



2016
SAFETY MANAGEMENT
SYSTEM

This Safety Management System Policy is in Draft form only with consultation to occur before it can be implemented

Safety Management System for Bunbury Harvey Regional Council Staff, Contractors and Visitors

Version 01

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Page 2 of 37

Contents

PART A: OCCUPATIONAL HEALTH & SAFETY ARRANGEMENTS	6
PURPOSE	6
OCCUPATIONAL SAFETY AND HEALTH.....	6
STATEMENT OF COMMITMENT	6
IMPLEMENTATION OF POLICY COMMITMENT	7
RESPONSIBILITIES.....	7
CHIEF EXECUTIVE OFFICER (CEO).....	8
SUPERVISORS	9
WORKERS	9
CONTRACTORS	10
VISITORS.....	10
CONSULTATION AND COMMUNICATION ARRANGEMENTS.....	11
GENERAL	11
HEALTH AND SAFETY REPRESENTATIVES (HSR)	11
HEALTH AND SAFETY COMMITTEE	12
TRAINING	12
RIGHT OF ENTRY	12
OSH ISSUE RESOLUTION.....	13
LEGISLATION	14
RELEVANT POLICIES	14
RELEVANT PROCEDURES.....	14
RELEVANT REGISTERS	14
PART B: GENERAL OSH INFORMATION	15
EMERGENCY PROCEDURES	15
HAZARD/INJURY/INCIDENT REPORTING.....	15
REPORTING OF NOTIFIABLE INCIDENTS.....	15
FIRST AID	16

OSH TRAINING AND INDUCTION	17
TRAINING	17
DOCUMENTATION FOR TRAINING	17
OSH INDUCTION FOR WORKERS	17
OSH INDUCTION FOR VISITORS.....	18
OSH INDUCTION FOR CONTRACTORS.....	18
RISK MANAGEMENT AND THE HAZARD RISK REGISTER	18
THE RISK MANAGEMENT PROCESS.....	19
DOCUMENTATION FOR RISK ASSESSMENT	24
THE OSH HAZARD RISK REGISTER	24
WORKPLACE HAZARD INSPECTIONS	25
PURCHASING.....	25
OSH RECORD KEEPING	25
DOCUMENTS TO BE DISPLAYED.....	25
PART C: SPECIFIC WHS REQUIREMENTS	26
ASBESTOS.....	26
CONDITION OF ENTRY.....	26
CONFINED SPACES	27
CONTRACTORS.....	27
DANGEROUS GOODS AND HAZARDOUS SUBSTANCES.....	28
DRUGS AND ALCOHOL	28
ELECTRICAL SAFETY.....	28
FALLS FROM HEIGHT	29
INAPPROPRIATE BEHAVIOUR.....	30
ELECTRICAL SAFETY.....	31
MANUAL HANDLING	32
PERSONAL PROTECTIVE EQUIPMENT	33
PLANT AND EQUIPMENT.....	34

SLIPS, TRIPS AND FALLS.....	34
UV RADIATION	35
VEHICLES	35
WORKING ALONE.....	36
PART D: FORMS.....	37
Emergency Information Banksia Road Organics Processing Facility.....	37
QMS-001 Incident / Accident Form	37
QMS-004 Personal Emergency Evacuation Plan.....	37
QMS-005 Bomb Threat Checklist.....	37
QMS-006 Hazard Report Notification Form.....	37
QMS-008 Risk Assessment Tool	37
QMS-009 Monthly Housekeeping Audits.....	37
QMS-013 Induction Checklist – Worker.....	37
QMS- 014 Induction Checklist – Contractor / Visitor.....	37
QMS-015 Complaints.....	37
QMS-017 Workplace Harassment Complaint.....	37
PART D: CHECKLISTS.....	37
Hazard Risk Register.....	37
Incident Accident Register	37
Training Matrix.....	37
Inductions Register	37
Complaints Register	37
First Aid Register	37

PART A: OCCUPATIONAL HEALTH & SAFETY ARRANGEMENTS

PURPOSE

The purpose of this plan is to establish and maintain an effective Occupational Safety and Health Management System.

Bunbury Harvey Regional Council (BHRC) is committed to implementing a structured approach to workplace safety and health in order to achieve a consistently high standard of safety performance.

This plan will assist BHRC in meeting its obligations in accordance with the *Occupational Safety and Health Act 1984* and relevant legislation and applies to all BHRC workers and to other persons at risk from work carried out at a BHRC operated site.

OCCUPATIONAL SAFETY AND HEALTH

The Occupational Safety and Health policy statement provides BHRC with the direction it will follow in the pursuit of workplace safety and health outcomes.

STATEMENT OF COMMITMENT

The Bunbury-Harvey Regional Council has a duty under the *Occupational Safety & Health Act 1984* to provide a safe working environment and to ensure that workers and other persons are not exposed to health and safety risks arising from its operation.

BHRC recognises that success in achieving a healthy and safe workplace depends on the commitment and cooperation of management, workers and authorised visitors to the facility and is committed to providing a workplace that enables all work activities to be carried out safely.

We will endeavour to take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Occupational Safety and Health Act 1984* and will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as is reasonably practicable.

This Safety Management System Plan and BHRC's OSH Policies and Procedures set out the safety arrangements and principles which are to be observed by BHRC and its workers, contractors and visitors to ensure compliance with the *Occupational Safety & Health Act 1984* and to provide appropriate mechanisms for continuing consultation and management of OSH matters.

IMPLEMENTATION OF POLICY COMMITMENT

BHRC is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers, contractors, labour hire workers, outworkers, apprentices, students or volunteers while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations.

