producing plant;
- water pressure from ground water flow, which fills cracks in the soil, increases horizontal stresses and the possibility of undermining;
- saturation of soil, which increases the weight and in some cases the volume of the soil. Soil strength may be reduced by the following:
- excess water pressure in sandy soil which may cause boils. It may saturate the soil and increase its plasticity;
- dryness of the soil, which causes reduction of cohesion in sandy soil and soils high in organic content. They then crumble readily;
- prolonged stress, which may cause plastic deformity (squeezing or flowing);
- prolonged inactivity at an excavation site. Where this occurs, an evaluation of the soil should be undertaken before work recommences.

Work on or near high voltage (HV) and low voltage (LV) electrical installations **See Appendix L Guidance Notes**

Electricity is a frequent cause of workplace deaths and does not have to be high voltage to cause electrocution. Some of the most common causes of electrocution are contact with overhead wires, carrying out maintenance work on live electrical circuits, and working with damaged electrical equipment, extension cords, plugs or sockets.

All employers and contractors have a general duty of care to take practical steps to ensure that their employees are not exposed to electrical hazards in the workplace. Every workplace should have a process for identifying hazards, assessing the risks and reducing them.

In the planning stages of every project involving excavation work the Contractor must:

- Comply with the requirements of section four (4) of the 'Utility Providers Code of Practice for Western Australia'.
- Make contact with 'Dial Before You Dig' to obtain a cable location plan
- Carry out a Risk Assessment to determine if the excavation is within 3 metres of any underground and/or overhead electrical network
- Determine the Collapsible Area of the proposed excavation
- Determine if any part of the underground and/or overhead electrical network will be inside the collapsible area of the proposed excavation

Note: When determining the collapsible area, consideration must be given to the localised soil conditions and the imposed loads immediately adjacent the edge of the excavation.

Work on or near overhead power lines **See Appendix L Guidance Notes**

- Always check the location of power lines before you start work.
- Never stack irrigation pipes, park machinery/equipment, large containers or transportable buildings or unload such items underneath power lines.
- Never up-end a pipe, pole, ladder etc. without looking up first. Always carry these items horizontally.

- **Remember** – power line heights are deceptive. Know the operation and maximum height of your machinery.
- Provide an observer to check your position when working close to overhead power lines.
- If in doubt, always contact the supply authority for advice and assistance.
- If you do see a power line that has been damaged or has fallen down, stay clear and ensure others are kept away. Have someone else notify the electricity supply network operator.
- When planning the transport of high loads, contact the electricity supply network operator first.

Work on or near roads that are in use **See Appendix M Guidance Notes**

When preparing the SWMS, an assessment of the traffic hazards and associated risks to employees and third parties (road users, pedestrians, cyclist, sub-contractors) must be undertaken and control measures implemented for identified risks. The SWMS must include Traffic Management Plans (TMP) for controlling traffic, vehicular, plant, pedestrian and workers, with the aim of eliminating or reducing the risk from traffic to the health and safety of workers and third parties.

The person responsible for the work site will take the utmost care to prevent the risk of injury and/or property damage to employees, subcontractors, other contractors, road users and members of the public.

In all instances when working on or near roads:

- PPE must be worn when working within 5 metres of the road edge, footpath/cycle way;
- High visibility clothing are to be worn at all times. High visibility garments are to meet the requirements of AS/NZS 4602:1999 for day or day/night use;
- Mounted warning devices are to be fitted to vehicles/mobile plant, and switched on during work operation. Further information on vehicle mounted signs and devices can be obtained from AS 1742.3 2002-section 3:12;
- **High volume roads** - An illuminated flashing arrow sign should be fitted to vehicles/plant. The operator of the vehicle should ensure the arrow board is displayed as required. Works are also to be notified to Main Roads for inclusion on their website/public notification.
- **Low volume roads** - Dual flashing yellow lights mounted as high as possible in a working condition that can be seen at 360 degrees. At least one light must be visible at all times.
- Work will not commence until all appropriate signs, devices and barricades are in place and in accordance with the requirements of the Traffic Management Plan.
- All necessary signs and traffic control devices will be installed at the work site to direct and regulate traffic movements around the work activity and ensure that adverse impacts associated with the works are kept to a minimum.

Work on or near rail lines that are in use **See Appendix M Guidance Notes**

There is a major standard gauge east/west railway line traversing the Shire of Westonia. It is noted that working within the boundary of rail tracks is subject to a permit being issued by the Western Australian Public Transport Authority and/or Brookfields. The permits are issued only to people who have a valid working near rail safety awareness certification.

Work with moving & powered plant **See Appendix N Guidance Note**

Safe work method statements and vehicle movement procedures are required under occupational health and safety legislation and will assist in ensuring the safety of workers and the public around moving plant.

Vehicle movement procedures and traffic management plans are particularly important where work is being undertaken on or near public roads.

The following are some of the control measures that should be considered when working with moving and powered plant. The controls identified below are not exhaustive and it is expected that a number of measures would need to be selected and integrated into the system of work to ensure the highest possible level of safety:

- isolating vehicles and plant from persons on the site;
- using fencing, barriers, barricades, temporary warning or control signs;
- planning the direction that plant moves, so visibility is not restricted;
- implementing safe working distances;
- using clear communication systems;
- minimising amount of plant working at one time;
- using demarcation lines or zones;
- using audible reversing alarms;
- using reversing sensors;
- using reversing cameras;
- using flashing lights;
- wearing high visibility garments; and
- using spotters or observers.

The use of technology such as sensors or reversing cameras is a useful aid to the plant operator but has limitations (eg blind spots) and must always be used with an effective warning system for persons at risk from the movement of the plant.

Vehicle movement procedures should consider:

- positioning and repositioning of plant;
- isolating workers/pedestrians from the moving plant;
- plant being operated near underground or aboveground services;
- plant operating in noisy environments;
- moving plant onto a public road from site;
- maintenance and servicing of plant;
- planning the work so that plant moves in a forward direction as often as practicable;
- reversing plant;

The plant operator should observe the following procedures:

- follow all the directions in the SWMS
- where practicable, plant should always move in a forward direction
- ensure no persons are at risk before reversing
- avoid hazards by facing and maintaining attention in the direction of travel.

Working at height (above 2m) **See Appendix O Guidance Note**

A SWMS is required when working at heights above 2 meters. There are a number of ways to safely conduct works at height such as a Ladder, Elevated Work Platform (EWP), Edge Protection, Fall Injury Prevention Systems & Anchorage Points as well as additional control measures when working on brittle or fragile roofing or around holes and openings.

Ladders

Ladders must be properly stored, inspected regularly and only used for light work of short duration or for access.

If you are not competent in using a ladder, your employer or supervisor should give you instructions and show you how to use a ladder safely and what safety checks to make before using a ladder.

This includes checking that the ladder:

- has no damaged, loose or missing parts;
- is secured against movement and be supported from a firm, level, non-slip surface;
- projects at least 1 metre above the landing place;
- is placed at a slope that is no steeper than 4 units of height to 1 unit horizontally; and
- is rated for industrial use, not domestic use.

When using a ladder:

- always have two hands free to climb up and down (three points of contact);
- any materials or tools (other than those held on a worker's belt) should be transferred to the work area separately;
- always face the ladder while climbing up, down or working;
- never place feet higher than 900mm from the top of the ladder;
- never over-reach from a ladder;
- never work from a ladder above another person;
- never have more than one person on a ladder at any one time;
- do not use a ladder in an access way or where it may be hit by a door;
- do not undertake work requiring restricted vision, welding or metal cutting from a ladder; and
- use a non-metallic ladder where there are electrical hazards

Elevating Work Platform (EWP)

Selection of an appropriate type of Elevating Work Platform (EWP) should be made following consideration of:

- type of work to be carried out;
- height and reach of the unit;
- safe working load of the unit;
- existing ground conditions; and
- existence of any electrical hazards such as powerlines.

Safety precautions that should be taken include:

- operator and personnel are appropriately trained and familiar with the EWP;
- the EWP is checked for operational safety prior to use;
- the support surface for the EWP is free of penetrations and is preferably flat;
- pneumatic tyres are in good condition and free of defects;

- any travel when the platform is raised is in accordance with the manufacturer's recommendations;
- harnesses are connected and worn at all times if a boom-type EWP is used; and
- do not climb in or out of the platform while the EWP is elevated.

Persons operating boom-type EWP's with a boom length of 11 metres or more must hold a certificate of competency (Class WP) or be directly supervised by a person with a WP Certificate.

Edge protection
The Occupational Safety and Health Regulations 1996 requires that edge protection must be provided to the edge of a:

- scaffold;
- fixed stair;
- landing;
- suspended slab;
- formwork; or
- false-work at the workplace

where a person is at risk of falling two or more metres. Edge protection or a fall injury prevention system must also be provided at any other edge at the workplace where a person could fall three or more metres.

Fall Injury Prevention System & Anchorage Points
A person who, at a workplace, is the person having control of the workplace must ensure:

- that an anchorage at the workplace is inspected by a competent person
- in the case of an anchorage that is permanently fixed and in regular use, inspected at intervals not greater than 6 months;
- in the case of an anchorage that is permanently fixed but not in regular use, inspected before it is used;
- where, in the opinion of the competent person an anchorage is worn or the load bearing capacity of the anchorage may be impaired;
    - that the anchorage is not used while it is in that condition; and
    - while the anchorage is in that condition, that it is tagged to indicate that it is not to be used;
- that an anchorage that has been repaired is not used unless it has been inspected by a competent person who is of the opinion that the anchorage can be used again.

Holes and openings.
Any hole or opening (other than a lift-well, stairwell or vehicle inspection pit) with dimensions of more than 200 mm x 200 mm but less than 2 metres x 2 metres or with a diameter greater than 200 mm but less than 2 metres in a floor, other than a concrete floor, of a building or structure at the workplace must be covered with a material that is:

- strong enough to prevent persons or things entering or falling through or into the hole or opening; and
- securely fixed to the floor.

Working on brittle or fragile roofing

Occupational Safety and Health Regulations 1996 details the requirements for working on or from brittle or fragile roofing. Brittle or fragile roofing materials include roofing made of:

- asbestos;
- cellulose cement roof sheets;
- glass;
- fibreglass;
- acrylic; or
- similar synthetic moulded or fabricated material used to sheath a roof or in a roof which is likely to endanger a person standing on them.

4.7 DEMOLITION

PURPOSE

Demolition work creates potential for high risk towards workers and the general public. This procedure is design to reduce the risks associated with demolition.

SCOPE

This procedure applies to all demolition works within the organisation.

RESPONSIBILITIES

All employees, contractors and subcontractors involved in demolition or supervision of demolition activities have a responsibility in ensuring the demolition checklist is completed prior to commencement of demolition works (including clean up around a demolition site).

APPLICATION

Demolition activities can be amongst the highest risk works undertaken. To ensure that all hazards have been identified and risk mitigation controls are in place, the Shire of Westonia has a checklist which is required to be completed prior to any demolition projects are to be undertaken.

REFERENCES

Appendix I – Demolition Checklist

4.8 ELECTRICAL SAFETY

PURPOSE

To ensure that a safe system exists Shire-wide so that all electrical risks are identified, isolated and rectified as soon as identified.

SCOPE

This procedure applies to whole of organisation.

RESPONSIBILITIES

Where an item of plant may expose any person to any hazards if used, maintained or worked on:

<u>All persons on site</u>

- All persons on site, including employees, supervisors, managers, contractors and volunteers, are personally responsible ensuring that they comply with the requirements of the tagging and isolation system in accordance with this procedure and the specific instruction and training provided to them;
- If applicable and safe to do so, turn off the defective equipment at the power source and ensure all sources of energy which may cause the plant to operate have been isolated;
- Immediately complete and affix the appropriate tag described below in a prominent position to the item of plant (e.g. on the main switch); and
- Notify the Supervisor / Manager immediately.

