



OCCUPATIONAL SAFETY & HEALTH ACTION PLAN

This document has been developed to assist the Bunbury Harvey Regional Council (BHRC) to implement a systematic approach to Occupational Safety and Health (OSH) and will provide a clear and logical approach to documenting the OSH process.

Occupational Safety and Health Action Plan

Safety Issue or Hazard	Action Required	Person Responsible	Date to be Completed	Review Date and Notes
OSH Policy	Develop a written OSH policy that states the organisation's commitment to OHS and outlines specific OSH responsibilities for managers and employees.	Michelle Lloyd	25/02/2016 COMPLETE	25/02/2018 Occupational Safety and Health Policy Statement. Safety Management System Policy.
	Communicate policy to all employees, contractors and clients.	Michelle Lloyd	25/02/2016 COMPLETE	25/02/2018 Copy is placed on the Safety Noticeboard in the staff area.
	Develop a system for OSH accountability.	Tony Battersby		<i>Add a section for OSH into the Performance Review.</i>
	Provide training for those in supervisory roles regarding OSH responsibilities.	LGIS	28/06/2017	<i>LGIS to conduct training 28/06/2017</i>
Consultation	Ensure that OSH is a standing agenda item at board meetings, management meetings and team meetings.	Tony Battersby		
	Develop and implement Consultation Procedures	Michelle Lloyd	18/04/2016 COMPLETE	18/04/2018
	Ensure that all staff have training regarding Consultation	Michelle Lloyd Jai Pearce		<i>Training to commence 1-1 in May 2017</i>
	Develop and implement sources of information for staff- notice boards, newsletters.	Michelle Lloyd	COMPLETE	New notice board ordered.
	Determine, elect Health and Safety Reps. Train representatives.	Michelle Lloyd	22/07/2016 COMPLETE	22/07/2018 Reps elected on a 2 year term. Training completed.
	Establish a Health and Safety committee.	Michelle Lloyd	24/08 2016 COMPLETE	First meeting held 24/08/2016

	Develop an issues resolution procedure, train staff.	Michelle Lloyd	30/06/2016 COMPLETE	30/09/2018 Safety Management System Policy. Code of Conduct Policy. <i>Training to commence 1-1 in May 2017</i>
	Develop Toolbox Meetings / Pre starts and ensure that all consultation is recorded.	Michelle Lloyd	30/06/2017	<i>Develop and implement forms for consultation.</i>
Induction	Develop induction processes and checklist. Ensure coverage of permanent staff, casual staff, contractors and volunteers.	Michelle Lloyd	31/03/2016 Induction policy implemented for Banksia Road ONLY.	31/03/2018 <i>Implementation for Stanley Road to be completed ASAP.</i>
	Develop a training timeline for the Induction and training of staff.	Michelle Lloyd	30/06/2017	
Training	Identify safety training needs and develop a training plan.	Tony Battersby	30/06/2017	Training needs identified through Performance Reviews and added to a training calendar. <i>Need to develop a Training Matrix.</i>
	Implement a system for employees to be provided role specific training.	Michelle Lloyd Jai Pearce Jack Stidworthy	30/06/2017	<i>Can add section to the Induction. Implement Competence Training procedure. Jai and Jack to implement Competence Training</i>
	Develop Training documentation as required.	Michelle Lloyd	30/06/2017	
Hazard/Incident Reporting	Develop procedure for proactive OSH hazard reporting. Train all staff in procedure	Michelle Lloyd	30/09/2016 COMPLETE	30/09/2018 Safety Management System Policy. Code of Conduct Policy. <i>LGIS to conduct training 28/06/2017</i>
	Develop procedure and supporting documentation for near miss/ incident/ accident reporting. Train all staff in procedure.	Michelle Lloyd Jai Pearce Jack Stidworthy	20/07/2016 COMPLETE	20/07/2018 Near Miss Reporting Procedure. Incident Hazard Near Miss Opportunity for Improvement Report. <i>Training to commence 1-1 in May 2017</i>

	Develop procedure for investigating any incidents or near misses to identify the hazards that contributed to these events. Ensure that corrective actions are documented, responsibilities assigned and implemented.	Michelle Lloyd	20/01/2016 COMPLETE	20/01/2018 <i>Training to commence 1-1 in May 2017</i>
	Develop a procedure for notifying WorkSafe following a serious incident (in consultation with employees).	Michelle Lloyd	31/03/2017 COMPLETE	30/09/2018 Safety Management System Policy When to Report to Worksafe
Risk Management	Develop JHA program for identifying risks	Michelle Lloyd LGIS		<i>LGIS to conduct training 28/06/2017 Have spoken with Jason about starting the discussion on the importance of JHA's.</i>
Manual Handling	Identify and list any tasks considered to involve manual handling based on Code of Practice – Manual Handling	Michelle Lloyd	30/06/2017	
	Assess and develop controls. Plans should clearly define handling requirements.	Michelle Lloyd	30/06/2017	Include Tip Shop
	Undertake a Manual Handling training course.	LGIS		
Slips, Trips & Falls	Undertake regular workplace inspections to identify any slip/ trip/ fall hazards, and implement controls.	Michelle Lloyd Jai Pearce Jack Stidworthy	30/09/2016 COMPLETE	30/09/2018 Safety Management System Policy. Monthly Housekeeping Audits.
	Develop protocols for review of controls.	Michelle Lloyd	30/06/2017	
Hazardous Substances	Develop a Register of all chemicals stored on premise. The register can form the index to the Material Safety Data Sheet (MSDS) file.	Michelle Lloyd	30/06/2017	
	Obtain and review MSDSs to assess safe use.	Michelle Lloyd	30/06/2017	
	Using the information provided on the	LGIS	Ongoing	Various dates for training provided by