This will be achieved by:

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices (procedures), safe systems of work (policies) and the provision of safe plant and equipment.
- Ensuring that workplaces under the control of BHRC are safe, without risk to health, and have safe means of access and egress.
- Routinely consulting in order to maintain effective and co-operative relationships between BHRC and its workers, and with other duty holders, on health and safety matters in the workplace.
- Reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

BHRC's commitments to providing safe and healthy working environments for its workers include:

- Providing relevant, up to date health and safety information to all workers on matters such as workplace safety and their responsibilities.
- Providing assistance in health and safety matters where necessary.
- Provide instruction and/or training in work processes where appropriate.
- Develop and implement strategies which include workplace assessment, hazard identification and appropriate remedial action to eliminate or controls hazards.
- Implement and maintain appropriate information, reporting and statistical systems.

Work is continuing on creating and implementing the required Policies and Procedures for all sites operated by BHRC.

RESPONSIBILITIES

As the duty holder, BHRC must:

- Ensure the health and safety of its workers and others in our workplace.
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations.
- Provide and maintain a work environment that is without risks to health and safety.
- Provide and maintain safe plant and structures.
- Provide and maintain safe systems of work.
- Ensure the safe use, handling and storage of plant, structures and substances.
- Provide adequate facilities for the welfare of workers.

- Provide information, training, instruction and supervision.
- Monitor the health of workers and the conditions of our workplaces.

BHRC is also required to:

- Record and notify Worksafe of any notifiable incidents arising out of the conduct of the business.
- Ensure authorisations are in place for any high risk work or plant.
- Consult so far as reasonably practicable with other businesses or persons who have a duty in regard to an occupational health and safety matter.
- Consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work safety and health matters.

CHIEF EXECUTIVE OFFICER (CEO)

The CEO, as an officer of BHRC, is responsible for ensuring that BHRC complies with any duty or obligation under the *OSH Act*. This is achieved by the officer exercising due diligence, which means he:

- Will acquire and keep an up to date knowledge of occupational health and safety matters.
- Have an understanding of BHRC's operations and the hazards and risks involved.
- Ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised.
- Ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way.
- Ensure that BHRC has, and implements, processes for complying with its OSH duties and obligations.
- Verify the provision and use of the resources and processes listed above.

This may include:

- Having occupational health and safety as a standing agenda item for each meeting.
- Integrating OSH laws into everyday business through consultation with all workers.
- Developing an occupational health and safety management system framework, to be reviewed on a regular basis.
- Ensuring that OSH risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
 - Development and maintenance of an OSH Hazard Risk Register.
 - Development and maintenance of OSH policies and procedures.
 - Ensuring an effective injury/incident reporting procedure.
 - Ensuring appropriate processes are in place for OSH issues relating to contractor management.
 - Ensuring that the procurement of any equipment takes into account OSH matters.

- Ensuring that regular hazard inspections of the workplaces occur.
- Ensuring that OSH issues are part of all training provided for staff, including induction.
- Ensuring that contractors and visitors are provided with appropriate and reasonable OSH information at site entry.
- Ensuring that the work environment is a safe environment.

SUPERVISORS

All Supervisors are responsible for ensuring that OSH policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the Supervisor will:

- Consult with their workers on measures to protect their health and safety.
- Actively follow agreed safety practices and model positive attitudes towards health and safety matters.
- Arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures.
- Notify the CEO of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers.
- Undertake consultation with all workers on change that may affect their health and safety.
- Ensure that OSH is a standing agenda item at all staff meetings.
- Demonstrate a commitment to good health and safety performance.
- Assessing task risk and not allowing an activity to continue unless it can be controlled adequately.
- Fostering a strong health and safety culture where worker input is valued.
- Promoting and implementing BHRC's Safety Management System.
- Proactively manage other workers and visitors.

WORKERS

Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

They must comply, so far as they are reasonably able, with any reasonable instruction given by their Supervisor, as well as co-operating with any reasonable BHRC policy or procedure which relates to workplace health and safety.

On a day to day basis, this includes:

- To the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely.
- Making sure that the work area is safe when leaving it.
- Making proper use of all appropriate safeguards, safety devices and personal protective equipment.

- Following agreed safe working practices and rules.
- Reporting all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the *OSH Act*, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety.

The *OSH Act* requires workers who cease work to notify the relevant supervisor that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

CONTRACTORS

Contractors, sub-contractors and self-employed persons are defined as 'workers' under the *OSH Act* if they carry out work in any capacity for BHRC. They are required to:

- Comply with the requirements of the OSH legislation.
- Have in place any occupational health and safety policies and programs required under State safety legislation.
- Consult with BHRC about safety matters and comply with policies.
- Work safely and to include the safety of staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their supervisor.

VISITORS

Visitors and other persons to site also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- Taking reasonable care for their own health and safety and for the health and safety of other persons.
- Complying with, so far as they are reasonably able, all reasonable safety directions provided by BHRC staff.
- Report all safety related incidents to staff.
- Ensure the adequate supervision of any accompanying children.
- Not entering any restricted area without authorisation or escort.
- Not bringing or consuming alcohol or illegal drugs at a BHRC workplace.
- Not wilfully or recklessly interfere with property.

CONSULTATION AND COMMUNICATION ARRANGEMENTS

GENERAL

Open communication between workers and management is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- Ask questions relating to OSH.
- Bring up safety concerns.
- Make recommendations regarding OSH.
- Give regular feedback.
- Become involved in evaluation of safety issues.
- Participate in any OSH related problem solving process.

It is important that workers help shape decisions about OSH particularly when:

- Identifying hazards and assessing risks.
- Making decisions about ways to eliminate or minimise those hazards or risks.
- Proposing changes that may affect the health and safety of workers.
- Purchasing of new equipment or substances.
- Developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any occupational health and safety concerns they may have with their supervisor and/or Health and Safety Representative. If the issue identified remains unresolved, it should be raised directly with the Workplace Safety Advisor or the CEO.