<u>Supervisors</u>

Supervisors are responsible for ensuring:

- That defective plant is correctly tagged and affixed in a prominent location;
- Where possible, defective plant is removed to a suitable location to ensure the plant is not inadvertently used;
- That service or repair is made to defective plant;
- That all persons entering their respective work area have been adequately instructed and trained in tagging and isolation system;
- That all appropriate records are maintained and updated;
- That work permits are appropriately issued, recorded and resolved if not closed at the end of a work period;
- That persons in direct charge of plant, or areas where plant is located, are aware of any works being undertaken on the plant item;
- That adequate supervision is provided in order to achieve compliance with the requirements of the tagging and isolation system;
- That any person who does not comply with the requirements of the tagging and isolation system is subject to appropriate disciplinary action; and
- Investigation of any incidents or accidents consider whether any Tagging and Isolation procedural failure were a contributing factor.

<u>Authorised Persons</u>

Authorised persons are responsible for ensuring:

- The authorised person must, if it is practicable to do so, stop the plant and ensure that any risks associated with any identified hazards are reduced as far as is practicable. This should include notifying any workers who may be affected by the planned isolation;
- Ensure that all energy sources are de-energised, isolated using an isolation device and locked out using a lockout device. This step should include activating all energy isolating devices and ensuring that all switches and valves are in the off or safe position. Stored energy must be either released or restrained;
- Ensure that an "Out of Service" tag is fixed to the plant and that "Personal Danger" tags are fixed at the energy sources and at the operating controls of the plant;
- Ensure that the measures taken to de-energise and isolate energy sources are tested to verify that the plant cannot be energised inadvertently;
- Ensure that any inspection, repair, maintenance, alterations, cleaning or withdrawal of plant is not conducted before the above activities and tests are carried out; and
- Ensure that after the works are completed, that the plant is restored to operational status.

APPLICATION

The objective of electrical safety it to minimise:

- The risk of personal harm occurring as a result of any inadvertent use or activation of "Out of Service" plant;
- The risk of personal harm occurring as a result of any uncontrolled or unwanted release of energy while persons are in immediate proximity to, servicing, maintaining, or cleaning, plant; and
- The potential for further damage to any plant item to be incurred as a result of continued use of a defective item of plant.

To ensure a safe electrical system operates throughout the Shire of Westonia, all staff need to ensure:

- Defective plant is adequately, clearly and consistently identified as being "Out of Service";
- Instances where personal danger arising from the use, maintenance, or due to the proximity of, plant are adequately, clearly and consistently identified;
- Plant undergoing repair or maintenance is effectively isolated from all potential energy sources, prevented from inadvertent operation, and verified as having a state of zero energy prior to any works commencing;
- All electrical installations must meet Australian Standards;
- All electrical sources shall have a residual current device;
- It is mandatory that an Electrical Checklist shall be used and signed off before any work is carried out (see ***Appendix G***); and
- All electric shocks must be reported to the Energy Safety division.

<u>Out of Service Plant</u>

Plant which is identified by any person as being in a defective or damaged state and requiring repair of which any further use of which may result in injury to persons or increase damage to the plant, must be removed from service. In order to indicate the plant is defective and requiring repair, an "Out of Service" tag is to be immediately fitted to the plant item.

Out of Service Tag

In order to identify defective items of plant as being defective or otherwise unfit for service a yellow and black equipment "Out of Service" tag is used to identify the item as requiring repair, having the potential to harm persons, or having the potential to result in further damage to the item if used.

Upon the identification of any items of plant as being in a defective or damaged state, the item of plant shall have fitted to it, in a prominent location, an "Out of Service" tag. If the item of plant has a starting circuit then the "Out of Service" tag shall be fitted to the isolation point or starting control, such as a key, switch, push button or activation control, which shall be ensured to be in the 'off' or 'safe' position.

"Out of Service" tags, as indicated at right, must have all respective fields on the tag completed including:

- Reason
- Date
- Name/ Signature
- Location
- Problem

Any person is authorised to attach an "Out of Service" tag to defective items of plant. When an item has an "Out of Service" tag fitted then the placement of the tag, and the reason why it was placed, must be reported to the responsible supervisor by the person fitting the tag.


Plant displaying an "Out of Service" tag must not be used. The only exception being limited use required by an authorised and competent person during the assessment and repair process.

Any unauthorised person who uses, or orders the use of, any item displaying an "Out of Service" tag, or who removes, or orders, without authority, any removal of an "Out of Service" tag may have formal disciplinary action taken against them. The only person authorised to remove an "Out of Service" tag is a competent person after they have effected repairs.

Once an "Out of Service" tag has been appropriately removed by a competent and authorised person, then the responsible supervisor should be notified that the tag has been removed and the plant item is in a suitable condition to be placed back into service. Removed tags should be destroyed.

An "Out of Service" tag must not be used in place of a "Personal Danger" tag. "Out of Service" tags are available at each main Shire of Westonia workplace with additional supplies available from the Depot.

Personal Danger Tag

In order to indicate that there is an imminent risk of personal harm being posed to a person if an item of plant is operated; "Personal Danger" tags are used in conjunction with "Out of Service" tags. A tag is NOT in itself an effective isolation device and acts only as a source of information to others in the workplace.

Personal Danger tags, shown at right, must have all tag entry fields completed on each instance that they are applied.

The plant item to be worked on is initially fitted with an equipment “Out of Service” tag, then locked out at isolation points, then a “Personal Danger” tag is securely fixed at the isolation points and at the operating controls of the plant by the person who may be placed at harm if the item is activated while works are in progress. If exposed to the weather, then Personal Danger tags must be placed in a weatherproof sleeve.

Personal Danger tags may only be removed by the person who has placed the personal danger tag on the plant item, or a suitably authorised person, once they have completely removed themselves from the danger area. Personal Danger tags must be removed whenever a person has stopped work on the item, including coffee and meal breaks, and when leaving work for the day. Failure to remove a Personal Danger tag when leaving work for the day may result in the person who placed the tag being recalled to work to remove it.

Personal Danger tags should be regarded as being for single use only and destroyed once removed.

Unauthorised removal, ordering unauthorised removal, of any personal danger tag, or operation of any plant displaying a personal danger tag, is strictly prohibited. Unauthorised removal, ordering unauthorised removal, of any personal danger tag, or operation of any plant displaying a personal danger tag, is considered to be serious misconduct which may recklessly endanger peoples’ lives and will result in immediate dismissal.

In limited and exceptional circumstances, such as a worker going home sick, the situation may arise where a supervisor or suitably authorised person may be required to remove a personal danger tag. There should be written procedures in place to ensure that they are only removed by an authorised person in an emergency situation after thorough safety checks have been made to verify that the person named on the tag is not in, on or about the plant.

If work on plant is not complete by the end of a working shift, then the “Out of Service” tag should remain attached to each isolation point and individual Personal Danger tags removed. If work on the plant is to continue with an oncoming shift, then there must be a handover briefing conducted by those leaving the site to those taking over the work. The briefing should include the status of the work and the removal/replacement of personal danger tags and locks.

Personal Danger tags are available at each main Shire of Westonia workplace with additional supplies available from the Depot.

<u>Isolation procedures</u>

Isolation is the removal, or physical prevention, of any means of activating any plant energy sources.

The aim of effective isolation is to:

- Isolate all forms of potentially hazardous energy to ensure that an accidental release of hazardous energy does not occur;
- Control all other hazards posed to those doing the work; and
- Ensure that entry into any restricted area is tightly controlled.

The basic principle of isolation is comprised of three separate steps – Lock, Tag and Try.

Each item of plant must have a procedure developed detailing the isolation process required and including the application of isolation devices, locks and tags, as practicable. Only suitably competent and knowledgeable persons should develop specific plant isolation procedures. It must be ensured that all energy sources are fully identified and effectively isolated. In some situations this procedure would be included in the manufacturer's equipment manual.

While a specific procedure for a plant item may differ according to different situations, the following aspects should be considered and included in the isolation procedure:

- Ensure that all hazards associated with the energy sources of the plant are identified. This may involve a comprehensive examination of the plants operational safety manual or consultation with competent people such as engineers; and
- In some instances, a "Permit to Work" may also be required (see below).

A person must be authorised to carry out the matters as outlined in the responsibilities of an authorised person, (responsibilities section – below).

A basic isolation procedure consists of the steps listed below:
- Identify the plant involved and the corresponding energy sources through application of an Out of Service tag;
- Identify all other hazards;
- Shut the plant down;
- De-energise all stored energy sources;
- Isolate and lock out all energy sources;
- Apply Personal Danger Tag to plant controls, isolation points, energy sources and other potential hazards;
- Control other potential hazards;
- Test by 'trying' to re-activate the plant, without exposing the tester or others to risk, to ensure that isolation procedures have been effective, before commencing any maintenance, cleaning, inspection or repairs on the plant;
- Carry out the work on the plant; and
- Once remedial work is complete, the people who tagged the controls are to remove the tags before the plant is returned to operational status.

Isolation procedures should be displayed in a prominent position on, or adjacent to, the item of plant where possible. Adequate supervision must be provided in order to ensure that isolation procedures are consistently followed.

In instances where it is not practicable to conduct cleaning, maintenance or repairs with the plant stopped, operational controls which permit the controlled movement of the plant must be fitted and written safety procedures must be developed and used in conjunction with a "Permit to Work".

<u>Isolation Devices/ Locks</u>

Isolation devices must be reliable and clear. The method used to isolate plant will vary according to its type.

Only devices that incorporate a lock or can accommodate one or more padlocks are suitable lockout devices. If more than one person is working on the same item of plant, each person must attach their own lock to prevent the isolation being reactivated before all locks have been removed or opened. If multiple isolation locks are required to be applied in the instance of several lockout points, then each person must attach a lock and tag to each lockout point. It is advisable that each persons' locks respond to a single key which is incapable of opening another persons' lock(s).

In the instance where isolation locks are employed, each lock should;

- Be strong enough to withstand physical abuse, either intentional or unintentional;
- Be made of a material suitable for the environment;
- Be heavy duty or specifically designed; and
- Have only one key in use and one owner who is responsible for it to prevent its removal without their knowledge.

Master, or spare, keys should be kept in a designated location, away from the immediate workplace, secured, and under the control of an authorised person. There should be written procedures in place to ensure that they are only used in an emergency situation after thorough safety checks have been made to ensure that no person is in, on or about the plant.

Test for Zero Energy

Prior to commencing works on any item of plant that has been tagged and locked out, a state of zero energy must be verified.

Particular care must be taken to ensure that potential sources of stored energy are fully identified and made safe, a competent, knowledgeable and authorised person should be utilised to verify a state of zero energy exists. The calibration of any instruments required to test isolation effectiveness should be checked before use.

Potential sources of stored energy that should be considered may include:

- Gravitational energy in items such as raised hydraulic implements, moving / articulating components or chassis supported by airbag suspensions;
- Accumulated air pressure in air lines, circuits or tanks;
- Accumulated hydraulic pressure in hydraulic lines, circuits or components;
- Electrical energy stored in capacitors;
- Pressurised coolant systems;
- Rocket inflated vehicle airbags;
- Fire suppression activation systems;
- Accumulator cylinders;
- Energy stored in springs;
- Torque in shafts;
- Energy stored in rotating components, such as flywheels, which may require a cycle to be completed; and
- Energy from uncontrolled movement of vehicles – un-chocked wheels.

Permits to Work

A work permit system is one that identifies and manages high risk operations and activities through the issue of special permits and procedures. Any high risk task that has the potential to adversely affect the safety or health of people, or the environment, shall not be performed without a work permit issued by an appropriately trained and authorised person. It is the responsibility of the relevant supervisor to ensure that any activities requiring a permit to work to be issued, or any licence or certificate of competency to be possessed, have valid documentation in place prior to the commencement of any work activity by physically sighting such documentation.

Situations such as complicated isolations or any proposed works on either energised or unisolated plant require a permit to work to be duly authorised and issued prior to the works commencing.

Training

All persons undergoing the site safety induction process must be adequately trained in the recognition of and circumstances where “Out of Service” and “Personal Danger” tags must be used as well as the procedures for a safe system of isolation, including the application of isolation lockout devices.

The training process must ensure that:

- Workers are adequately instructed and trained in the safe system of isolation and can demonstrate that they are competent to carry out the isolation, lock out and tag out procedures. In some instances, such as for office staff, awareness training may suffice;
- Supervisors, in addition to the requirements above, are adequately instructed and trained in the supervision requirements associated with the application of tagging and isolation systems; and
- Authorised persons are adequately trained in order to enable them to fulfil the duties of an authorised person.

