

*Example
LOCATIONS*

**EXAMPLE PTY LTD
trading as**

EXAMPLE Locations

**PS PREMIER
SAFETY
HEALTH SAFETY &
ENVIRONMENTAL MANAGEMENT
PLAN**

SECTION 1 Health Safety & Environmental Policies and Procedures

SECTION 2 Workplace Policies

SECTION 3 Health Safety & Environmental Documents



Authorised by: Name of Directors

Example PTY Ltd

Prepared by: Premier Safety OH&S Consultants

Prepared on: November 2010

Reviewed by: Premier Safety & Environmental

Review date: July 2017

Health Safety & Environmental Consultants

Version: 2. 2017

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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

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This publication will assist your organisation to meet its statutory and common law responsibilities with regard to Health Safety and Environmental.

The manual is one part of an integrated system and approach to Health Safety and Environmental.

DISCLAIMER

While every effort has been made to ensure that this and other publications are accurate, current and free from error or omissions, Premier Safety and Environmental shall not accept responsibility for injury, loss or damage occasioned to any person acting or refraining from action as a result of material in this publication, whether or not such injury, loss or damage is in any way due to any negligent act or omission, breach of duty or default on the part of Premier Safety and Environmental.

This document and its contents remain the property of Example Pty Ltd, however reviews and amendments to this document can only be performed by HS&E Consultants Premier Safety and Environmental or by its authority.



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**SECTION 1 - HEALTH SAFETY &
ENVIRONMENTAL POLICIES and
PROCEDURES**



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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Occupational Health & Safety Policy

Example Pty Ltd trading as Example Locations recognises that it has a moral and legal responsibility to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risks to health and includes a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

Example Pty Ltd will:

- Consult with workers in all matters that may affect their health and well being
- Provide and maintain safe plant and systems of work
- Make arrangements for and monitoring of the safe use, handling, storage and transport of plant and substances
- Provide written procedures to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision for all workers and contractors to enable them to work in a safe manner
- Appoint an employer representative with appropriate level of seniority and competency to represent them in relation to the resolution of Health Safety & Environmental (HS&E) issues
- Promote the rehabilitation of injured persons to the maximum extent
- Provide support and assistance to workers

Directors Responsibilities/ Duties:

The company Directors and their representatives are responsible for the implementation of this policy. Further duties include:

- Recognise hazards that occur within organisation's business activities
- Ensuring that every member of GP&CL whatever their role has the primary responsibility to ensure that the work they undertake or supervise is carried out safely and without injury
- Requiring all employees, supervisors, and managers work according to established safety procedures, accepting responsibility for their safety behaviour and that of fellow workers

EXAMPLE Management is responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health, safety and environmental policies and procedures by consulting with all workers on all matters that may impact on their health, safety and well being
- Having mechanisms in place to ensure that consultation takes place
- Training workers in the safe performance of their assigned tasks
- Providing appropriate resources to meet the organisations health, safety and environmental commitment

Employees are responsible for:

- Following all health, safety and environmental policies and procedures and any instructions provide to comply with legislation or given in the interests and promotion of HS&E
- Using all equipment, plant, personal protective equipment and clothing provided by EXAMPLE in the interests of health, safety, environment and welfare
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, environment and welfare
- Reporting all known or observed hazards to Management, Supervising Managers, Contractors, Site Managers or clients

Application of the Policy:

This policy is applicable to Example Pty Ltd in all its operations and functions.

Example
Directors
Example Pty Ltd

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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Environmental Policy

Example Pty Ltd trading as Example Locations (EXAMPLE) is committed to operating in a manner which protects the environment and the health and safety of all of its workers that include, contractors and their workers, apprentices and trainees, students on work experience, our clients, volunteers, visitors and the general public.

Commensurate with our policy and commitment, management will provide adequate resources to ensure environmental compliance. Responsibilities in regard to environmental management will be clearly defined.

To achieve our objective we will:

- Comply with all applicable environmental legislation, regulations and relevant compliance codes, codes of practice, standards and permits.
- Operate in a manner that prevents, as reasonably practicable, any environmental damage that results from mechanical action by plant or equipment, noise, dust, hazardous material and fuel spills, erosion/siltation, waste disposal, and disturbance of native vegetation and wildlife.
- Develop project specific Environmental Management Plans (EMPs) for any project that has the potential to negatively impact the environment or where the client requests an EMP.
- Anticipate environmental issues and take appropriate action to report issues of concern.
- Consult with clients, contractors and all workers to ensure that the awareness and protection of the environment is maintained.
- Ensure management, contractors and all workers are aware of their responsibilities with regard to environmental management.
- Ensure all workers are inducted and trained where appropriate in environmental responsibilities.