Further information relating to Consultation and Communication can be found at:

Procedure - QMS008 Consultation and Communication

HEALTH AND SAFETY REPRESENTATIVES (HSR)

HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to occupational health and safety. HSRs must undertake approved training to exercise their powers, and may:

- Consult with workers on a regular basis.
- Inspect a work area as required.
- Participate in workplace accident and incident investigations as required.
- Participate in any change management discussions that may affect the health and safety of workers.
- Provide advice to managers on the welfare of workers in their work group.

HSRs cannot exercise their powers under *OSH Act* unless they are trained. HSRs are not liable for acts or omissions that are undertaken in good faith.

HSRs are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

HEALTH AND SAFETY COMMITTEE

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace.

The Health and Safety Committee will:

- Facilitate co-operation between the BHRC and workers in the instigation, development and implementation of OSH policies and procedures.
- Assist in developing standards, rules and procedures relating to health and safety.
- Consult with workers regarding their OSH concerns.
- Consult with management regarding worker OSH concerns including change that may influence OSH more broadly.
- Ensure the conduct of regular workplace inspections.

Minutes of the latest Health and Safety Committee meeting will be made available for all workers to review.

TRAINING

The CEO will conduct a training needs analysis and arrange for appropriate OSH training to be undertaken by workers as required.

Where required, workers are to demonstrate their competencies to perform required tasks safely.

In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.

As a guide, competency assessments should be signed and dated by the assessor/assesse and contain the following elements:

- Task or equipment description.
- Information on licenses held (or other relevant qualifications).
- A checklist containing the essential competencies that were demonstrated.
- Comments or confirmation that the competency was met.

BHRC is committed to developing a suite of competencies to deal with all safety sensitive work tasks.

RIGHT OF ENTRY

In order to enter the premises, an organisation official (E.g. Union Representative, OSH Inspector) must have a valid entry permit from the Fair Work Commission. Their entry permit and photographic identification must be available at all times for inspection.

Where there is a suspected workplace OHS contravention, a permit holder is not required to give prior notice. However, as soon as reasonably practicable they must give notice of their entry and the suspected contravention to the BHRC CEO and the person with management control of the workplace.

The permit holder may, in relation to the suspected contravention:

- Inspect any work system, plant substance or structure.
- Consult with BHRC and its workers.
- Be allowed to inspect and make copies of relevant documents (unless to do so would contravene a State or Commonwealth law).
- Warn any person of a serious risk to health and safety if immediate or imminent.

An organisation official (E.g. Union Representative) who is a permit holder may enter premises to hold discussions with one or more employees:

- Who perform work on the premises?
- Whose industrial interests the permit holder's organisation is entitled to represent.
- Who wish to participate in those discussions?

A permit holder must provide an entry notice to the occupier providing at least 24 hours' notice, but no more than 14 days' notice, before entering premises to hold discussions.

A permit holder may only enter premises during working hours and may hold discussions only during mealtimes or other breaks or as agreed to by the BHRC CEO.

BHRC must not, without reasonable cause, refuse or unduly delay a permit holder's entry into a workplace or obstruct them from exercising their rights under the *OSH Act*.

The permit holder must not intentionally and unreasonably delay, hinder or obstruct any person or disrupt any work at a workplace or otherwise act in an improper manner.

OSH ISSUE RESOLUTION

Wherever possible, any OHS concerns will be resolved through consultation between workers, their representatives and/or their Supervisor in consultation with the CEO. Where the issue remains unresolved the default procedure for issue resolution set out in the *OSH Act* must be followed.

Section 25 of the OSH Act 1984 states:

Inspector may be notified where issues unresolved:

- (1) *Where attempts to resolve an issue are unsuccessful, and where there is a risk of imminent and serious injury to, or imminent and serious harm to the health of any person, the employer, a safety and health representative or, if there is no safety and health representative, an employee may notify an inspector thereof.*
- (2) *An inspector, upon being notified under subsection (1), shall attend forthwith at the workplace and either —*
 - (a) *Take such action under this Act as he or she considers appropriate*
 - (b) *Determine that in the circumstances no action is required to be taken under this Act*

LEGISLATION

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *Fair Work Act 2009*
- *Safe work Australia First Aid in the Workplace – Code of Practice*
- *Workplace Relations Act 1996*
- *Privacy Act 1988*
- *Equal Opportunity Act 1984*
- *AS/NZS 3760: 2010 In-service safety inspection and testing of electrical equipment*

RELEVANT POLICIES

- *Occupational Safety & Health*
- *Quality Management Systems*
- *Inductions*
- *Code of Conduct*

RELEVANT PROCEDURES

- *QMS001 Emergency Management*
- *QMS002 Induction*
- *QMS003 First Aid*
- *QMS004 Hazard Management*
- *QMS005 Incident Investigation*
- *QMS006 Harassment, Discrimination and Equal Opportunity*
- *QMS007 Complaints Management*
- *QMS008 Consultation and Communication*

RELEVANT REGISTERS

- *Hazard Risk Register*
- *Housekeeping Audits*
- *Inductions Register*
- *Training Matrix*

PART B: GENERAL OSH INFORMATION

EMERGENCY PROCEDURES

An emergency evacuation plan has been developed for the Banksia Road Organics Processing Facility (BROPF) and this plan, together with a list of emergency contacts, is displayed in the following locations:

- BROPF Office/Weigh Bridge

All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months.