Staff involved in works requiring complicated isolations must be ensured to have been trained in the specific isolation procedures required to be implemented in order to allow the works to be completed safely.

Review and performance management

Consistent application of isolation and tagging requirements should be reviewed during the annual OSH annual audit process and the appropriate records maintained to reflect that the aspect has been considered (see Section 3.2).

Risk controls associated with tagging and isolation systems must be regularly reviewed in order to ensure that they remain effective, relevant and appropriate.

In all instances of incident occurrence, it should be considered whether any non-compliance with the isolation and tagging system requirements may have been a contributory factor.

Records

Appropriate records must be ensured to be maintained including:

- Documented hazard identification, risk assessment and control;
- Specific written plant isolation procedures;
- Documented review of risk controls;
- Individual training records;
- Permits to Work/ Permit to Work Register;
- Any instances where an authorised person, being other than the person who originally attached it, removes a Personal Danger tag or lock; and
- Any instances where non-compliance with the tagging and isolation requirements have been identified.

REFERENCES

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Code of Practice, Safeguarding of Machinery and Plant 2009 (Worksafe WA)
- Guidance Note, Isolation of Plant 2010 (Worksafe WA)
- A Guide to Testing and Tagging Portable Electrical Equipment and Residual Current Devices 2008 (Worksafe WA)
- National Standard for Plant, [NOHSC:1010 (1994)]
- AS 1319 (1994) – Safety Signs for the Occupational Environment
- Isolation and Tag Out Procedures, Dec. 1997, Dept. of Industry and Resources WA
- Appendix G – Electrical checklist

4.9 MANUAL HANDLING

PURPOSE

The Shire of Westonia is committed to preventing manual handling injuries in the workplace, as far as is practicable, through the thorough identification and risk assessment of manual handling hazards and the effective control of identified risks.

SCOPE

This procedure applies to whole of organisation.

RESPONSIBILITIES

Managers and supervisors are responsible for:

- Ensuring that formal hazard identification and risk assessment on manual handling factors in the workplace are conducted in a consultative manner and the results recorded in the appropriate location;
- Ensuring appropriate actions are taken in accordance with this procedure and legislative requirements to consider the means that manual handling risks may be reduced and that such risk reduction measures are effectively applied as far as is practicable;
- Ensuring that adequate supervision of staff conducting manual handling activities is provided;
- Ensuring that all personnel involved in manual handling activities have been provided with adequate and relevant information, instruction and training; and
- Ensuring that manual handling incidents are adequately investigated to determine the root cause and that effective risk control measures are subsequently implemented in order to prevent recurrence.

Employees are responsible for:

- Ensuring that manual handling activities are carried out safely in accordance with the information, instruction and training they have received;
- Reporting immediately to their supervisor any situations, activities or tasks which they consider could potentially lead to a manual handling injury; and
- Reporting any manual handling injuries in accordance with the incident reporting guidelines.

APPLICATION

Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing. Manual handling also includes any activity involving repetitive and/or forceful movements (eg. keying data into a computer, using a screwdriver) and any activity where the person must maintain constrained or awkward postures (eg. driving a truck, leaning over to make beds).

The Shire of Westonia has many tasks that require manual handling which, if not properly managed, have the potential to cause serious injury. In keeping with its commitment to provide a safe work environment, a strategy has been developed that will identify manual handling tasks, assess the risk factors and determine appropriate control measures including relevant training for employees.

When performing manual handling tasks, employees must follow safe systems of work provided by the Shire of Westonia which include:

- Applying safe handling and storage principles;
- Observing weight limits for lifting, loading or carrying loads; and
- Use of specialist equipment where possible;

Where it is not practicable to use mechanical lifting devices, the following safe handling principles should be adopted:

- Always plan a manual lift prior to attempting the lift;
- Ensure that the route taken is clear of obstacles or obstructions;
- Check that the load is not too heavy to lift or carry alone. If the load is too heavy, get assistance either from a fellow worker or use a mechanical lifting device;
- If carrying a load with a fellow employee, always keep in step;
- When carrying a load with a fellow employee, always ensure that you tell each other of any action you are about to perform, such as, lowering or adjusting the load;
- Never carry a load that blocks your vision, as you may trip or run into another object; and
- Keep your back straight throughout the lift.

Steps of Manual Handling

1. Plan your lift – make sure the path is clear at the load is not too heavy.
2. Bend at the knees when picking up the load.
3. Maintain the natural curve of the spine, don't bend your back to pick up the load.
4. Keep a firm grip on the load.
5. Lower the load putting the weight onto your legs by bending your knees.

All personnel who are required to perform a manual handling activity shall be properly trained in correct manual handling techniques prior to initial performance of specific manual handling activities and at regular scheduled intervals.

Manual Handling risk factors

Manual handling factors are considered during the purchasing of plant and equipment, the design and construction of a project or a workplace, modification to plant and equipment and task/ activity planning and performance of work practices.

When assessing manual handling risk factors, the following are considered:

- Workplace design and layout;
- Working practices and organisation;
- Working position and posture, particularly if required for extended duration;
- Actions and movements necessary for tasks, including their frequency and duration;
- Location and position of loads to be lifted, lowered, carried, pushed, pulled or restrained;
- Weights and dimensions of loads;
- Any loads that are difficult or awkward to handle due to aspects such as shape, instability or temperature;
- Evaluation of plant and equipment for suitability, including possible modification or replacement where necessary;
- Work carried out by persons with any disability;
- Age, fitness level and any other personal factors relating to the personnel required to do the work;
- Working environment and conditions such as heat, noise, cold, vibration, slippery or uneven surfaces, air quality and weather if working outdoors; and
- Any other relevant considerations, such as PPE that is required to be worn.

Control measures to reduce the level of risk in manual handling tasks include, where possible:

- Elimination of the task;
- Consideration and modification of design aspects;
- Task or activity modification;

- Workstation layout modifications;
- Mechanical handling equipment;
- Task/ employee rotation; and
- Training of personnel in manual handling techniques.

The use of cranes, hoists, forklifts and other mechanical lifting equipment should be encouraged as an alternative to manually lifting heavy loads. When mechanical lifting is absolutely not possible, suitable team lifting techniques should be considered as an alternative to individual performance of manual lifting.

Workplace Incident reports, as well as comments from employees, are used to identify such tasks, activities or aspects that involve manual handling and assist in the implementation of effective risk control measures. Review of such reports can help identify when manual handling injuries occur; which tasks, activities, plant, equipment or other workplace aspects are involved; what type of action, such as pushing, lifting, pulling, were involved; which part of the body was affected; and what time of the day the incident occurred.

As many manual handling injuries do not have a single event associated with an injury, a person may not feel pain until several hours have elapsed. This means that an investigation into an injury must look at all relevant activities that the injured person usually performs. Care must be taken to ensure that any re-enactments of perceived incident causes do not further injure the injured person.

REFERENCES

- Occupational Safety and Health Act 1984 (WA),
- Occupational Safety and Health Regulations 1996 (WA)
- Code of Practice – Manual Tasks 2010, Commission for Occupational Safety and Health (WA)
- Code of Practice – Concrete and Masonry Cutting and Drilling 2010, Commission for Occupational Safety and Health (WA)
- National Code of Practice for the Prevention of Musculoskeletal Disorders From Performing Manual Tasks At Work (2007), Australian Safety and Compensation Council
- Bulletin 4 – Manual Handling in the Cafe and Restaurant Industry 2007
- AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines
- National Standard for Manual Tasks (2007), Australian Safety and Compensation Council

4.10 HAZARDOUS SUBSTANCES

PURPOSE
To reduce the risk of injury or illness resulting from exposure to hazardous substances and ensure that hazardous substances are handled, used, stored and disposed of in a safe manner.

SCOPE
This procedure applies to whole of organisation.

RESPONSIBILITIES
Management has a duty to ensure the safety of their employees while handling hazardous substances.

Employees are to take reasonable care to ensure their own safety and health at work, comply with instructions given by the employer, and wear protective clothing and equipment as provided. In relation to hazardous substances, employees must read product labels prior to use, follow safe working instructions indicated on the SDS, follow instructions given by the employer and obtain prior approval before bring any new substance on site.

Health & Safety representatives may be asked to assist with completing risk assessments of hazardous substances with supervisors and circulate any relevant information they receive at training sessions.

Contractors must seek approval of the area Supervisor before bringing any hazardous substances on-site.

APPLICATION
Register

A Hazardous Substances Register (as per Regulation 5.13) is in place for each work area, and only substances approved by the Manager of that area will be used. Non-approved substances, or substances not contained within the Register will not be purchased.

The Hazardous Substances Register contains the following information and can be found at F:/Occupational Safety & Health/Site Safety Register M10.5.

Name of Substance	Manufacturer	Hazardous according to Work Safe Criteria	Date of SDS	Date Risk Assessment	Comment (Include dangerous good identification)

Safety Data Sheets (SDS's)

Safety Data Sheets will be made available for all hazardous substances by the manufacturer. A SDS less than 5 years old must be obtained for all hazardous substances, and suppliers are legally obliged to provide these data sheets under OSH Regulation 5.5.

Copies of the SDS are held in each work area, with a master copy held by the person overseeing hazardous substances at that site.

Risk Assessments

Risk assessments must be completed on all hazardous substances. The risk assessment involves reviewing the safety data sheet and considering use of the substance in the workplace.

Factors to consider are:

- How toxic is the chemical? (For example, poison 7 is more toxic than poison 6; poison 6 is more toxic than poison 5)
- Can a less toxic chemical be used?
- If this particular chemical needs to be used, are the specific handling, storage, and first aid requirements set out in the SDS?
- If so, does the Shire of Westonia have the particular personal protective equipment?
- Are the storage guidelines followed?
- Does the Shire of Westonia have the appropriate first aid requirements (such as eye baths, antidotes for poison etc)?
- Is there sufficient ventilation when using the substance?
- Is the active ingredient listed in OSH Regulations Schedule 5.3 as being a substance for with health surveillance is required? These substances include:
  - Organophosphates
  - Arsenic
  - Creosote
  - Isocyanates

The risk assessment should list any action to be taken by the Shire of Westonia to control the risk, and identify who will complete this action. Risk assessments should be completed by the Supervisor of the work area, in consultation with the Safety and Health Representative but can include input from all employees who will use the hazardous substance. The Health & Safety representative can provide assistance where required.

Labels

All hazardous substances (such as pesticides, solvents, detergents and bleaches) must be labelled correctly as per Occupational Safety and Health Regulation 5.12.

It is an offence to permanently store registered pesticides in anything other than their original containers with their original labels (Regulation 15(2) of the Health (Pesticide) Regulations 1956).

Requirements for hazardous substance labels are listed in The National Code of Practice for the Labelling of Workplace Substances [NOHSC: 2012 (1994)].

Risk Control

The Shire of Westonia will, as far as practicable, reduce the exposure of employees to hazardous substances as per Occupational Safety and Health Regulation 5.20.

Health Surveillance

Health surveillance may be necessary for hazardous substances where exposure causes a risk to health. These substances are listed in the Occupational Safety and Health Regulations Schedule 5.3 and include:

- Organophosphates
- Arsenic
- Creosote

- Isocyanates

Health surveillance is monitoring a person to identify changes in the person's health status from exposure to a hazardous substance and costs for surveillance will be borne by the Shire of Westonia.

Training

The Shire of Westonia will provide information and training to employees handling hazardous substances. In most cases, the control measures are outlined in the accompanying risk assessment or SWMS which also includes the SDS detailing potential health risks and toxic effects and the correct care and use of personal protective equipment and clothing

Training such as LGIS Hazardous Substance Safety Essentials training provides information regarding the use of chemicals and pesticides is provided to key persons responsible for the management of hazardous substances. Training covering pertinent information from the SDS of the substances used in that work area and the appropriate safe working procedure are generally covered in a toolbox meeting. A record of staff attending such a meeting, and information discussed will be kept.

Employees are required to review the SDS as required and follow any instructions on the handling, use, first aid and personal protective equipment that may be required.