Application of the Policy:

This policy is applicable to Example Pty Ltd in all its operations and functions.

Example
Directors
Example Pty Ltd

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Quality Assurance Policy

Example Locations undertakes all tasks in a professional and diligent manner to ensure delivery of accurate and timely services and information.

The Company will strive to:

- Undertake a rigorous and repeatable approach to the collection of all scientific information.
- Use guidelines and templates to enable the provision of consistent documents and data, improved readability, increased efficiency and productivity.
- Implement document control of all reports or products to record the history, review, changes and important identification information.
- Ensure that all documents and reports are internally reviewed.
- Document and present information for the targeted audience thereby ensuring all documents are easily understood and information accessible.

This policy statement confirms the Company's intent to create and implement quality assurance principles throughout the organisation and is available to all clients, workers and the public upon request.

Example
Directors
Example Pty Ltd



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Authorities and Responsibilities

Example **PTY LTD DIRECTORS**: through the activities relating to the business or undertaking, the Directors have a duty and obligation to ensure the overall health, safety and welfare of all workers, the environment and other persons that the company may engage or undertake work on their behalf. They will also act as the company officer to manage the day to day HS&E issues and to ensure that the business is complying with that duty and obligation.

The Directors will ensure the day to day functions and standards related to HS&E are being fully maintained and implemented. They will ensure that all elements of this HS&E Management plan are being followed, that all workers are abiding by their responsibilities as defined in the HS&E Management plan. In particular they are also responsible for:

- Ensuring all HS&E documents are available to all workers
- Ensuring that all accident/incidents/near misses and dangerous occurrences are reported and thoroughly investigated
- Ensuring the outcomes of the investigations and the corrective actions identified are implemented
- Ensuring all workers are abiding by the companies Health Safety & Environmental Management Plan (HS&E MP).
- Ensuring all records and reports are completed, maintained and are properly secure
- Inducting all new workers prior to commencement of employment with EXAMPLE
- Run HS&E meetings, organise HS&E training and co-ordinate the Return To Work program

They are also responsible to:

- Manage the HS&E on work sites including the management of any contractors or their workers while on site
- Ensure all workers follow and comply with agreed HS&E policies and procedures
- Issue and ensure the use and maintenance of Personal Protective Equipment (PPE) and clothing (PPC) provided by the company

COMPANY OFFICER: There is now a positive duty on company officers to enquire and monitor their company's safety performance and assist the person conducting the business or undertaking to better understand their safety obligations. To enable these officers to display due diligence they are required to be competent, have up to date knowledge of work health and safety matters, understand the nature and the hazards associated with the operations, uses appropriate resources to manage such hazards and ensure that all information is provided to the business in a timely fashion.

WORKERS: workers responsibilities involve co-operating with management to ensure that all HS&E policies, procedures and applicable legislation are followed and that any injured workers returning to work are welcomed and supported.

Specific responsibilities of workers will include:

- Complying with and following all safe work procedures and safe operating procedures at all times to prevent injury to themselves or others.
- Immediately reporting any accidents/incidents/hazards/near misses or dangerous occurrences to Management.
- Supporting EXAMPLE HS&E management.
- Actively participate in any training required to improve skills and knowledge.
- Work with due care, diligence and consideration to safeguard their health and safety and the health and safety of others and the environment.
- Use equipment and clothing that is issued for personal protection and ensure that it is used accordingly and maintained in proper order.
- Actively participate in any return to work programs and participate in any rehabilitation program that is arranged to assist recovery from injury for themselves or other workers.

This will be further achieved by participating in the training provided, by attending and participating at staff safety meetings and by reading any Safety Notices and Toolbox minutes.

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CONTRACTORS: Example Pty Ltd will ensure all contractors receive written copies of all relevant HS&E information before commencing work. Contractors are expected to take on the same responsibilities when working on EXAMPLE worksites.



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Access Restrictions - Site

The access restrictions listed below apply to all personnel. They have been determined in order to increase the safety and security of Example Locations personnel and property.

Area	Restriction
Work site perimeters	Access by public to be restricted at all times.
Hazardous Goods Storage Area	Must be locked at all times authorised personnel only.
Store Rooms	Must be locked at all times.
Company Vehicles	Authorised personnel only.