Work is continuing on the implementation of an Emergency Management Plan for the Stanley Road Waste Management Facility

HAZARD/INJURY/INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:

All managers and workers including contractors are required to complete an incident form if an injury or incident occurs and a Hazard Report form if a hazard is identified. Protocol for reporting:

- Advise the Site Supervisor of the incident or injury or hazard.
- For recording purposes complete an Incident Accident Form or a Hazard Report Form.
- Complete the relevant sections of the form giving details of the incident/hazard. The form should be completed even when an injury has not occurred, that is, in the event of a near miss.
- All hard copy forms should be signed by the relevant parties.
- The site supervisor or their delegate will forward all forms to the Workplace Safety Advisor for investigation and recording on the injury register.

Further Information – Incident / Accident Form QMS-001

Further Information – Hazard Report Notification Form QMS-006

REPORTING OF NOTIFIABLE INCIDENTS

Any incidents must be notified immediately to the site supervisor. After becoming aware that any such incident has occurred, it is the supervisor's responsibility to report all incidents to Workplace Safety Advisor who will notify the authorities if required.

The Workplace Safety Advisor will liaise with the CEO on any serious incidents which may need reporting to Worksafe.

According to section 23(l) of the *Occupational Safety and Health Act 1984*, serious injuries and work related deaths need to be reported to WorkSafe forthwith via:

- 24 hour incident/accident reporting line is provided. Phone: 1800 678 198.
- For all other reportable incidents, you can contact Worksafe. Phone: 1300 307 877.
- Email: <mailto:safety@commerce.wa.gov.au>
- Post: Locked Bag 14, Cloisters Square, PERTH, WA 6850.

Definition of 'Notifiable Incident'

DEATH OF A PERSON	
SERIOUS INJURY OF A PERSON	<ul style="list-style-type: none">• immediate treatment as an in-patient in a hospital• immediate treatment for certain serious injuries• medical treatment within 48 hours of exposure to a substance
A DANGEROUS INCIDENT	<ul style="list-style-type: none">• any incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety caused by incidents such as :• uncontrolled escape, spillage or leakage of a substance• an uncontrolled implosion, explosion, fire• uncontrolled escape of gas or steam

FIRST AID

Definitions:

FIRST AID	<ul style="list-style-type: none">• The immediate treatment given to a person suffering from an injury or illness until more advanced care is provided or the person recovers
FIRST AID OFFICER (FAO)	<ul style="list-style-type: none">• a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid

BHRC has in place the following first aid procedures, as required by Safe work Australia:

First Aid in the Workplace – Code of Practice

- QMS001 – Emergency Management Procedure.
- QMS002 – Induction Training Procedure.
- QMS003 - First Aid Procedure.
- Workforce Training Matrix.

It will be the responsibility of the Supervisor/Manager/Leading Hand to ensure the first aid boxes are adequately stocked at all times and to ensure the expiry dates are current on all items.

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent).
- Refresher training should be undertaken every three years.

First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace.

- The FAO should ensure that they do not administer first aid services beyond their level of training.
- A record of any first aid treatment given should be kept by the FAO and reported to the Safety Advisor as soon as practicable to assist with reviewing first aid arrangements.

OSH TRAINING AND INDUCTION

TRAINING

BHRC is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their OSH obligations. OSH training is a fundamental requirement for BHRC to achieve a safe workplace. The OSH training needs for each site will be determined in consultation with supervisors and workers, as well as through review of the OSH Hazard Risk Register, however it can be generally categorised into three kinds:

Generic OSH Training:

- Skills and knowledge which is commonly required, e.g. induction training, OSH risk management training, evacuation procedures.

Risk Specific WHS Training

- Training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual handling training, confined spaces training, working from heights.

Task Specific WHS Training

- Skills and licensing which are required depending on the specific hazards and risk, e.g. any equipment operation, high risk work licenses such as for driving forklifts, cranes.

DOCUMENTATION FOR TRAINING

Training records shall be maintained as evidence of training delivery and assessment of competence. Records will be stored with Human Resources.

OSH INDUCTION FOR WORKERS

All new workers are required to be provided with OSH information regarding the workplace as part of their overall induction. A thorough OSH induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.

The OSH Induction Checklist should be used in conjunction with the general induction training program for workers to ensure that all new workers are aware of the OSH systems, policies and procedures in place within BHRC.

The supervisor must ensure an OSH induction is provided to the new team member on the worker's first day. If the supervisor is not available, he or she should organise for a replacement to conduct the induction. The supervisor must:

- Use the OSH Induction Checklist for Workers to ensure that all OSH issues are covered.
- On completion of the induction, sign the checklist and ensure that the new worker also signs.

- Send signed paperwork along with Induction sheet to the Safety Advisory to file a copy on the induction file.
- Provide the new worker with access to this Safety Management Plan and the OSH Policies and Procedures Manual.

Further Information - Induction Checklist – Worker

<N:\BHRC\BHRC Management\Policies and Procedures\Forms\QMS F-013 Induction Checklist - Worker.doc>

OSH INDUCTION FOR VISITORS

Visitors to the site are not required to sit the formal induction presentation as they must be escorted at all times. Supervisors are required to advise all visitors of:

- Muster points in case of an emergency.
- Emergency notification sirens.
- Evacuation procedures.
- Traffic management in the area that they will need to be.

This can be done following Page 1 of *OSH Induction Checklist – Contractor/Visitor* Form QMS F-014

All visitors must sign in and out of the facility.

Further Information - Induction Checklist – Contractor / Visitor

OSH INDUCTION FOR CONTRACTORS

It is a Condition of Entry that prior to commencing work duties, all contractors must:

- Sign in and out on the site register.
- Read the *OSH Induction Checklist – Contractor/Visitor* Form QMS F-014 which covers safety management and requirements for contractors while on site. (This will need to be filled out every two (2) years only)
- Supervisor to go through Page 2 of the form and once completed, sign along with the contractor.

Completed forms are to be forwarded to the Safety Advisor to add to the Induction Register.

Supervisor will then confirm location the contractor needs to be.