References

- Shire of Westonia Hazardous Substances Register
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Health (Pesticide) Regulations 1956).
- The National Code of Practice for the Labelling of Workplace Substances [NOHSC: 2012 (1994)]

4.11 MANAGEMENT OF HAZARDOUS & CLINICAL WASTE

PURPOSE

This procedure provides guidelines which will help reduce the risk of diseases staff may become exposed to whilst performing their normal duties.

SCOPE

This procedure applies to whole of organisation.

RESPONSIBILITIES

Shire of Westonia will pay for Hepatitis A, B, and tetanus immunisation where due to the nature of their work there is a risk that an employee may come into contact with these diseases.

APPLICATION

Persons most at risk are maintenance staff, gardeners, swimming pool staff and cleaners. Shire of Westonia encourages staff to obtain the necessary immunisation, however, it shall be noted that the decision rests with the employee, and should be made in conjunction with the employee's general practitioner.

Employees likely to encounter discarded needles and syringes receive adequate information and training, such as LGIS Biological Hazards in the Workplace training, to enable them to collect and dispose of these items effectively. Where employees are working in an area where they are likely to find discarded syringes or needles, they are to exercise extreme caution. Disposable gloves must be worn. When picking up used/discarded syringes or needles, pick up by the blunt end away from the needle, using disposable rubber gloves or a grasping implement, e.g., tongs and place in a rigid sealable plastic container (e.g., a container that complies with Australian Standards). Ensure the container is tightly closed.

In order to minimise health risks following an injury, set protocol should be adhered to:

- The injured area is to be washed immediately with soap and water;
- An antiseptic and sterile dressing shall be applied;
- The injured person shall be taken to his/her Doctor for assessment and treatment;
- Tests will be done to assess if protection from Hepatitis B can be offered, by giving a course of vaccinations;
- If the injured person is not fully immunised against Tetanus it may be advisable that this be done immediately;
- The offending needle or syringe shall be disposed of in accordance with the accepted guidelines;
- A Workplace Incident report shall be completed and given to the employee's Manager; and
- Counselling should be offered to the injured employee.

Any queries regarding immunisation are to be directed to the employee's immediate.

REFERENCE

National Code of Practice for the Control of Work-related exposure to Hepatitis and HIV (Blood-Borne) Viruses [NOHSC:2010 (2003)]

4.12 NOISE

PURPOSE

The purpose of this procedure is to reduce, manage and monitor noise in all work areas.

SCOPE

This procedure applies to all work areas including work conducted off site.

RESPONSIBILITIES

The employer shall be responsible for ensuring that baseline and annual hearing tests are conducted on all employees who are exposed to high noise levels at the workplace.

The employee conducting work in high noise areas will ensure that they take all measures to reduce noise impacts by wearing appropriate PPE as provided by the employer at all time.

APPLICATION

The Shire of Westonia is committed to identifying and reducing all noise hazards in the workplace. The Organization will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulations 1996, Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C).

It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing thereafter. These tests will be reviewed by a competent person, and test results will be recorded on their personal file, which is stored in a secured location.

The Shire of Westonia shall:

- Conduct an assessment of all workplaces, in consultation with Workplace Health and Safety representatives and other employees to assess all the machines and activities that produce high noise levels. At this stage it can be decided if all those activities/machines are necessary and if they can be replaced by other, less noisy ones. If it is not possible to eliminate all the noise sources from the workplace then a risk assessment will be undertaken. All new equipment and changes to the workplace shall be assessed prior to being purchased or changed;
- Ensure assessments are done by a competent person using methods and instrumentation described in Australian Standards. The assessment should detail the levels present, items causing the most noise and people affected by the noise, so that a noise control plan can be prioritized;
- Manage risk by considering "buy quiet" when making purchases or by designing a new workplace in a way that separates noisy processes and machines from people where possible.

For existing workplaces the organization shall manage noise using the following steps or a combination of them:

- **Elimination** e.g. High quality welding eliminates or significantly reduces the need for grinding;

- **Substitution** e.g. hydraulic pressing instead of stroke forming;
- **Isolation** e.g. by doubling the distance from the source inside a workshop the noise level decreases by about 2 - 4 dB (A) or in the open by 6 dB (A);
- **Engineering** solution to noise control;
- **Controlling noise at the source** e.g. installing vibration isolation fittings reduces significantly noise radiated by vibrating parts of the machine;
- **Controlling engine noise** e.g. installing an appropriate silencer reduces noise emitted by an engine;
- **Controlling noise - transmission path** e.g. Enclosing machines, separating noisy and quiet areas by barriers, using sound absorbing material;
- **Controlling noise by maintenance** e.g. Replacing worn or chipped gear teeth, balancing machines;
- **Using quieter work practices** e.g. using bending instead of hammering, lowering materials instead of dropping, lining benches;
- **Administrative control** e.g. Rotating operators, scheduling noisy activities for outside of normal hours, providing quiet refuge rooms; and
- **Personal hearing protectors** e.g. Suitable muffs, plugs or combination of both.

Once noise controls have been implemented, the organization will check that they:

- are being used correctly;
- have solved the problem; and
- are not causing further problems.

Everyone exposed to high noise levels at the workplace shall be trained on the effect of exposure to noise on health, the noise exposure present in the workplace and steps taken to control it. Every employee should know which hearing protectors should be used and for which jobs, how to look after ear muffs, when to replace them, how to insert earplugs properly.

REFERENCES

- Occupational Safety & Health Regulations 1996
- WorkSafe Western Australia Commission, Code of Practice Managing Noise at Workplaces, 2002
- AS/NZS 1269: 2005 Occupational Noise Management

LIKELIHOOD

LIKELIHOOD RATING	DESCRIPTION	FREQUENCY
Almost Certain	• The event is expected to occur in most circumstances. • Could occur within 'days to weeks'. • Will occur repeatedly without corrective action being taken.	More than once a year (99% probability)
Likely	• The event will probably occur in most circumstances. • Could occur within 'weeks to months'. • Has occurred at some time and has occurred previously within the Shire of Westonia.	At least once per year (50-99% probability)
Possible	• The event should occur at some time. • Could occur within 'months to years'. • May or may not have occurred previously at the Shire of Westonia but it is known to have occurred within industry.	At least once in 3 years (20-50% probability)
Unlikely	• The event could occur at some time. • Could occur in 'years to decades'. • Has not occurred at the Shire of Westonia but has within industry.	At least once in 10 years (1-20% probability)
Rare	• The event may only occur in exceptional circumstances. • Considered a 1 in 100 year event. • Occurs infrequently within industry.	Less than once in 15 years (<1% probability)

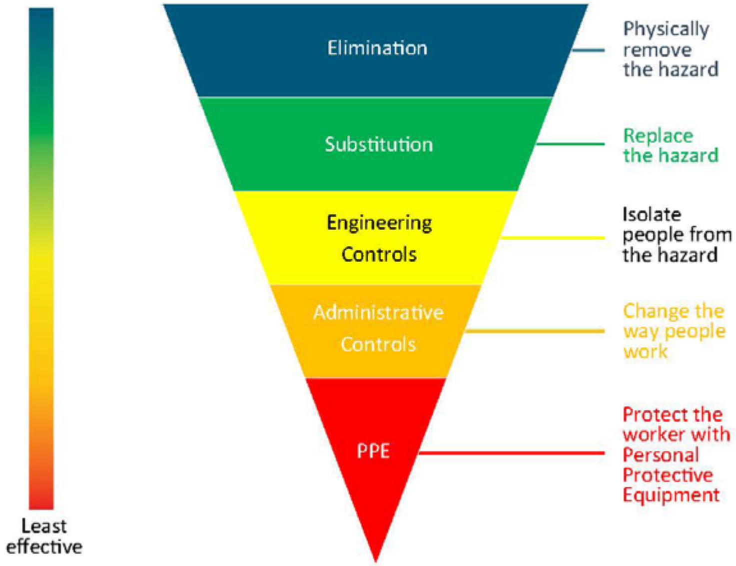
CONSEQUENCE

Level	Description						
	Health	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant	Nil or negligible injuries	Less than $1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact/profile. No or few complaints.	Inconsequential or no damage.	Contained reversible impact managed by on site response
Minor	First aid injuries. No lost work time.	$1,000 – $10,000	Short term temporary interruption – backlog cleared <1 day	Some temporary non compliances	Substantiated, low impact / news item. Few complaints.	Localised damage rectified by routine internal procedures.	Contained reversible impact managed by internal response
Moderate	Medical type injuries. Lost work time <1 week.	$10,001 - $100,000	Medium term temporary disruption – backlog cleared by additional resources <1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact. Widespread local complaints.	Localised damage requiring external resources to rectify.	Contained reversible impact managed by external agencies
Major	Extensive injuries with lost time > 1 week. Likely impairment not significantly affecting life.	$100,001 - $500,000	Prolonged interruption of services – additional resources; performance affected <1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact & third party actions. Regional media coverage.	Significant damage requiring internal & external resources to rectify.	Uncontained reversible impact managed by coordinated response from external agencies
Catastrophic	Fatality or extensive injuries/impairment significantly affecting life	More than $500,000	Indeterminate prolonged interruption of services – non-performance >1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts & third party actions. State &/or national media coverage.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.	Uncontained, irreversible impact

Risk matrix

	Consequence	Insignificant	Low	Moderate	High	Extreme
Likelihood		1	2	3	4	5
Almost certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Hierarchy of controls



{Work Area} RISK REGISTER												
Ref No.	**Risk / Attributing factors associated with this activity**	**Risk Treatments / Key Controls**	**Risk Control Type**	**Risk Rating**			**Existing Control Rating**	**Risk Acceptance Criteria**	**Further Actions / Treatments**	**Due Date**	**Responsibility**
	(Potential causes)		Preventative Detective Recovery	**L** Likelihood	**C** Consequence	**Risk**	Effective Adequate Inadequate	Acceptable Monitor Urgent attention Unacceptable			
1	{Sub Area}										
1.1	{risk} • {potential cause 1} • {potential cause 2} • {potential cause 3} • {potential cause 4}	{risk control measures}	Prevent	Possible	Major	**High**	Adeq.	Urgent Attention	• {actions} • {actions}		
1.2	{risk} • {potential cause 1} • {potential cause 2} • {potential cause 3} • {potential cause 4}	{risk control measures}	Prevent	Possible	Moderate	**Moderate**					

Revision Record

Prepared Date	*Reviewed by*	*Next review Date*

LGIS Risk Management

08150

SAFE WORK METHOD STATEMENT				Organisation Name:		
Project Details						
Date:	Site:			Site Supervisor:		
Project:				Activity:		
Equipment Used:				Maintenance Checks:		
Materials Used:				Training Required:		Qualifications Required:
List PPE Required:				Work Procedures:		

Job Steps

Job Step	Hazard	Initial Risk Rating	Controls	Residual Risk Rating	Person Responsible

Safe Work Method Statement Sign Off (This SWMS was developed in consultation with employees and has been read, understood and initialled by all employees undertaking the works)

SWMS Prepared By:	Signature:	Date:	SWMS Approved By:	Signature:	Date:

SWMS Viewed By:										

This Safe Work Method Statement must be reviewed on a regular basis to ensure its validity.

WORKPLACE INCIDENT REPORT FORM

Part A – Employee to complete

ACCIDENT / INCIDENT REPORT FORM

Supervisor / Safety & Health Representative will conduct an Investigation of the Accident or Incident with the Person(s) involved and Record observations and recommendations.