Any personnel found in breach of these restrictions will be subject to disciplinary action.



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Accident Incident Investigation

Investigation of every incident or accident must be performed immediately by EXAMPLE Directors or the nominated person, and when necessary in conjunction with employees who have witnessed or have been involved in the incident or accident.

There are three stages of incident/accident investigation. These are:

- Observation
- Analysis
- Evaluation

Observation is the study of all the factual evidence to gain a full description, analysis is the study of the description to identify related factors, and evaluation is the study of the related factors to determine how these may be controlled.

Investigations must be kept objective, factual, and free from attempts to assign blame.

Investigation Procedure:

The basic objective of accident investigation is to obtain all the relevant facts concerning the accident and develop ideas for corrective action to prevent recurrence.

- Investigation should take place as soon as practicable
- If possible/necessary barricade the accident scene until inspection is completed
- Observe, photograph and take sketches of the scene of the accident
- Interview the person(s) involved in the accident, if seriously injured or hospitalised, use discretion
- Interview witnesses individually, other members of the persons work team or other workers that are experienced in the same type of work
- Gather evidence from experts or specialists if necessary
- Determine all contributory factors
- Record all the information using the Accident Investigation Report form
- Initiate action necessary to control or eliminate contributory factors to prevent recurrence
- Ensure the relevant authorities are advised where applicable
- Where possible, the accident scene should remain untouched throughout the accident investigation

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Accident Incident Reporting

REPORTING AN ACCIDENT INJURY OR NEAR MISS

Lost Time Injury/Disease: Occurrences that result in time lost from one or more days/shifts.

Any accident, injury, near miss, significant incident or hazard identification must be reported immediately to the Director. An Incident/Injury report is to be completed in conjunction with any other employees involved. This involves investigation and appropriate action being taken to remove the possibility of recurrence or incident.

In any case, where medical attention is required or likely to be required at any time in the future, a "Workers Injury Claim" form must also be completed and submitted with a Work Cover "Certificate of Capacity" form to the Example Locations within the timeframes according to the Workers Compensation Act.

Example Locations will notify WorkSafe Victoria when required of any Notifiable Incidents or occurrences as required under Part 5 Victorian Occupational Health and Safety Act 2004.

Time off following an injury:

If any injury requires time off work, this must be confirmed by a medical opinion from a qualified medical doctor. This opinion is recorded on a WorkCover "Certificate of Capacity" form. This form details any time off required and/or work restrictions (e.g.: alternative duties). Subject to medical approval the injured person should return to work as soon as possible. It is important that a medical opinion is sought before time off occurs.



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Accreditation

No personnel are to operate any vehicle or equipment unless they have the appropriate drivers licence, accreditation or WorkSafe Victoria Licence for that type of equipment.

No personnel are to operate any individual piece of equipment unless they have been inducted on that particular piece of equipment. The Director will decide the level and type of induction.

An approved assessor must conduct accreditation. Records of accreditation must be listed on EXAMPLE HS & E MP ***Accreditation Register***.



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Asbestos

GC & CL will make every effort to identify asbestos or have asbestos identified that is either **fixed or installed** at the workplace, or where it is **not fixed or installed** but may be present in other forms such as **asbestos contaminated dusts** or **asbestos contaminated soils**.

This is to ensure that all asbestos in a workplace is identified and the appropriate risks are managed, and to prevent potential exposure of workers and contractors working on their sites.

This will be achieved by initially requesting the current Asbestos Register of the workplace and/or ensuring that an asbestos audit and risk assessment prior to work commencing is completed and provided to GC & CL

Under no circumstances should GC & CL commence works where they suspect asbestos may be present and no Asbestos Register is provided.

Asbestos:

Asbestos is the common name given to a number of inorganic fibrous silicate minerals that fall into two main classes, namely:

1. Serpentine:

- 1.1. Chrysotile (white)

2. Amphiboles:

- 2.1. Amosite (brown)
- 2.2. Anthophyllite (white)
- 2.3. Crocidolite (blue)

Asbestos fibres only pose a significant risk to health if airborne. Due to its physical and chemical properties, asbestos has been used as a heat and fire insulator and/or fire resistant medium. These properties together with its mechanical strength and stability enable asbestos to be integrated very effectively as a filler binder or reinforcement with other materials.