Further Information - Induction Checklist – Contractor / Visitor

All OSH training provided to contractors and visitors will be recorded in the OSH Training Register.

Induction remains current for two (2) years.

<N:\BHRC\BHRC Management\Policies and Procedures\Registers\Inductions Register.xlsx>

RISK MANAGEMENT AND THE HAZARD RISK REGISTER

OSH risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors while at a BHRC site.

As required by the *OSH Act*, BHRC has adopted a risk management approach to underpin its Safety Management System. This approach involves all supervisors and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by BHRC include:

- Regular hazard inspections of the environment.
- Monthly Housekeeping Audits.
- A comprehensive Hazard Risk Register detailing all OSH risks associated with the operation and activities.
- Documented OHS policies and procedures.
- Risk assessments of newly purchased equipment.
- Risk assessments for any change to work processes.
- Hazard, injury, incident reporting procedures.
- Incident investigations.
- OHS job safety procedures for specific activities including:
 - Operating heavy machinery.
 - Incoming vehicles.
 - Manual handling.

(Work is continuing in this area.)

Definition:

HAZARD	<ul style="list-style-type: none"> • Anything which has the potential to cause injury or illness to people or damage to property or the environment.
RISK	<ul style="list-style-type: none"> • The chance of someone becoming injured or ill as a result of a workplace hazard. <p>NOTE: The significance of the risk is determined by considering the likelihood of it happening and the consequences if it happens.</p>
RISK CONTROL	<ul style="list-style-type: none"> • The action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property or the environment.

THE RISK MANAGEMENT PROCESS

OSH risk management should be undertaken for all activities where there is the potential for harm including:

- Before activities commence.
- Before the introduction of new equipment, procedures or processes.
- When equipment, procedures or processes are modified.

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'.

Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people and lifting/moving items.

When a supervisor, worker, contractor, or visitor to the workplace identifies a hazard, BHRC requires that it is eliminated or reduced to an acceptable level in consultation with the relevant stakeholders.

Steps to follow when a hazard has been identified:

- Step 1: identify the Consequences—or how severely could it hurt someone.
- Step 2: identify the Likelihood—or how likely is it for an injury to occur.
- Step 3: identify the Risk Priority Score—to prioritise your actions.
(Low, Medium, High, Extreme)
- Step 4: apply the hierarchy of hazard control.
- Step 5: identify who, how and when the effectiveness of controls will be checked and reviewed.

STEP 1: IDENTIFY THE CONSEQUENCE

Once it has been established that a hazard exists, identify the possible damage it may cause. This can also include damage to Plant, the environment and Injury to persons.

- Insignificant damage includes:
 - Simple onsite medical treatment to persons.
 - Minor damage to plant with no repair required.
 - Minor spill that is easily contained.

STEP 2: ASSESS THE RISK

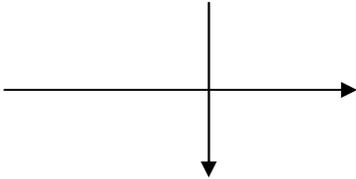
Assessing the risk from a hazard determines its significance.

Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury.

Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- How often is the task undertaken?
- How frequently are people near the hazard?
- How many people are near the hazard at a particular time?
- Has an incident happened before?
- Have there been any 'near misses'.

Use the table below to determine how significant the risk is.

		STEP 1 - CONSEQUENCE				
		1. INSIGNIFICANT IN-HOUSE FIRST AID TREATMENT	2. MINOR TREATMENT AT HOSPITAL	3. MODERATE OVERNIGHT STAY HOSPITAL	4. MAJOR PERMANENT INJURY EXTENDED HOSPITAL	5. CATASTROPHIC DEATH or PERMANENT DISABILITY
Step 2 - LIKELIHOOD	A. ALMOST CERTAIN TO OCCUR IN MOST CIRCUMSTANCES	MODERATE	HIGH	HIGH	EXTREME	EXTREME
	B. LIKELY TO OCCURE OFTEN	MODERATE	MODERATE	HIGH	HIGH	EXTREME
	C. POSSIBLE AND LIKELY TO OCCUR AT SOME TIME	LOW	MODERATE	MODERATE	HIGH	EXTREME
	D. UNLIKELY TO OCCUR BUT MAY HAPPEN	LOW	MODERATE	MODERATE	MODERATE	HIGH
	E. MAY OCCUR BUT RARELY	LOW	LOW	MODERATE	MODERATE	HIGH

Risk Assessment Tool is available at:

<N:\BHRC\BHRC Management\Policies and Procedures\Forms\QMS F-008 Risk Assessment Tool.dotx>

STEP 3: RISK PRIORITY SCORE

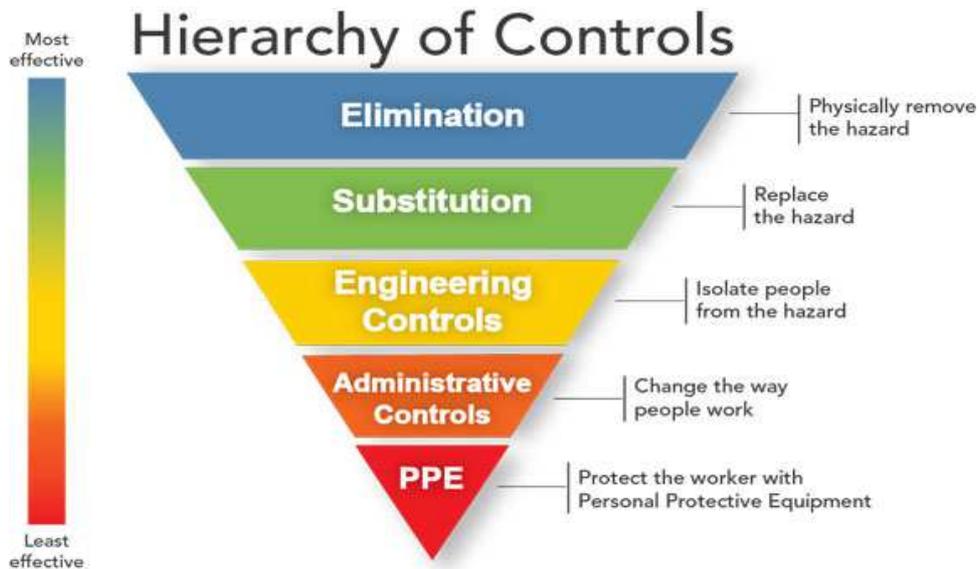
Once the level of risk has been determined the following table may be used in determining what to do and when to implement risk controls.