Location

Report Type: LTI ❑ MTI ❑ First Aid ❑ Damage ❑ Near-Miss ❑ Reportable Incident ❑

Date & Time of Accident: Date: ___/___/___ Time: _____am/pm	Accident Reported To: Name: ____________________________ Classification:
Date & Time Accident Reported: Date: ___/___/___ Time: _____am/pm	
Witnesses: (Attach Statements)	

PERSON(S) INVOLVED & EQUIPMENT DETAILS

Name:	Age:	Sex:	Description of Damage:

Occupation: ______________________________

Employment Status: ______________________________ (Full Time / Part Time)

Subcontractor: Yes ❑ No ❑

Employer: ______________________________

Equipment Type: ____

Equipment No: ______________ Registration No: ___________

Drivers Licence Details: Class: ___________________

Lic No: _____________________ Expiry: __________________

Estimated Repair Cost:
$_____________

Estimated Down Time:
____

ACCIDENT DETAILS

Describe How and Where the Accident Happened: (attach statements and a sketch of the Accident Scene if applicable)

INJURY DETAILS

Part of Body:

❑ Head/Face	❑ Eye (Left/Right)	❑ Back/Trunk
❑ Arm/Wrist (Left/Right)	❑ Neck/Shoulder	❑ Internal
❑ Hand/Finger (Left/Right)	❑ Leg/Knee (Left/Right)	❑ Foot/Toe (Left/Right)

Nature of Injury:

❑ Fracture	❑ Dislocation	❑ Abrasion
❑ Amputation	❑ Strain/Sprain	❑ Burn
❑ Concussion	❑ Laceration	❑ Foreign Body
❑ Allergy/Poisoning	❑ Contusion/Bruising	❑ Disease___________

Treatment: (please tick box)

First Aid ❑
Doctor ❑
Hospital ❑

Status: (please tick box)

Return to pre-injury duties ❑ (Fit)
Partially incapacitated ❑ (Alternative duties)

❑ Multiple	❑ Other _____________	Totally incapacitated ❑ (Lost Time Injury)

Mechanism of Injury:

❑ Falling/Flying Object	❑ Struck Against/By Object	❑ Arc Welding
❑ Stepping On/Off	❑ Chemical Contact	❑ Machinery (Fixed)
❑ Caught on or Between	❑ Inhalation/Ingestion	❑ Conveyor
❑ Slipping/Tripping/Falling	❑ Electrical Energy	❑ Animal/Insect
❑ Lifting/Pulling/Pushing	❑ Fire/Explosion	❑ Airborne Dust
❑ Hand Tool	❑ Mobile Equipment	❑ Other _________________
❑ Power Tool	❑ Vehicle	______________________

Part B – Supervisor / Employee Safety Representative To Complete

INSTRUCTION AND TRAINING

List or attach documentation/instructions given to person(s) involved at start/during shift (i.e. pre-start cards etc.)

Training

❑ Induction (Date: / /)

❑ Task Specific __________________ Date / /

❑ Both of above ❑ Neither of above

CORRECTIVE ACTION

ANALYSIS: The objective is to obtain information so that corrective action can be taken – NOT to fix blame.
WHAT DO YOU THINK WERE THE CAUSAL FACTORS? Consider environmental conditions, job procedures, job and equipment design, training and personal factors which in your opinion may have contributed to the accident/incident.

Your Recommendations to Prevent a Recurrence (indicate with a Tick):

❑ Action to Improve Clean-Up	❑ Correction of Congestion	❑ Reinstruction of Person(s) Involved
❑ Order Job Safety Analysis / Job redesign	❑ Action to Improve Inspection	❑ Discipline of Person(s) Involved
❑ Equipment Repair/Replacement/ Modification	❑ Improved Personal Protection	❑ Temporary/Permanent Relocation of Person(s)
❑ Action to Improve Design or Construction	❑ Reinstruction of Others	❑ Check with Manufacturer
❑ Installation of Guard or Similar	❑ Order alternative materials	❑

Other:…………………………………………………………………

What Action Has or Will be Taken to Prevent a Similar Occurrence?	**Actioned By**	**Date**	**Completion Date**
Has a risk assessment and / or JSA been conducted on the task?			

INSURANCE

<table>
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INSURANCE CLAIM DETAILS: The following information is required for Insurance Claims and is to be completed for all Reports.

1. Do you think the Driver or Injured was under the influence of liquor or drugs? ___________
2. Was it alleged by anyone? ______________________________________
3. Has Police action been taken or threatened in connection with the accident? If so, state nature ____
4. Did the Driver or Injured undergo a breath or blood analysis test? If so, provide result details _______________________________________
5. Was the accident reported to Police? If so, which Station? _______________

</td>
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THIRD PARTY DETAILS: The following information is required where Non-Company Vehicles, Equipment or Personnel are involved causing injury or damage.

Name: ____

Address: ____

____

Vehicle: _______________ Registration No: ____________

Description of Damage or Injury: _______________________

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</table>

SIGNATURES & COMMENT

Supervisor:	Date: ____/____/____
Employee Safety Representative:	Date: ____/____/____
Manager:	Date: ____/____/____
Safety Department:	Date: ____/____/____

ACCIDENT / INCIDENT WITNESS STATEMENT

Name: **Department:**

Date of Accident/Incident: / / **Time: am/pm**

Location of Accident / Incident::

Who was present at the time of the A/I?

Signature: **Date: / /**

WITNESS STATEMENT:

(Please provide sketch of accident / incident scene)

ACCIDENT/INCIDENT INVESTIGATION REPORT

TO: .... **CC:** ....

Investigation Conducted By: .... Title: ....

.... Title: ....

Accident Date: .... **Accident Time:** ....

Location: .... **Department:** ....

Supervisor:.. **Employee/s:** ....

Witnesses: .... **Other:** ....

Accident Description:

Who was the Accident Reported to? **Date/Time:**

Employee's Occupation:

Employee's Training History:

Date of Commencement: **Period in current occupation:**

Injury Sustained:

Where did the employee receive medical attention:

Estimated time off work: **Estimated time on partial work capacity:**

Damage: **Estimate $ Repair:**

Instructions Given Prior to Accident:

Causal Factors:

Remedial Action:

Emergency/Government Authority (specify):

Action Date: **Estimated Cost:**

Approved By: .... (Signature) **Date:** ....

Approved By: .... (Signature) **Date:** ....

Attachments:
(i.e., Accident/Incident Witness Statement, etc)

	Hazard report form	
	Form Number: Appendix E	Version: 1
	Effective Date: March 2017	Review Date: March 2018

This form is to be used to report identified hazards and are available in pocket size Take 5 books from LGIS.

* Accidents, incidents and injuries should be reported on a workplace accident/incident report form.
* If the matter is urgent, contact the supervisor immediately or isolate the area.
* If advice is sought on control measures, contact the Safety Coordinator.

The first section titled "Hazard report" is to be filled out by the person identifying the hazard.

The form should then be submitted to the supervisor to fill out the bottom section of the hazard report.

Utilise the risk matrix (see below) to determine risk rating.

Hazard Report

Date: Time:

Shift:

Location:

Reported by:

Hazard:

Risk rating:

Refer to risk matrix

Immediate corrective action taken or recommended:

Hand to your supervisor at the earliest opportunity

Supervisor's name:

Supervisor's corrective action:

Date: Time:

Worker has been notified of corrective action Yes ☐

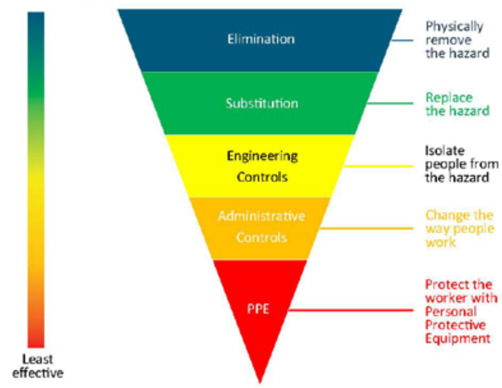
Worker's initials

Supervisor's signature:

Risk matrix

	Consequence	Insignificant	Low	Moderate	High	Extreme
Likelihood		1	2	3	4	5
Almost certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Hierarchy of controls



	OSH Representative Election Form	
	Form Number: OSH-FO-006	Version: 1
	Effective Date: March 2017	Review Date:

<u>Candidate 1</u>
Nominations:
Name:
Representing Department:
Nomination Accepted:

YES ☐ **NO** ☐

<u>Candidate 2</u>
Nominations:
Name:
Representing Department:
Nomination Accepted:

YES ☐ **NO** ☐

<u>Candidate 3</u>
Nominations:
Name:
Representing Department:
Nomination Accepted:

YES ☐ **NO** ☐

How to vote

Please place your preferences in order of 1, 2, 3 for your desired candidate.

All voting is confidential

VOTE CANDIDATE 1 ☐

VOTE CANDIDATE 2 ☐

VOTE CANDITATE 3 ☐

	ELECTRICAL CHECKLIST	
	Form Number: OSH-CK-003	Version: 1
	Effective Date: March 2017	Review Date: March 2018

	YES	NO
Maintenance of electrical installations		
Electrical installations are maintained and protected to minimise the risk of electrical shock or fire.		
• Is there evidence of a maintenance program?		
• Has electrical equipment been tested?		
• Is portable and fixed electrical equipment tagged?		
• Is there a record of relevant test data?		
• Is the tester's licence number on the tag?		
Residual current devices (RCDs)		
Hand-held or portable electrical equipment is protected by RCDs:		
• Are RCDs installed at switchboards and fixed sockets?		
• Is portable electrical equipment protected by RCDs?		
• Is RCD protection labelled and has it been tested?		
• Are all final sub-circuits, socket outlets, portable generators and equipment protected by RCD's?		
Flexible cords (cord extension sets etc)		
Flexible cords are used in a safe manner:		
• Do connections have either moulded or transparent type plugs?		
• Are plugs, sockets and extension leads in good condition?		
• Are flexible cords protected from damage?		
• Checked that no aerial cable is fixed or attached to scaffolding?		
• Are cords suitable for the length in use?		
• Checked that no double adaptors and three-pin plug adaptors are in use?		
Switchboards		
Electrical installations are protected from damage that would increase the risk of electrical shock or fire:		
• Are they labelled correctly?		
• Are they protected from damage?		
Light fittings		
Electrical installations are protected from damage that would increase the risk of electrical shock or fire:		
• Are they suitable for the location?		
• Are they protected from damage?		

	YES	NO
Power points		
Electrical installations are protected from damage that would increase the risk of electrical shock or fire:		
• Are they suitable for the location?		
• Are they protected from damage?		
Other requirements		
The work is organised for the safety of employees and others at workplaces:		
• Are appropriate procedures in place if workers are working near overhead power lines ?		
• Has site power been provided when construction site work has reached plate height ?		

Name:____________________

Signed:___________________ Date: ____/____/____

	SAFETY INDUCTION CHECKLIST & QUESTIONNAIRE	
	Form Number: OSH-CK-004	Version: 1
	Effective Date: March 2017	Review Date: March 2017

Employee Name: ______________________________ **Start Date:** ____________

Indicate with a ☑ that the following issues relating to employment have been addressed with the employee.
Write N/A where items are not applicable:

Orientation	Section of OSH Manual	☑
Conducted tour of premises - Shown Fire Extinguishers & hoses location/s & employee first aid kit locations		
Injury Management Coordinator		
Introduced to WSH Coordinator or Fire Warden		
Introduced to First Aid Officer/s		
Workstation assigned -if applicable		
Workplace Health & Safety Induction		
OSH Principles	(1.1)	
Acts & Regulations - Employee Obligations (OHS(WA) Act & Regs)	(2.1)	
Hazard Identification and shown where to locate Reporting Forms	(4.3)	
Workplace Inspections	(3.2)	
Risk Assessments & Risk Registers	(4.3)	
Safe Work Method Statements	(4.5)	
Workplace Incident Reporting – internal protocol for reporting injuries	(4.3)	
Issue Resolution	(2.6)	
Operation – including general conditions, speed limits, road signs parking etc		
Manual Handling	(4.11)	
Hazardous Substance Management	(4.12)	
Isolation and Tagout of electrical equipment	(4.10)	
Personal Protective Equipment (PPE)	(1.3)	
Safety Signs		
Workplace Behaviour	(2.7)	
Fitness for Work	(2.8)	
Smoking in the Workplace	(2.9)	
Emergency Procedures and Evacuation Plan		
Building exit strategies – automatic doors or security systems/locking systems		
Questionnaire – on completion of safety induction & copy of OSH Manual provided to the employee.		
DVD – "New to the Job" Worksafe WA		

Taken through induction by: ______________________________ (Name)

I certify that a complete induction as per the above checklist has been carried out and induction questionnaire & Training Skills Register are completed.