The following are some typical asbestos containing materials (ACM) or products GC & CL personnel may be exposed to in the course of work:

- Asbestos cement building materials – corrugated sheets, flat sheets, pipe, gutters, moulded products, floor sheets. These may be visible, hidden or they may be buried.
- Telecommunication pits and pipes
- Water mains and conduits
- Pipe lagging
- Gaskets

Non-friable asbestos when dry cannot be crumbled, pulverised or reduced to powder by hand pressure. Where asbestos contained in a bonded material with cement, vinyl etc and provided the matrix remains stable and no airborne dust is generated by drilling, cutting, sawing or smashing, and the condition of the materials is maintained and regularly inspected, this type of ACM is of negligible risk.

Friable asbestos when dry can be crumbled, pulverised or reduced to powder by hand pressure or as a result of a work process. This type of asbestos is of significant risk as the risk of respirable asbestos fibres entering the breathing zone of persons is extremely high.

Workers and Contractors:

While undertaking any construction or related activity, workers and contractors are required to do so in a manner which does not adversely affect their own health and safety, or that of others. They must immediately report to GC & CL management any matter, which may affect their own, or others' health and safety.

In addition to the above, workers and contractors must specifically:

- Notify GC & CL or principle contractor of any identified asbestos or suspected asbestos containing products not previously identified or included on an Asbestos Register or Audit.

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- Ensure that any work involving the possibility of exposure to airborne respirable asbestos fibre is carried out according to this procedure.
- Wear personal protective equipment as required.

Physical Resources:

- GC & CL will take all reasonable steps to have had asbestos identified within the workplace.
- Ensure an asbestos audit is completed prior to commencement of work as required Part 4.4 (Asbestos) of the Victorian Occupational Health and Safety Regulations 2017.
- Ensure a current Asbestos register is available prior to commencement of work as required under Part 4.4 (Asbestos) of the Victorian Occupational Health and Safety Regulations 2017.
- Ensure that workers and contractors are made aware of all asbestos on site that they could be exposed to, and the location of the Asbestos Register and or the Asbestos Audit report.
- Ensure that risk assessments are undertaken and records kept on the potential exposure to airborne asbestos fibres of any worker working with or in areas containing asbestos or asbestos containing products.
- Ensure that measures are implemented to minimise the potential for workers and contractors to be exposed to airborne respirable asbestos fibres.
- Ensure that information is available and that all asbestos bearing structures have been appropriately labelled.

Procedure:

GC & CL shall ensure that a Safe Work Method Statement (SWMS) is completed for all work involving the potential of exposure to asbestos.

Risk Assessment:

A risk assessment must be undertaken for all works involving the disturbance of asbestos or asbestos containing materials. Risk assessments must be completed with the participation of relevant professionals where appropriate, and workers and contractors required to work near or where asbestos has been identified.

Steps involved in the assessment will include:

1. If a register of asbestos is not available prior to the commencing work an asbestos audit must be undertaken.
2. Review of register and relevant information about the asbestos, e.g. location, type, condition, quantity.
3. Identifying the risks and assessing the adequacy of controls of work situations with the potential for workers to be exposed to airborne respirable asbestos fibres.
4. If works are to take place in any area containing suspect material, the material must first be analysed to confirm the presence or absence of asbestos.

A thorough evaluation of the work practices and asbestos on the site will be necessary.

Control:

GC & CL will always require any ACM's no matter what the quantity to be removed by a WorkSafe approved licenced Asbestos removalist.

Removal of asbestos material should be the priority where there is a substantial risk of exposure to airborne respirable asbestos fibres. ***Licensed asbestos removalists must be used to perform removal work.***

Wherever the risk assessment indicates a low risk of exposure to airborne respirable asbestos fibres, the asbestos containing item(s) may be left in situ.

Sealing or enclosure of existing asbestos may further minimise the potential for exposure to airborne respirable asbestos fibres. Approved sealants must be used. ***Licensed asbestos removalists must be used to perform this work.***

Asbestos removal works shall be limited to ***licensed asbestos removalists contractors only.***

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The measures implemented must ensure that no worker, contractor or visitor is exposed to airborne respirable asbestos fibres which exceed the exposure standards.

All control actions recommended must be followed.

Inaccessible Areas

If any works are undertaken in inaccessible areas, where Asbestos Containing Material (ACM) has not been previously identified, and suspect materials are identified, then the work must cease immediately and sampling of suspect ACM must be undertaken before work proceeds.