EXTREME	<p>STOP THE ACTIVITY IMMEDIATELY</p> <p>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours.</p> <p>An identified extreme risk does not allow for the use of administrative controls or PPE, even in the short term.</p> <p>Report to Supervisor immediately. CEO to be notified within 24 hours.</p> <p>Record on site using the Hazard Report Notification Form (QMS F-006)</p>
HIGH	<p>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls. Report to Supervisor immediately.</p> <p>Record on site using the Hazard Report Notification Form (QMS F-006)</p> <p>Supervisor to manage and monitor the risk and implement new controls.</p>
MEDIUM	<p>Take reasonable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented.</p> <p>Temporary administrative controls and/or PPE controls may be used but must not be considered a permanent solution.</p> <p>Supervisor to manage and monitor the risk and implement new controls.</p>
LOW	<p>Take reasonable steps to minimise and monitor the risk by establishing permanent controls.</p> <p>Permanent controls may be administrative and/or PPE.</p> <p>Supervisor to manage and monitor the risk and implement new controls.</p>

STEP 4 - HIERARCHY OR RISK CONTROL

The ways of controlling risks are ranked from the highest level of protection, Elimination, to the lowest, PPE, as shown. This ranking is known as the Hierarchy of Risk Control.

OHS Regulations require that the duty holder (BHRC) is to work through this hierarchy when managing risks.



Control measures for OSH hazards should be implemented as required using the hierarchy of control, in order of preference these measures relate to:

- **Elimination** – Removal of the hazard.
- **Substitution** - Substitute the hazard for something which is less hazardous.
(E.g. replace a hazardous chemical with one which is not hazardous)
- **Engineering** – Place guarding on machinery, isolate the hazard from people.
(E.g. place a noisy piece of equipment in another location or barricade hazard)
- **Administrative** - Provision of training, policies, procedures and/or signage.
- **Personal Protective Equipment** - Use of hearing protection, eye protection, high visibility vest etc.

The aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely. In many cases, a combination of control strategies may be the best solution.

STEP 5 - REVIEW

The purpose of any OSH risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of an OSH incident or a change of process or requirement. Current risk assessments will ensure that BHRC achieves the goal of eliminating or minimising the risk workers may be exposed to.

The list of policies and procedures in place to manage workplace risk include:

- Emergency Management Policies.
- Occupational Safety and Health Committee Policy and Terms of Reference.
- Code of Conduct Policy.
- Drug and Alcohol Policy.
- Induction Policy.
- Injury Management and Return to Work.
- QMS002 Induction Procedure.
- QMS003 First Aid Procedure.
- QMS004 Hazard/Risk Management Procedure.
- QMS005 Incident Investigation Procedure.
- QMS006 Harassment, Discrimination and Equal Opportunity Procedure.
- QMS008 Consultation and Communication Procedure.

DOCUMENTATION FOR RISK ASSESSMENT

The documentation required for an OSH risk assessment will depend on the operation or activity being assessed. The appropriate OSH Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the BHRC.

The OSH Risk Assessment form and procedure for conducting an assessment is *QMS F-008 Risk Assessment Tool*.

THE OSH HAZARD RISK REGISTER

The risk assessment data collected from identifying, assessing and controlling risks will be documented on a centralised Hazard Risk Register for BHRC.

<N:\BHRC\BHRC Management\Policies and Procedures\Registers\Hazard Risk Register.xlsx>

The Hazard Risk Register holds a list of key risks that need to be monitored and managed. The Hazard Risk Register is to be managed by the Safety Advisor who should be notified if new hazards are identified and controls implemented so that the register can be amended.

Controls can only be put in place following the consultation process and relevant procedural updates.

The Safety Advisor is responsible for overseeing the Hazard Risk Register with the relevant site supervisor, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

WORKPLACE HAZARD INSPECTIONS

BHRC is required by OSH legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the site supervisor and the Safety Advisor accompanied by Health and Safety Representatives (HSRs) should undertake OSH hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of OSH risk management. .

If any hazards are identified through the hazard inspection process, controls must be implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all supervisors should also conduct monthly hazard inspections of their work site, in conjunction with HSRs if possible, using the Housekeeping Audit checklist. Any hazards noted during these inspections should immediately be reported to the Safety Advisor and appropriate remedial action taken.

Housekeeping Audits will be issued monthly to each site and will need to be returned to the Safety Advisor for processing and filing.

PURCHASING

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance. Detailed risk assessments should be conducted prior to purchase and again when plant or machinery arrives to site.

OSH RECORD KEEPING

The Safety Advisor will retain all OHS documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the *Occupational Safety and Health Regulations 1996 (WA)*.

DOCUMENTS TO BE DISPLAYED

Each worksite will require certain information to be on display in prominent areas across the site. Such information will include:

- Emergency Contacts Page.
- Emergency Evacuation Plan.
- Occupational Safety and Health Policy.

PART C: SPECIFIC WHS REQUIREMENTS

ASBESTOS

Asbestos can be legally and safely disposed of in the designated area within the Stanley Road Waste Management Facility, fees and charges will apply.