	MSDS's to train staff in the safe use of chemicals.			LGIS for HHW.
	Provide, and train staff in the use of required PPE.	LGIS	Ongoing	Various dates for training provided by LGIS for HHW.
	Complete a workplace inspection and ensure that all chemicals are adequately labelled, in appropriate containers and stored appropriately.	Michelle Lloyd	30/04/2017	Section to be added to Housekeeping Audit.
Household Hazardous Waste Storage	Develop a Register of all chemicals stored in the HHW facility. The register can form the index to the Material Safety Data Sheet (MSDS) file.	Michelle Lloyd	30/04/2017	Currently underway.
	Obtain and review MSDSs to assess safe storage conditions.	Michelle Lloyd	30/04/2017	Currently underway.
	Provide and train staff in the use of required PPE.			
	Complete a workplace inspection to ensure that chemicals are stored correctly.	Michelle Lloyd	Weekly	This is checked weekly
	Develop on Operational Management Plan for the HHW Facility.	Michelle Lloyd	05/09/2016 COMPLETE	05/09/2018
Asbestos Management	Develop procedure for the same disposal of Asbestos.	Michelle Lloyd	22/12/2016 COMPLETE	22/12/2018
Plant and Machinery	Develop and implement procedures for Heavy Machinery Operations.	Michelle Lloyd	30/11/2016 BROPF COMPLETE	Need to develop procedures for SRWMF
	Develop risk assessments for machinery operations.	Michelle Lloyd	30/06/2017	
	Develop JHA program for identifying risks with pre-starts and general working	Michelle Lloyd LGIS		<i>LGIS to conduct training 28/06/2017 Have spoken with Jason about starting</i>

	conditions.			<i>the discussion on the importance of JHA's.</i>
Infectious Diseases	Develop infection control procedures.	Martinette Pieterse		Hepatitis Skin Screening
Workplace Bullying	Develop and communicate a 'no bullying' policy.	Michelle Lloyd	30/06/2016 COMPLETE	30/08/2018 Safety Management System. <i>Training to commence 1-1 in May 2017</i>
	Develop and communicate procedures for reporting and investigating and resolving incidents of workplace bullying.	Michelle Lloyd	30/06/2016 COMPLETE	30/08/2018 Safety Management System. <i>Training to commence 1-1 in May 2017</i>
	Develop and communicate a conflict management process.	Michelle Lloyd	30/06/2016 COMPLETE	30/08/2018 Safety Management System. <i>Training to commence 1-1 in May 2017</i>
Occupational Violence	Assess and develop controls – consider both the workplace environment, and tasks.	Michelle Lloyd	02/12/2016 COMPLETE	Emergency Management Procedure
	Implement controls and monitor effectiveness.	Michelle Lloyd	02/12/2016	Emergency Management Procedure
Workstations	Provide appropriate equipment, set up workstations and train staff.			
	Develop a program for workplace ergonomic assessments.	Michelle Lloyd LGIS	30/06/2017	
Electrical Safety	Undertake regular workplace inspections to identify any electrical equipment (plugs, sockets, switches, cords, leads appliances, power tools, power boards and extension leads).	Michelle Lloyd	14/06/2016 COMPLETE	14/06/2018
	Maintain electrical equipment in line with Australian Standards	Michelle Lloyd	14/06/2016	14/06/2018
	Develop and communicate a procedure for the immediate withdrawal of any faulty	Michelle Lloyd	14/06/2016 COMPLETE	14/06/2018

	items, and repair if appropriate.			
First Aid	Determine the first aid needs of your workplace.	St Johns Ambulance Service	COMPLETE	
	Train first aiders.	Martinette Pieterse	COMPLETE	As required
	Put together first aid kits and establish a protocol to check and replenish them regularly.	St Johns Ambulance Service	COMPLETE	Yearly
Emergency Equipment	Determine if the correct and relevant emergency equipment is available.	Michelle Lloyd	30/06/2017	
	Develop a procedure for checking emergency equipment is in good working order.	Michelle Lloyd	30/06/2017	
	Develop protocols to determine PPE requirements, storage and correct usage.	Michelle Lloyd	30/06/2017	
Contractor Management	Develop procedures for the management of contractors – including cleaners, electricians, equipment service personnel – that covers OSH requirements.	Michelle Lloyd	22/09/2016 COMPLETE	22/09/2018
	Develop Contractor Evaluation Forms and ensure that they are issued to all contractors.	Michelle Lloyd	15/09/2016 COMPLETE	15/09/2018 <i>Need to ensure that all contractors are sent this evaluation PRIOR to commencing work.</i>
Purchasing	Develop and implement a procedure for considering OSH issues prior to the purchase of any equipment.	Martinette Pieterse		December 2015
Emergency Management	Develop emergency response procedures.	LGIS Michelle Lloyd	28/04/2016 <i>BROPF Emergency Management Plan completed</i>	Appointment with LGIS to discuss requirements for SRWMF 20/04/2017

	Organise an Emergency Management drill	Michelle Lloyd		