Employee Signature: ______________________________ **Induction Date**: __________

Inductor is to record completed induction process on the Training Skills Register. Please return this completed checklist & questionnaire to the Administration Manager for filing.

	DEMOLITION CHECKLIST	
	Form Number: OSH-CK-002	Version: 1
	Effective Date: March 2017	Review Date: March 2017

	YES	NO
Documentation		
A competent person must have prepared a demolition work plan which is available on site, together with a copy of "Australian Standard AS2601: 2001 - The Demolition of Structures":		
• Has a competent person planned the demolition sequence?		
• Is a copy of the work plan and AS2601 on site during demolition work?		
• Appropriate licenses have been gained including for asbestos removal where relevant		
Public Protection		
Adequate safety must be maintained in all areas around and near the site:		
• Is the site secured against unauthorized access?		
• Are hoardings/gantries and fencing in place?		
• Are public thoroughfares clear of hazards and is lighting adequate?		
• Are there traffic management procedures for vehicles entering/leaving the site?		
Services to the site		
Services to the site and structure must be identified and disconnected or isolated:		
• Have all services (e.g. electricity, gas, water, sewerage,		
Fibre optics etc) were located and identified?		
• Have all services to the structure been disconnected?		
• Have all services to be maintained been isolated and clearly identified?		
Plant and equipment		
Plant and equipment must be operated in a safe manner:		
• Is there evidence of registration for Schedule 4.1 and 4.2 plant?		
• Are all operators competent?		
• Has all load shifting equipment got roll-over protection?		
• Are forklifts (if any) operating in a safe manner?		
Personal Protective Equipment (PPE)		
Everyone on site must wear a safety helmet and other PPE.		
• Is everyone on site wearing a safety helmet?		
• Does all PPE comply with the relevant Australian Standard?		
• PPE must be appropriate for High Risk Construction Work + Asbestos Removal (where relevant)		

	YES	NO
Key Australian Standard (2601)		
Australian Standard 2601 must be complied with during demolition work. The demolition sequence is usually in reverse order to construction.		
• Are emergency procedures in place?		
• Is first aid available on site?		
• Is fall protection in place?		
• Is there a management plan and procedures for hazardous substances?		
• Is there direct supervision by a competent person?		
• Is debris cleared at regular intervals?		
• Is access/egress to work areas clear?		
• Are exclusion zones marked and is unauthorized entry prohibited?		
• Are floors not overloaded with debris and equipment; and are floors back-propped?		
• Is there engineering support for induced collapse, back-propping of floors, pre-stressed concrete members and damaged buildings/structures?		
Work at Heights		
Work at heights must be assessed and controlled (as far as practicable) to reduce risk:		
• Have practical control measures been implemented and maintained to eliminate or reduce risk from working at heights?		
• Is there safe access/egress to work being performed at heights?		
• Have those working at heights received adequate information, instruction and training for the work being performed, with a safe work method statement developed?		
Manual Handling		
Manual work must be assessed and controlled (as far as practicable) to reduce risk:		
• Have practical control measures been implemented and maintained to eliminate or reduce risk from manual handling work activities?		
• Has there been adequate information, instruction and training for everyone involved in organising and implementing manual handling processes or tasks were hazards have been identified?		

Name:___________________

Signed:__________________ Date: ____/____/____

CONFINED SPACE ENTRY WORK

GUIDANCE NOTE

General Consideration
ALL Confined Space Work Procedures must be read in conjunction with AS.2865 'Safe Working in a Confined Space'.
Review the task against the Generic Procedure (see below) and if any issues are not covered by the procedure, an on-site SWMS shall be conducted
Example of Confined Space Work within Local Government: Drainage Chambers, Reticulation Bore Wells, Roof Spaces and Road Sweeper Collection Hoppers.
Definitions: Confined Space-Refer to AS 2865, Entry- a person is deemed to have entered a space if their head and shoulders are within the space. Authorised Person- is a competent person delegated by the Works Supervisor, to authorise entry into a confined space on his/her behalf.
If more than 5 workers undertaking construction work are present on site, a safety management plan is required in accordance with the National Standard for Construction Work. ALL persons with work activities related to a Confined Space shall be trained and assessed as competent to perform those activities.

EXAMPLE HAZARD CONSIDERATION

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
1. Complete a Site Specific SWMS	As identified	See agreed controls
2. Obtain proper authorisation	NO WORK TO COMMENCE UNTIL AUTHORISATION OBTAINED.	Only by a competent person i.e. Works Supervisor.
3. Implement 'Confined Space Work Permit'-Form No…….	Insufficient knowledge/No input by Workers.	Authorised Person and all Team members.
4. Ensure all necessary safety and testing equipment is readily available.	Gas, Liquids, Solids, Electricity, Flammables, Falls, Trips, Slips and Entrapment.	LIST EQUIPMENT as determined from site specific SWMS.

EXAMPLE HAZARD CONSIDERATION		
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL HAZARDS**	**RECOMMENDED ACTION OR PROCEDURE**
5. Ensure all Isolation and atmospheric tests are performed.	Testing Equipment must be used by a Skilled and Competent Person.	Adhere to Isolation/Lock out/Tag procedures
6. Maintain venting procedures.	Lack of oxygen	Open all access points. Use forced air equipment.
7. Review SWMS	Any changes that may have arisen.	Ensure all persons are aware of the hazards identified and associated risks. DO NOT ENTER if any doubt whatsoever is raised by any person.
8. Check atmospheric contents	Changes to oxygen levels, water flow or ingress of any contaminant.	Maintain monitoring at all times.
9. Ensure the person/s entering the confined space is wearing the appropriate PPCE for the task in-hand.	Personal injury and/or exposure to a hazard.	All workers to adhere to instructions for proper usage of PPCE.
10. The stand-by person must wear all the appropriate PPCE at all times while stationed outside the entry point to the confined space.	Personal injury and/or exposure to a hazard.	All workers to adhere to instructions for proper usage of PPCE.
11. The “Entry Person’ must wear a harness at all times. However the need to be attached to a lifeline is as determined from the particular task risk assessment and risk controls (SWMS)	Entrapment due to body function or respiratory failure.	Ensure all persons are trained and competent in proper and safe retrieval methods.

EXAMPLE HAZARD CONSIDERATION		
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL HAZARDS**	**RECOMMENDED ACTION OR PROCEDURE**
12. A competent 'Stand-by Person' must be in attendance at all times outside the confined space. Such person should, where possible, be in view of the person inside the confined space and be capable of constant communication with the person,	Failure to respond to any emergency or event that may occur.	Ensure that both Entry Person/s and Stand-by Person are confident in their agreed method of communication/signal methods.
13. The 'Stand-by Person' and the 'Entry Person' must stay in communication at all times.	Failure to respond to any emergency or event that may occur.	As above, but also include contact with Site Supervisor has been established as effective.
14. The 'Stand-by Person' must carry a suitable means of communication in order to summon help if required.	Out of range for an Emergency contact to be made.	Ensure transmission and receiver equipment is suited to work site location.
15. The Supervisor must also maintain communications with the stand-by person to enable contact if required with the emergency services.	Supervisor must maintain and provide a safe system of work during such potentially hazardous work procedures.	Ensure all above means of communication are implemented and effective.

EXAMPLE HAZARD CONSIDERATION SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
16. Once the work has been completed and the worker/s has exited the confined space the ‘Confined Space Work Form’ must be signed off by the entry person, stand-by person and the “Authorised Person’, and place on file.	Failure to secure work site may affect other safe work procedures.	Ensure all Lock-out. Hazard Tagging and Safe Work management procedures implemented are removed for the ongoing safety of all persons including the public.
17. It is important that a review of the work procedure and related safe work practices are conducted to ensure any amendments are required.	Any lapse in ensuring an identified hazard or necessary change to the generic Safe Operating Procedure has been addressed could result in inadequate information being available.	Involve all person in the debrief process.

EXCAVATION WORKS >1.5M

GUIDANCE NOTE

General Consideration
PPE consideration: Hearing Protection, Safety Glasses, Hat, Sunscreen, Safety Helmet.
Review the task against the procedure and if any issues are not covered by the procedure, an on-site SWMS shall be conducted (See form Below).
Seat belts shall be worn when operating mobile equipment as per OSH Regulation 4.44. If any warning lights come on while operating a machine, park up machine safely and turn off, and contact the Supervisor.
Obtain Traffic Management Plan (if required) and Dial Before You Dig information (if required) prior to commencing work.
If more than 5 workers undertaking construction work present on site, a safety management plan is required in accordance with the National Standard for Construction Work.

	EXAMPLE HAZARD CONSIDERATION	
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL HAZARDS**	**RECOMMENDED ACTION OR PROCEDURE**
1. Equipment Operators	Personal and Public Safety	Operator to hold appropriate licences and be deemed competent by supervisor to operate machinery. Where practical and appropriate, consult the manufacturer's operating manual for directions, if there are any concerns relating to the operation. Operator to adhere to all relevant Policies and Procedures at all times. Operator to ensure correct and well maintained Personal Protective Equipment (PPE) is worn at all times while operating equipment. Direct supervision to be given at all times during machinery operation by a competent person. Operators and other workers must adhere to all public safety procedures at all times such as traffic management procedures for works on roads and safety of pedestrians, if appropriate.

	EXAMPLE HAZARD CONSIDERATION	
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL HAZARDS**	**RECOMMENDED ACTION OR PROCEDURE**
2. Pre-start and shut down of equipment.	Equipment malfunction Slip, Trip or Fall Incidents while transporting equipment	Ensure full start-up check is completed prior to operating equipment. Caring for plant should be in accordance with Regulation 4.37 *(OSH Regulations 1996)*. Report any problems to Supervisor immediately and isolate machinery if necessary. Ensure three points of contact at all times while moving on and off equipment. Be aware of surroundings, e.g. un-even ground, sloping surface, other equipment or workers etc.

SEQUENCE OF BASIC JOB STEPS	*EXAMPLE HAZARD CONSIDERATION* POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
3. Work area assessment	Incident or injury as a result of poor planning such as; ◦ Inappropriate equipment used ◦ Incidents resulting from stockpiled materials ◦ Transporting of materials across worksite ◦ Changing work environment ◦ Collapse due to positioning of loads ◦ Collision between machinery and workers ◦ Disruption of underground services or hazards ◦ Poor lighting in excavation area ◦ Contact with overhead powerlines	Ensure equipment chosen is suitable to the job, size of equipment, type of material to be excavated etc. The need for stockpiling of materials is to be assessed in order to ensure stockpiling is done in a safe manner away from excavation. Transporting of the excavated materials to be considered, method of transportation, nature of materials, length of haul, conditions of tipping or spreading, type of equipment etc. Pre-work inspections and regular inspection throughout the day should be conducted to identify any changes in the work area. Ensure all loads are placed away from excavation area to prevent collapse of excavation or fall of materials. If possible, traffic route of machinery should be different to that of workers on foot. Location of underground services (electricity, gas, water, sewerage) to be established before work as required by Regulation 3.21 *(OSH Regulations 1996)*. Other underground hazards such as telecommunication lines, drain pipes, soak wells, fuel lines, and storage tanks should also be identified prior to work. Digging near these services should be done by hand and from the side as to avoid disruption, never use machinery to locate services. Services and underground hazards identified are to be documented and these documents must be kept on site and available to all workers. Adequate lighting must be provided for workers where daylight is insufficient. If excavation is to take place near overhead powerlines refer to the appropriate SWMS for safe work method.