Disposal procedures for all asbestos material and material suspected of containing asbestos are:

1. Separate asbestos-containing material from other material for disposal.
2. Wrap asbestos-containing products in heavy duty plastic so asbestos fibers are not released when being transported or handled. Double-wrap to ensure it is properly sealed.
3. Label the package with the words "CAUTION ASBESTOS" in letters at least 50mm high.
4. Inform the gate attendant of the presence of asbestos and follow instructions of where to unload it.

Loads not complying with the above procedures will be rejected at the discretion of the supervisor.

Duty to alert others

If you take asbestos-containing material to a disposal site you MUST inform the person who operates the facility that the material is, or contains, asbestos.

Penalties for non-compliance

Penalties exist if an offence, such as illegal disposal of waste, is committed under the Environmental Protection Act 1986 or the Litter Act 1979.

Contacts

For information on safe handling of asbestos products and asbestos in the home, contact your local Environmental Health Officer: [Department of Health, Environmental Health Unit](#)

For information about asbestos in the workplace, approved asbestos removal company's or appropriate handling of asbestos including safety wear, contact:

[WorkSafe \(WA Department of Commerce\)](#) Phone: 1300 307 87

CONDITION OF ENTRY

All vehicles/visitors must report to the weighbridge or office prior to depositing waste or entering further on to the site.

Conditions of Entry:

- Visitors must obey signs and/or directions from staff.
- You may be asked what you are disposing of and will be required to identify all materials. If you are unsure, please advise the waste management facility operator.
- Council's waste management facility operators will direct customers to appropriate disposal areas.
- Random visual inspections will be made by waste management facility operator/s.
- Scavenging, entry onto waste piles or removal of materials is not permitted.

- Customers are requested to observe and adhere to the speed limits and safety signs at all time.
- Children, animals and pets must remain in vehicles at all times.
- Enclosed footwear to be worn.
- No smoking, unless in the designated smoking area, or lighting of fires permitted.
- Waste management facility operators can refuse to accept items/materials which Council is not licensed to accept.
- The site is monitored by video surveillance and photos may be taken by waste management facility staff.
- Customers not complying with directions from waste management facility operator/s will be requested to leave the site.

By entering this site you agree to abide by the above conditions.

CONFINED SPACES

All confined spaces are to have a placard with access strictly controlled. Entry requires the issue of a confined spaces permit on each occasion. No employee or contractor will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space a trained bystander must be present at all times. A register of identified confined spaces and entry permits is maintained at the office.

Currently BHRC does not have any designated Confined Spaces.

CONTRACTORS

BHRC is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by BHRC to undertake a specific task such as:

- The delivery/pickup of goods.
- Tradespeople undertaking repair or maintenance work within the workplace.

In order to achieve this objective, it is recognised that contractors need to be:

- Suitably experienced to perform the tasks.
- In possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations.
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.
- Made aware of Emergency Procedures.

All contractors must abide by OSH requirements which will be advised to them before engagement and during the Induction Process.

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous Substances:

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods.

Dangerous Goods:

Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the Hazardous Substances register and have their current Material Safety Data Sheet (MSDS) present for each chemical on the register.

All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where workers would not normally use the chemicals directly.

Adequate safety equipment will be available at all times. (E.G. Spill Kits)

Quantities of hazardous substances stored shall be kept to a minimum.

DRUGS AND ALCOHOL

BHRC maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day.
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance.
- Workers who are taking prescription medication that may affect their safety at work (E.G. Medication that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

ELECTRICAL SAFETY

The *Occupational Safety and Health Act 1984 (OSH Act)* requires electrical equipment at workplaces to be safe and not expose workers to hazards.

Failure to maintain electrical equipment in a safe condition or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met.

The OHS legislation requires that electrical equipment is inspected and tested in accordance with *Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment*. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc.). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- Before return to service after a repair or servicing, this could have an effect on the electrical safety of the equipment.
- Before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:

- Tools and leads: every 12 months (low use).
- Safety Switches: 1 to 3 months.
- Offices: every 3 to 5 years.

Residual Current Devices:

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When an RCD detects current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

Unsafe Equipment:

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

Work is continuing on the Electrical Safety and Testing Procedures and Registers.

FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

- Buildings and roofs.
- High machinery, cherry pickers, trucks and trailers.

BHRC will ensure that:

- Workers working at height are made aware of the hazards and risk management procedures.
- Fall arrest or fall prevention equipment is used.
- Workers are instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

- Observe and apply risk management procedures when working at heights.
- Use the required personal protective equipment (PPE) where indicated.

INAPPROPRIATE BEHAVIOUR

BHRC's general obligations in regard to anti-discrimination and equal employment opportunity (EEO) are outlined in the *Local Government Act 1995* and *Equal Opportunity Act 1984*.

Bullying, harassment, discrimination and violence of any form will not be tolerated at any BHRC site.

BHRC upholds the value that all employees are entitled to be treated equally and to have access to employment, promotion, training and the benefits of employment on the basis of merit.

This organisation is committed to providing a positive working environment where employees and others in the workplace are treated fairly and with respect and are free from unlawful discrimination, harassment, bullying, vilification or victimisation.

BHRC undertakes to investigate all complaints formally made and will take action to resolve the complaint.

If the complaint is found to be valid, action may include any combination of the following:

- Counselling.
- Disciplinary action.
E.g. demotion, transfer, suspension, probation or dismissal, at the discretion of the CEO
- Formal apology.
- Conciliation/mediation conducted by an impartial third party where the parties to the complaint agree to a mutually acceptable resolution.
- Official warnings that are noted on the perpetrator's personnel file.
- Disciplinary action against the person who complained if there is strong evidence that the complaint was vexatious or malicious.