Asbestos Containing Material (ACM) – General Guidelines

The following guidelines should be observed at all times with regard to ACM:

- All ACM must be kept in good condition and repair
- ACM must never be broken, cut, drilled, sawn or sanded
- Asbestos removal contractors must be licensed by WorkSafe and will be used when work is being undertaken to remove ACM
- Workers should be made aware of any reports, the Asbestos Register and the location of ACM in the workplace
- Any personnel likely to come in contact or disturb ACM in the course of their duties must be supplied with suitable personal protective equipment and training in Asbestos Awareness and the use of PPE

Waste Disposal

Materials contaminated by asbestos during removal work and all asbestos materials shall be removed and disposed of by a licenced removalist to a licensed refuse disposal site in a manner, which prevents the release of asbestos.

Incidents/Accidents

All incidents or accidents involving potential exposure to airborne respirable asbestos fibres shall be reported to management. An investigation shall be carried out immediately to identify the causes and controls implemented to prevent recurrence, contain contamination and minimise further exposure to airborne respirable asbestos fibres.

Training

GC & CL workers have attended Asbestos Awareness training and are familiar with the measures required if they come across ACM's during its operations. GC & CL also has at least one worker trained in an approved Non- friable Asbestos Removal Course who can co-ordinate procedures required if ACM's are present in the workplace.

These workers attend refresher training in Asbestos Awareness as required or as specified under current Regulations.

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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Auditing Procedure - External

Responsibilities:

To ensure that the management system is valid, relevant, up to date and in line with legislative requirements GC & CL will arrange for the external auditing of the HS&E management system.

GC & CL is responsible for:

- Maintaining and reviewing the External Auditing Procedure as required
- Appointment of suitably qualified External Auditors, negotiating the Terms of Engagement and determining the Scope of the External Audit with the proposed auditor
- Ensuring that appropriate Audit documentation is available and used to conduct the External Audit
- Informing and consulting with the external auditor regarding the audit process, in particular, the scheduling of audits, audit outcomes, and the addressing of Corrective Actions
- Coordinating the completion of corrective actions and follow up meetings and audits as required
- Maintaining adequate records in respect of all External Audits.

GC & CL will ensure that it:

- Participates in and co-operates with the audit process as required.
- Attends audit meetings
- Consults with any of its workers about audits and the audit process
- Ensures that any of its workers are made available for participation in audits when required
- Liaison with the auditor to ensure the smooth conduct of audits
- Implement corrective actions and follow ups as required.

GC & CL is responsible for ensuring that:

- External Audits are conducted as per legislative or contract requirements
- There is an effective External Auditing Procedure and supportive mechanisms in place
- The auditors who are engaged to coordinate, conduct and document Audits are adequately trained and qualified to undertake such tasks
- A review of the External Auditing Procedure is conducted as required.

Information gathered during audit will be categorised into levels of compliance:

- a. Compliant - minimum requirement met
- b. Non-Compliant - legislative requirement is NOT met, corrective action required
- c. Unknown - lack of evidence or information to enable verification during the audit
- d. Not Applicable - not applicable for this workplace / task

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Audit Process

- Information and evidence collected during the audit will be documented in a detailed External Audit Checklist and Summary Report by the auditor
- Notes from interviews and original photographs will be kept with the External Audit Summary Report as evidence collected by the auditor
- The External Audit Checklist and Summary Report will be submitted to GC & CL inclusive of a list of Recommended Corrective Actions for management to address
- Follow up meetings between GC & CL will occur to ensure the Corrective Actions are completed in a suitable timeframe.

Note: Should any evidence collected during the External Audit suggest an extreme risk exists, this information must be communicated directly to GC & CL immediately. Work tasks involving the identified extreme risk must stop until effective control measures have been implemented.



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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Auditing Procedure - Internal

Responsibilities:

To ensure that the management system is valid, relevant, up to date and in line with legislative requirements GC & CL will periodically audit internally its HS&E management system.

GC & CL is responsible for ensuring that:

- It carries out adequate and regular Internal Audits as per legislative requirements and the requirements under its internal auditing program
- There is an effective Internal Auditing Procedure and supportive mechanisms in place
- The workers who are required to coordinate, conduct and document Audits are adequately trained and qualified to undertake such tasks
- All workers who are required to conduct and/or participate in audits are trained and familiar with the internal Auditing Procedure
- Review of the Internal Auditing Procedure is conducted as required.