SEQUENCE OF BASIC JOB STEPS	*EXAMPLE HAZARD CONSIDERATION* POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
4. During excavation task	Injury due to incidents such as; ◦ Collapse of excavation site ◦ Falling equipment or materials ◦ Fall from above site into excavation ◦ Lack of emergency exit planning ◦ Injury to public during and after hours ◦ Air contamination or water hazards	Ensure excavation is reinforced with shoring to avoid collapse of work area. Workers must not be permitted to work under raised loads. Loads must not be lifted over the top of workers, or stored close to the edge of the excavation site where risk of falling objects may occur. Barriers and signs must be in place to notify workers and public of excavation works. If excavation is taking place near in on a road, appropriate Traffic Management will be required to inform motorists and pedestrians of the excavation works and hazards. Ladders are to be used to access the excavation site. Portable ladders must be in accordance with AS/NZS 1892, they must also be properly secured and extend at least 900mm above surface of excavation or immediate landing. Shoring must not be used as a form of access or egress. Surface crossings are to be avoided, where crossing above the excavation is required properly designed walkways should be constructed and used with handrails and kick boards. If there is a risk of falling 3 metres or more edge protection consisting of a fall arrest system should be used, or guard railing in accordance with Regulation 3.55 *(OSH regulations 1996)*. Ladders, ramps and any other forms of access and egress should be provided at intervals of no more than 30 metres as to limit the distance a worker must travel to an exit to 15 metres. Workers are not permitted to work alone within the excavation site as outlined in Regulation 3.112 *(OSH Regulations 1996)*. After working hours suitable barriers, signage and lighting must be installed to ensure excavation site is well identified. In dry conditions frequent watering may be required to reduce level of nuisance dust. Where there is a risk of air contamination tests using detection equipment must be carried out prior to work commencing. Dewatering equipment may need to be considered if the area of excavation is likely to encounter water issues.

EXAMPLE HAZARD CONSIDERATION SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
5. Completion of Job	Injury due to incidents such as; ◦ Unsafe removal of shoring ◦ Un-secured equipment	Removal of shoring should be done in accordance with safe methods outlined in the Code of Practice for Excavation 2005. All equipment and work areas are to be secured appropriately at the end of each shift to prevent incidents occurring. Checks, such as equipment maintenance, are to be completed once area and equipment is secured to prevent incidents.

WORK ON OR NEAR ELECTRICAL FACILITIES GUIDANCE NOTE

General Consideration

Employee mandatory requirements

- All employees to have current Construction Safety Awareness training (Blue Card)
- All employees to have Council Safety induction
- All employees to be instructed and or trained in safe use of tools, plant and equipment to be used

Supervisor mandatory requirements

- Supervisor must ensure plans are consulted prior to work to determine what Services including electrical, gas, water, telephone are in the work area.
- If 5 or more employees involved in the construction work a Safety Management plan is to be developed

Team mandatory requirements

- *All employees involved in the work shall be instructed in the agreed safe work procedures before the work commences*
- All employees shall sign SWMS

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
1. Consult plan for installation of bus shelter	Disruption or breakage of both underground services and overhead power lines, can result in injury and damage to plant and cost of repair to the service *High risk*	Location of Services to be clearly identified in area. Plant shall cease working in the area if the process changes. *Low risk*
2. On arrival at the site, park the vehicles in a suitable location that does not affect pedestrian or vehicular traffic unnecessarily.	Installation work can result in public and or traffic needing to be diverted around works *Moderate risk*	Establish safe route for pedestrians, implement Traffic Management plan *Low risk*

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
3. Inspect the area for any signs of Utility Services such as electricity supply domes, gas pipe signage, other Utility Service covers	Plans used may not always show what is found in the field *Moderate risk*	If signs of other Services are found in the area, hand dig to confirm their exact location and inform Supervisor before proceeding *Low risk*
4. Lift bus shelter off the truck and into prepared position	Overhead power lines within 6.0 metres of shelter or crane path *High risk*	Work must cease till supervisor able to confirm safe clearance distance to overhead power lines in conjunction with OS&H Regulation 3.64 • Insulated power line or aerial bundled conductor < 1000 volts, danger zone = within 0.5 metres • Uninsulated power line < 1000 volts, danger zone = 1.0 metres • Power line > 1000 volts and < 33000 volts insulated or not, danger zone = 3.0 metres • Power line > 33000 volts insulated or not, danger zone = 6.0 metres *Low risk*
5. If safe clearance from Danger zone not possible	Contact with overhead power lines *High risk*	Contact Western Power to have power lines either isolated or insulated to satisfy the above regulation. *Low risk*
6. Crane operator to ensure exact safe path followed when unloading bus shelter and retreating	Different path may take crane closer to overhead power cable and danger zone *High risk*	Ensure safe access and egress for crane *Low risk*

WORK ON OR NEAR RAIL LINES

GUIDANCE NOTE

GENERAL CONSIDERATION
Required Personal Protective Equipment: High visibility clothing and steel cap boots, hearing protection, hat sunscreen.
Review the task against the procedure and if any issues are not covered by the procedure, an on-site SWMS shall be conducted
Example: Seat belts shall be worn when operating mobile equipment as per OSH Regulation 4.44. If any warning lights come on while operating a machine, park up machine safely and turn off, and contact the Supervisor.
Example: Obtain Traffic Management Plan (if required) and Dial Before You Dig information (if required) prior to commencing work.
If more than 5 workers undertaking construction work present on site, a safety management plan is required in accordance with the National Standard for Construction Work.

	EXAMPLE HAZARD CONSIDERATION	
SEQUENCE OF BASIC JOB STEPS	**POTENTIAL HAZARDS**	**RECOMMENDED ACTION OR PROCEDURE**
1. Immobilisation.	Flow of Traffic.	Inform stakeholders/parties advising pending works.
2. Site Specifics Induction (including regular contractors).	Personal and Public Safety.	Toolbox meetings, safety inductions, licence checks.
3. Set up traffic management (assess the risk).	Personal and Public Safety.	Traffic Management should be in place in accordance with Traffic Management Plans. (OSH Regulation 3.22) People doing the Traffic Management Plan should be competent.
	Collison Risk	All equipment used to assist with communication and flow of traffic should be maintained and in good working order.
4. Survey Set up.	Personal and Public Safety.	Operators competent and licensed to operate machinery.
5. Establish storage areas.	Personal and Public Safety.	
6. Move plant to construction site.	Personal and Public Safety.	

EXAMPLE HAZARD CONSIDERATION SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
7. Site Specific tasks take place now depending on activity or task being performed at construction site.	Check specific SWMS for equipment being used on construction site for potential hazards or accidents.	Check specific SWMS for equipment being used on construction site for hazard control measures and safe work methods.
8. Demobilisation (Operational out of hours)	Personal and Public Safety	Erect pedestrian aftercare.
9. Demobilisation (not retained thoroughfare)	Personal and Public Safety	

SAFETY PLAN FOR WORK WITH MOVING POWERED PLANT

GUIDANCE NOTE

General Considerations
PPE Requirements in addition to steel cap boots and high visibility clothing: Environmental Requirements: Safety Glasses, Dust masks, Safety Helmet, Air Pollution, Water Pollution, Hearing Protection, Gloves, Hat, Soil Pollution, Noise pollution, Sunscreen, Water pollution, Soil Erosion.
Review the task against the procedure and if any issues are not covered by the procedure, an on-site SWMS shall be carried out (See form attached).
Seat belts shall be worn when operating mobile equipment as per OSH Regulation 4.44. If any warning lights come on while operating a machine, park up machine safely, turn off machine and contact the Supervisor.
If required, obtain Traffic Management Plan and Dial Before You Dig Information prior to commencing work.
If more than 5 workers present on construction site, a safety management plan is required in accordance with the National Standard for Construction Work.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
1. Pre-start meeting	Personnel may not be aware of the worksite and plant operating on the site for the day. Hazards include local traffic, services – gas, electricity, water and sewerage and personnel on site.	Site Induction and toolbox meetings. All personnel to be briefed on tasks scheduled for the day, plant procedures and interface procedures (workers and visitors/public in close proximity to plant). Ensure information in relation to services has been obtained and clearance provided. Traffic management plans in action. Personnel and visitors to site must maintain a safe separation distance between themselves and plant and be trained on plant blind spots.
2. Plant operators	Operator not fully qualified or conversant with item of plant. Plant could strike personnel and result in serious injury or fatality	Operators shall be deemed competent by Supervisor prior to operating machinery. Where practical & appropriate, consult the manufacturer's operating manual for directions, if there are any concerns regarding machine operation. Adhere to all relevant policies and procedures in relation to plant. Appropriate supervision should be available on site at all times whilst plant is in operation.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
3. Pre-start check of mobile plant and shut down	Operation of unsafe equipment - faulty alarms, oil leaks through inadequate maintenance and inspection resulting in accident/collision. Slip, trip and fall accessing/egressing Plant Rollover or collision with other plant being introduced on site	Full pre-start inspection based on checklist prior to operation of plant. Ensure revolving flashing lights, mirrors and audible reversing alarm fitted and functioning. Notify Supervisor immediately and tag/isolate plant accordingly. Ensure log books and maintenance records kept of plant Always ensure there is three points of contact when moving on or off plant. Ensure safe access to site by being aware of the surrounding environment, ground surface, embankment, other plant being introduced. Assign an observer to ensure all persons clear of reversing vehicle and incoming plant.
4. Work area assessment	Collision risk due to operation of different plant at various stages of the construction.	Traffic Management Plans should comply with requirements of the Road Traffic Code and AS1742.3-2002 and OSH Regulation 3.22 and performed by competent and trained personnel in Worksite traffic management. Ensure 2 way radio is in good working order, and maintain communication with other machines and workers on foot on the work site. Operate within requirements of the Traffic Management Plan.
5. Mobile plant and pedestrian worker interface due to working in close proximity.	Personnel being hit or crushed by plant resulting in serious injury or fatality	All non-essential personnel shall remain clear of the plant operating area. Personnel required to work in conjunction with the plant i.e pegman, drainers, surveyors etc are to have a clear understanding with the operator of the method of work to be conducted and wear high visibility clothing. Plant operators must be aware of the whereabouts of all ground personnel and if in doubt stop. A spotter may be used to control traffic movement. All ground personnel shall keep clear of plant blind spots. Plant operators must only reverse as far as absolutely necessary. Organise the workflow so that plant moves in a forward direction or where practicable turn around bays are to be constructed to eliminate the need for plant to reverse. An exclusion zone should be set up so personnel and mobile plant are kept separate
6. Ground personnel need to talk face to face with the plant operator	Personnel being hit or crushed by plant resulting in serious injury or fatality	Ground personnel to make eye contact with the operator and confirm contact has been made by way of a hand gesture. Prior to approaching the item of plant ensure the machine has come to a complete stop and implements lowered.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
7. Members of the public may enter the worksite in close proximity to the plant	Public being hit or crushed by plant resulting in serious injury or fatality	Supervisor and plant operators to set up an exclusion zone around plant that is practicable for the work site to prevent public access. Should anyone be sighted an alert to the plant operator via 2 way radio or hand gestures shall be made.
8. Correct operation of mobile plant	Potential for plant to roll over whilst working on an incline or slope Plant can slide off the road or even fall over if working on soft edges Overload of brakes Operator driving too fast for the prevailing conditions Stability of ground conditions –collapse when excavating Holes and opening in the ground causing fall into an excavation	Mobile plant to be fitted with roll over protective structure (ROPS) Take extra care when near edges, marking pegs & shoulder. If travelling over a ditch, drive straight, not on an angle, to avoid roll over. Maintain safe speed and control of the item of plant in accordance with the instructions and work site. Bench, batter or shore trenches as per WorkSafe Code of Practice for Excavation Assess barricade and signage on a daily basis * refer to Operating instructions for specific items of plant for correct operation
9. Site specific task	At various stages of the process potential for interaction with different plant in operation – grader, steel/rubber roller, spreader etc. Dust accumulation in air due to dry weather conditions	Safe work procedures for tasks performed on site e.g road construction from initial clearing and survey, drainage, sub-base, base, prime, hot seal, asphalt kerbing and backfilling. Frequent watering down to minimise dust levels.
10. Completion of task	Unsecured equipment to prevent rolling; lowering of moveable implements to avoid trip hazard	Select safe secure place to park the equipment. Park where it is flat, if need be park across a slope. Apply any safety locks.