Outcomes will depend on factors such as:

- The severity and frequency of the discrimination or harassment.
- The weight of the evidence.
- The wishes of the person who was discriminated against or harassed.
- Whether the harasser could have been expected to know that such behaviour was a breach of policy.
- Whether there have been any prior incidents or warnings.

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The *Occupational Safety and Health Act 1984 (OSH Act)* requires electrical equipment at workplaces to be safe and not expose workers to hazards.

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Unsafe Equipment:

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

Any manager, supervisor or employee of BHRC identified as engaging in either discriminatory practices or harassment of another employee will be subject to disciplinary action that may include termination of employment.

BHRC will not tolerate any form of victimisation by a manager, supervisor or fellow employee against an employee who has filed a discrimination or harassment complaint or participated in an investigation.

Disciplinary action is at the discretion of the CEO and may include demotion, transfer, suspension, probation or dismissal.

Further information available at QMS006 Harassment, Discrimination and Equal Opportunity

MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal.

Manual tasks include:

- Tasks that have repetitive actions.
- Sustained postures.
- Pushing or pulling.
- Reaching and lifting.
- May involve exposure to vibration.

The types of injuries related to manual handling include:

- Repetitive strain injuries.
- Muscle injuries.
- Tendon and ligament injuries.
- Bone injuries.
- Injuries from falling objects.

Manual handling hazards are managed at BHRC by a risk management process and work procedures where required, in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

Examples of manual handling tasks in the environment include:

- Lifting and moving equipment.
- Climbing in and out of machinery.
- Fencing.
- General repairs.
- Digging.

To prevent Manual Handling injuries:

- Decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment).
- Avoid double handling of items.
- Use mechanical aids (hoists).
- Redesign the task (such as rotating workers).
- Identify changes that are possible immediately, and those that may take time to implement.
- Document your risk control decisions for each task assessed, and set timelines for changes.
- Trial the changes in consultation with workers before making them permanent.
- Provide training if new equipment is introduced.

When loading/unloading vehicles:

- Use lift equipment wherever practicable.
- Prepare by stretching and warming up, especially after prolonged sitting in the vehicle.
- Slide the item as close as possible to you before lifting.
- Keep you back straight and bend your knees when lifting.
- Put loads down in the same manner in which they were picked up.
- Where possible store frequently used items at a suitable height; between waist and shoulder height, which reduces the need for forward bending when lifting.
- Whenever possible use trolleys for moving larger and heavy items.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may be required to protect supervisors and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used at might include:

- Respirators and masks.
- Foot protection (safety boots).
- Body protection (high visibility clothing, wide brimmed hats, gloves).
- Helmets.
- Any substance used to protect health, for example, sunscreen.

If required, workers are obliged to use PPE when needed and when reasonably practicable. Other requirements include:

- Workers should be fully trained in the safe use, storage and maintenance of PPE.
- PPE must be checked before use for the correct type, fit and any damaged.
- Do not reuse disposable, contaminated or damaged PPE.
- Store PPE correctly.

PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to machinery, office furniture and any other equipment used for work purposes.

Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant.

Unsafe and/or malfunctioning plant and equipment can be identified by any supervisor, worker or contractor by a number of methods such as:

- Equipment inspections.
- Verbal reporting of equipment malfunction to the appropriate supervisor.
- Hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate supervisor in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

Record Keeping

Records of inspection, testing and monitoring are required to be maintained by BHRC. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

Prevention

Reduce the risk of injury by following these guidelines:

- Avoid walking on slippery floors.
- Keep floors free of water and grease.
- Clean floors regularly.
- Post warning signs around spills or wet floors.

- Install non-slip tiling or other non-slip floor products.
- Use rubber mats in areas where the floors are constantly wet.
- Use non-slip footwear.
- Clean up spills immediately.
- Install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface.
- Use floor cleaning products to remove oil and grease.
- Agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- Use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.

UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks.

VEHICLES

Alcohol and Drugs

BHRC managers and workers must not drive a personal or vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licences

BHRC managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the supervisor if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the administration staff to be retained on file.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. BHRC managers and workers are not to use hand-held mobile telephones while driving a motor vehicle or other motorised equipment at in the workplace.

Seat Belts

It is a legal requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a BHRC workplace.

Smoking

Smoking in any vehicle by either drivers or passengers is prohibited.

Load Restraint in Vehicles

All equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision.

The tension in the load restraining straps should be checked regularly during the journey and the load should be distributed evenly within the vehicle

You are to ensure no loose items are within the passenger area as they may become projectiles in the event of an accident.

Do not exceed load/weight capacity of the vehicle.

WORKING ALONE

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so supervisors and workers shall implement the following for each alone work task:

- A telephone call to home base on arrival and departure at a remote work site.
- Development and approval of trip itineraries for extended trips and adherence to the itinerary.
- Pre-trip agreement on departure and arrival times and accommodation arrangements.
- For travel in remote areas an emergency location beacon should be carried in the vehicle.
- Pre-arranged mobile/satellite phone calls at scheduled times.
- Appropriate first aid kit.
- Sufficient water for emergency purposes.

PART D: FORMS

Emergency Information Banksia Road Organics Processing Facility

QMS-001 Incident / Accident Form

QMS-004 Personal Emergency Evacuation Plan

QMS-005 Bomb Threat Checklist

QMS-006 Hazard Report Notification Form

QMS-008 Risk Assessment Tool

QMS-009 Monthly Housekeeping Audits

QMS-013 Induction Checklist – Worker

QMS- 014 Induction Checklist – Contractor / Visitor

QMS-015 Complaints

QMS-017 Workplace Harassment Complaint

PART D: CHECKLISTS

Hazard Risk Register

Incident Accident Register

Training Matrix

Inductions Register

Complaints Register

First Aid Register