GC & CL is responsible for:

- Maintaining and reviewing the Internal Auditing Procedure as required
- Conducting Internal Audits including response to Corrective Actions as identified during the audit process
- Consult with its workers when responding to any Corrective Actions
- The scheduling of audits, audit outcomes, and the address of Corrective Actions
- Maintaining adequate records in respect of all Internal Audits.

Audit Procedure:

1. GC & CL conducts an Internal Audit at (12 monthly intervals)
2. GC & CL must be suitably trained and experienced in the conduct of OHS audits
3. The Internal Audit will include a Desk Top Audit and Site Audits
4. At least one (1) Internal Audit will be conducted annually
5. GC & CL will consult with relevant workers to schedule in the audits and to arrange for workers to be allocated time to participate in the audit process as required
6. Information will be collected via:

a. Interviews

- i. Interview of a cross section of workers including managers, supervisors, team members
- ii. Interview will be conducted in a manner that provides individuals to provide information without being influenced by other team members, supervisors or managers

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b. Observation of Activities

- i. This may involve taking photographs for inclusion in audit reports

c. Review of documents

- i. Including Workers' Compensation records, Incident / Hazard Reports & Registers

7. Information gathered during audit will be categorised into levels of compliance:

- a. Compliant – minimum requirement met
- b. Non-Compliant – legislative requirement is NOT met, corrective action required
- c. Unknown – lack of evidence or information to enable verification during the audit
- d. Not Applicable – not applicable for this workplace / task

8. The auditor will document information and evidence collected during the audit in an Internal Audit Report.

9. Notes from interview and original photographs will be kept with the Internal Audit Report as evidence collected by the auditor.

10. The Internal Audit Report will be submitted to GC & CL inclusive of a list of Recommended Corrective Actions for management to address.

11. Follow up meetings will occur to ensure the Corrective Actions are completed in a suitable timeframe.

Note:

Should any evidence collected during the Internal Audit suggest an extreme risk exists, this information must be communicated directly to GC & CL immediately. Work tasks involving the identified extreme risk must stop until effective control measures have been implemented.

References: GC & CL Quality manual

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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN
Contractor's Responsibilities under the OH&S Act 2004

Any contractors, as part of their involvement with GC & CL, must meet the following requirements:

1. Contractors working for GC & CL have a duty to adhere to all health, safety and environmental policies, procedures and systems of work to ensure the control of injury, illness, damage to plant or equipment and the environment.
2. At all times comply with the requirements of all relevant Health Safety & Environmental legislation including all Acts, Regulations, Compliance codes/Codes of Practice, Australian Standards and Industry standards, and ensure that workers follow and observe them at all times.
3. Ensure that any supervisors are competent and qualified and have received adequate and appropriate training to administer all tasks/jobs.
4. When first commencing work on a new site, a Safe Work Method Statement (SWMS) must be completed, with risk control measures identified and fully implemented for all hazards /risks identified in the SWMS before any work commences.
5. The contractor is required to ensure that all of their workers, including sub-contractors are inducted into the SWMS. The induction is to be recorded and a copy is to be retained by the contractor and one copy provided to Melon Plumbing Service.
6. Institute proper systems of reporting, recording, investigation of all injuries and incidents with a view to preventing re-occurrences.
7. Ensure that workers have the necessary skills, qualifications and capacity to carry out the various tasks required of them and
8. Undertake any site specific Health Safety and Environmental induction.
9. Adhere to all health and safety requests made by GC & CL to ensure that a safe workplace and environment is maintained at all times.

EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Consultation in the Workplace

What is Consultation?

Consultation is a two-way conversation between employers and employees that involves:

- Sharing information (information must be made available in a timely way and in a form that can be understood by employees)
- Giving employees a reasonable opportunity to express their views (they should be encouraged to play a part in the problem-solving process)
- Taking those views into account (employees should help to shape decisions, not hear about them after they have been made)

When to consult?

Employers must consult with their employees when deciding on the procedures to:

- Consult with employees on health and safety
- Resolve health and safety issues
- Monitor employees' health and workplace conditions
- Provide information and training
- Identifying or assessing hazards or risks and making decisions on how to control them
- Deciding about facilities for employee welfare (e.g. dining facilities, change rooms, toilets, first aid, etc.).
- Determining the membership of any health and safety committee
- Proposing physical changes to the workplace; things used in the workplace or even change to the work itself that may affect health and safety

Ways to consult?