HEIGHT SAFETY

GUIDANCE NOTE

General Consideration
Required Personal Protective Equipment: Hi Vis Clothing, Non-Slip soled steel cap boots, Non-Slip gloves, (if needed) fall arrest harness and lanyard, sunscreen, hard hat, hat, safety glasses.
Review the task against the procedure and if any issues are not covered by the procedure, an on-site SWMS shall be carried out (see Form attached).
Employee / Contractor mandatory requirements • All employees to have current Construction Safety Awareness training (Blue Card) • All employees to have Council Safety induction *All employees to be instructed and or trained in safe use of tools, plant and equipment to be used*
This Safe Work Procedure should be followed in conjunction with the Occupational Safety & Health Act 1984 and the Health Regulations 1996. In relation to the duties of people who affect safety and health at work.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
1. Assessing	Fall from Height	Employees and/or Contractors must be deemed competent by person having control of the workplace. Risk assessments to be conducted before the commencement of work and at any time the scope of work changes or the risk of a fall increases. Contractors must also comply to the Council Procedures and Guidelines in relation to Working at Heights. All personnel must comply with the legislation related to Working at Heights. Does the task require someone to work at height is there another way of doing the task that minimises the risk?
2. Check - Training	Fall from Height	Provide adequate supervision and assistance, check that the appropriate authorised training has been completed by the employees/contractors who are doing the working at heights work.
3. Check - Ladders, Mechanical Aids, Scaffolding, PPE, Precautions (signs, barricades, etc)	Fall from Height, Hit By, Slip, Trip or Fall	Ensure that all equipment to be used on the job complies with the relevant Australian Standards, and is fit for its purpose. Equipment must be checked by a competent person.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	*RECOMMENDED ACTION OR PROCEDURE*
4. Check - Emergency Management Plan is in Place	Delay in medical attention, Fall from Height	Emergency procedures must be in place. They must cover rescue eg: person in safety harness after arrested fall, first aid and comply with the Council's 1st Aid and Emergency Procedures
5. Check - Safe access and egress	Hit By, Fall from Height	Ensure the access and egress of the personnel does not put them or others at risk, by the use of signs, barricades and properly inspected equipment that is suitable for the task.
6. Before operating an Elevated Work Platform (EWP)	Fall from height, crush injury, death, electrocution	Select the appropriate type of EWP taking into consideration: Type of Work to be carried out, the height and reach of the unit, the safe working load of the unit, ground conditions, plant condition & electrical hazards in the vicinity.
7. Before and While Operating an Elevated Work Platform (EWP)	Fall from height, crush injury, death, electrocution	Appropriate training and familiarity with the selected Elevated Work Platform; manufacturer's recommendations are followed in relation to travel when the platform is raised; harnesses are safety checked before use and are attached and worn at all times (if a boom type EWP is used); and no climbing in and out of the EWP while it is in the raised condition.
8.Check Anchorages Before Starting Tasks	Fall From Height	Anchorages need to be checked by a competent person; If anchorage is worn or the load bearing capacity is reduced then the anchorage is not to be used and it is tagged out. When it has been repaired it must be checked by a competent person before use to confirm it is in appropriate condition to be used.

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	***RECOMMENDED ACTION OR PROCEDURE***
9.Edge Protection May Need to be Fitted	Fall From Height	If you are using scaffold; fixed stair; landing; suspended slab; formwork or false-work at the workplace to do your tasks (and a person could fall 2 or more metres) then they need to have edge protection. Any other edge at your workplace where someone could fall 3 or more metres then these edges must have either edge protection or a fall prevention system.
10. If there are Holes or Openings (other than a lift-well, stairwell or vehicle inspection pit) with dimensions more than 200mmx200mm but < than 2mx2m or with a diameter of >200mm but <2M	Fall From Height	The hole or opening in a floor (either concrete or other material) must be covered with a material that is; strong enough to prevent a person or things from falling through; the material is securely fixed to the floor. If floor is concrete then it also if practicable should have wire mesh that meets sub-regulation (2).
11. If the roof is made of asbestos; cellulose cement roof sheets; glass; fibreglass; acrylic or similar synthetic moulded or fabricated material that is likely to endanger a person standing on it.	Fall From Height	Person must be informed that there is fragile/brittle roofing; safe access to the work area is provided that allows employee to step directly onto a safe platform or area; work is to be carried out on a safe work platform, adequate fall arrest system is used; another person is present at all times in case of an emergency; training and instruction on specific precautions and safe access; rescue technique and equipment provided; warning signs displayed at access points highlighting fragile material present; warning signs are fixed securely where they are clearly visible to employees accessing the work area; risk management process initiated and followed before roof removed, assessment of stability and soundness of the roof is done.

Appendix 7

Pre-qualification occupational safety and health questionnaire

This form is used to assess a contractor's ability to work in a safe manner when undertaking contracted works.

Instructions: The form is completed by the contractor then submitted with their evidence to support their answers. You then go through the submission to determine if you accept or reject their documentation.

Contract Details			
Date of evaluation:		**Duration of works:**	
Business name:		**Contract scope of works:**	
Contractor name:		**Contact number:**	
Current position:		**Contract manager:**	

Contractor requirement	Evidence submitted		Local government response	
	Yes	No	Accepted	Rejected
1. Do you have a Safety Policy that demonstrates a commitment to safety? • Is it subject to regular reviews? • Encourage cooperation at all levels?				
Contractor response:				
2. Do you have a Safety Plan? • Are roles and responsibilities outlined? • Does it demonstrate how you manage OSH and ensure compliance with the legislation?				
Contractor response:				
3. Do you have public liability insurance? • Is it current and relevant to the scope of work?				
Contractor response:				

Contractor requirement	Evidence submitted		Local government response	
	Yes	No	Accepted	Rejected
4. Do you have workers compensation insurance? **(Note: Sole traders require Personal Accident Illness Insurance or Income Protection Insurance)** • Is it current and relevant to the scope of work?				
Contractor response:				
5. Have all training qualifications been submitted? • Are all qualifications current and relevant to the scope of work? • Is there a formal Induction training program in place that outlines OSH responsibilities?				
Contractor response:				
6. Do you have relevant experience to undertake the scope of works? • How long have you worked in the industry?				
Contractor response:				
7. What is your previous 12 month work history? • Were there any workplace injuries / workers compensation claims? • How many workplace incidents occurred? • Were any incidents required to be reported to WorkSafe?				
Contractor response:				
8. Do you have systems in place to identify and manage workplace hazards? • A workplace inspection program? • A safety management system that tracks hazard management?				
Contractor response:				
9. Do you have safe work procedures / JSA's / SWMS to manage potential workplace hazards and risks? • Manual tasks, fatigue, work at height, plant movements etc.?				
Contractor response:				
10. Is there a formalised process in reference to the reporting of incidents and injuries'? • An incident and injury management form? • An incident and injury management procedure?				
Contractor response:				

Contractor requirement	Evidence submitted		Local government response	
	Yes	No	Accepted	Rejected
11. Do you have trained first aiders and adequate first aid kits? • All first aid kit products present and in date? • Current first aid competency?				
Contractor response:				
12. Do you have an emergency response plan and procedure? • Are procedures specific to the scope of works? • Is the emergency response plan current, inclusive of contact details and identified area wardens?				
Contractor response:				
13. Do you have a traffic management plan? • Does it outline required speed limits? • Is there adequate signage to manage traffic flow? (Stop and give way signs etc.) • Is mandatory signage clearly visible? (PPE requirements etc.) • Is there dedicated pedestrian zones to segregate traffic, plant and people etc.				
Contractor response:				

Contractor evaluation outcome	
Contractor safety plan and other submitted documentation approved? Yes / No	
Evaluators comments	
Date:	**Evaluator signature:**

Appendix 8

Contractor occupational safety and health assessment tool

Date of assessment:	
Site location:	
Contractor :	
Auditor:	

Audit Assessment		Verification of Compliance	Yes	No	Observations / Action Comments
1	Have all personnel been inducted to the site?	Sighted induction records.			
2	Are there safe work procedure / JSA / SWMS for the task/s being conducted?	Sighted safe work procedure / JSA / SWMS reflect the task/s conducted.			
3	Have all hazards been identified, assessed and controlled?	All associated hazards are identified within the safe work procedure / JSA.			
4	Are emergency procedures in place and communicated?	Emergency procedures on display that consider all potential emergency situations			
5	Are plant hazard assessments (PHA's) available for all items of plant?	Each item of plant has a plant hazard assessment that identifies associated hazards and controls.			
6	Are plant Inspections conducted on a regular basis?	Each plant has a completed plant Inspection.			
7	Is plant regularly maintained?	Plant maintenance records available.			
8	Is there adequate segregation between plant and people?	Communication methods and plant movements observed on site.			
9	Are lifting chains/slings inspected and tagged within date?	Lifting chains/slings are tagged within date.			

Audit Assessment		Verification of Compliance	Yes	No	Observations / Action Comments
10	Are electrical cords and equipment inspected and tagged within date?	Electrical cords and equipment are tagged within date.			
11	Are incidents, near misses and hazard's being reported?	Documented incident, near misses and hazard reports.			
12	Are corrective actions being closed out within the specified timeframe?	Documented action closeout within the specified timeframe.			
13	Are regular meetings held with contractors?	Documented regular meetings conducted.			
14	Are site inspections being undertaken by the contractor?	Documented evidence of completed site inspections.			
15	Are SDS'S available for all hazardous substances?	Sighted SDS'S coincide with kept hazardous substances.			
16	Are PPE requirements being adhered to?	Required PPE being worn by site personnel / visitors.			
17	Is housekeeping on site of a high standard?	Work site clean and tidy.			
18	Are first aid kits available onsite?	Sighted first aid kits.			
19	Are first aid kits adequately stocked? Items within date?	All first aid kit items within date and available if required.			
20	Are all personnel trained in the tasks conducted?	Sighted tickets / qualifications.			

VOLUNTEER MANAGEMENT FORMS	

VOLUNTEER APPLICATION FORM

(PLEASE PRINT CLEARLY)

Name: ……………………………………………………………………………………………….

Address: ……………………………………………………………………………………………….

CONTACT PHONE NO.: ……………… EMERGENCY CONTACT NO.: ....

Have you any objections to this information being distributed to other volunteers

☐ Yes ☐ No

I wish to obtain regular duties as a Shire of Westonia volunteer in the area of :

Activity, organisation	YES	☐	NO	☐
Clerical, reception duties	YES	☐	NO	☐
Kitchen assistance	YES	☐	NO	☐
Other	YES	☐	NO	☐
I am available to provide relief at short notice:	YES	☐	NO	☐

DAYS PREFERRED:

Monday	☐	Saturday	☐
Tuesday	☐	Sunday	☐
Wednesday	☐	Open Day	☐
Thursday	☐	Night Functions	☐
Friday	☐		

Health Restrictions (if any)...

Own Transport ....

COMMENTS..

...

...

Please return this form to the Co-ordinator as soon as possible

ACKNOWLEDGEMENT OF UNDERTAKING THE VOLUNTEERS SAFETY INDUCTION

NAME OF VOLUNTEER: ……………………………

DATE OF COMMENCEMENT: …………………………………

DATE SAFETY INDUCTION PROGRAM UNDERTAKEN: ………………

I acknowledge undertaking the Shire of Westonia's Safety Induction Program covering:

- ◻ Suitable clothing to be worn (eg, enclosed footwear, hat and long sleeves if working outdoors during hot weather)
- ◻ Precautions to avoid impact with earth moving equipment operating in the area
- ◻ Manual handling; bags to be kept below 20kg in weight
- ◻ Location of first aid kit, and contact emergency numbers
- ◻ Location of incident report forms
- ◻ Procedures for working alone, and other relevant safety and health procedures
- ◻ Use of specific personal protective equipment (PPE)
- ◻ Volunteers are not to handle chemicals, batteries, or operate mulching equipment without prior approval from the Shire of Westonia volunteer co-ordinator

……………………………………………… …………………………
VOLUNTEER'S SIGNATURE DATE

……………………………………………… …………………………
SHIRE REPRESENTATIVE SIGNATURE DATE

CONFIDENTIAL CRIMINAL SCREENING DECLARATION

I……………………………………………………………………………………..

OF……………………………………………………………………………………..

………………………………………………………………………………………

………………………………………………………………………………………

Declare that I have no criminal convictions recorded against me through crimes against people or property.

I give leave to the Shire of Westonia to request Police Clearance if they believe that this is necessary.

Signed…………………………………….
Shire of Westonia Volunteer

Witnessed:………………………………….
Shire CEO

Date:……………………………………….