The first things an employer needs to discuss with their employees are the procedures for consultation that will best suit the needs of their workplace. Many workplaces will already have ways to consult that suit their needs. These should be reviewed to ensure they comply with the Victorian Occupational Health and Safety Act 2004. Ways to consult include:

1. Health and Safety Representatives (HSR)

Employees have the right to elect HSRs. If they have done so; the HSRs must be involved in the consultation; with or without the involvement of the employees directly.

2. Health and Safety Committees

These are a way for employers and employees to meet regularly and work co-operatively to plan and develop policies and procedures that improve health and safety.

3. Agreed Procedures for Consultation

These must be consistent with the Victorian Occupational Health and Safety Act 2004 and is the subject of consultation with employees and should be the result of genuine agreement. Once in place, the procedures must be followed although either party may request a review at any time. The above options are not necessarily alternatives – a combination of them may be appropriate for many workplaces.

EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Dangerous Goods

Example Locations is committed to protect its personnel and others from any risk involving dangerous goods stored and used on Company property and sites. These include fuels, oils and line marking paints.

Dangerous Goods

Dangerous Goods refers to materials which may cause injury to persons or damage to property or plant. They may react with other materials to cause injury or damage or in the course of normal operations may produce dusts, gases, fumes, vapours, mists or smoke which may cause injury/damage unless appropriate safeguards are provided.

Dangerous goods are classified according to the main risk involved (flammability, toxicity, corrosiveness) and have specific legislation covering them. Refer to the Dangerous Goods Act 1985 and its amendments, 7th Edition Australian Dangerous Goods Code.

Safety Data Sheets (SDS)

SDS must be kept by GC & CL for all products classed as dangerous goods that are used or stored on any worksite under their control. SDS are available from the manufacturer or distributor of the product and should be held for **all substances used at the workplace**.

These also include domestic products brought via retail outlet or from home. They must be up to date i.e. no more than 5 years old.

Safety Data Sheet Information is standardised and must include:

- The chemicals contained in the substance
- The concentration of each chemical
- Safety precautions to be observed in the storing, handling and transporting
- Appropriate first aid/medical treatment
- Specific action to be taken in the event of emergencies e.g. fire, flood, spill
- Procedures to be observed for disposal of waste and empty containers
- HAZCHEM classification
- UN number
- Contact details of manufacturer or supplier

SDS must be reviewed and updated annually. A copy of the SDS must be available at all points where the Dangerous Goods are stored or used, either in a storage area or office and must be available to all workers.

Risk Management of Dangerous Goods:

- Compile a Dangerous Goods register
- Obtain Safety Data Sheets for each substance
- Complete a Risk Assessment for each substance
- Implement appropriate controls either by substitution, isolation, engineering, administrative controls or personal protective equipment

Dangerous Goods SDS Register:

- A register of all Dangerous Goods and current SDS will be located on or at all work sites and made available to all workers
- The register should be kept at a safe distance from the storage areas so that they can be available in the case of an emergency
- Products used are to have been risk assessed possessing the lower risk in order to undertake the task required
- All workers and contractors are to be informed of the hazards associated with the products used, and their safe use requirements
- Product containers are to be appropriately labelled and stored at all times. New products to be brought on site will first be subject to a risk assessment

EXAMPLE Locations

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Personal Protective Equipment/Clothing:

The personal protective equipment/clothing described on the SDS must be supplied and worn as minimum when handling the chemical.

Quantities of Dangerous Goods

The quantities of dangerous goods stored or used on Example Locations will be kept to a minimum and their suitability should be reviewed, as non-hazardous alternatives become available.

Storage

Upon receipt, the dangerous goods must be placed immediately into their correct storage area. The substance should be retained in its original packaging. Each storage area is to comply with the Dangerous Goods legislation.

Decanting for Use

When a dangerous good is decanted from the bulk storage into ready use containers, each container must comply with all the labelling requirements shown on the SDS, e.g. clearly and durably labelled. Care must also be taken when decanting the chemical into its end use container, equipment or machine.

Waste Chemicals

Waste or used chemicals are to be handled in the same way, and to the same level of safety as the original product.

Waste Disposal

Waste chemicals are to be stored under the same conditions as the new chemicals, until they can be disposed of.

Environmental Monitoring

Any dangerous goods or materials that require ongoing environmental monitoring must be monitored according to Legislation/SDS.

Transportation

Where possible transportation of Dangerous Goods should be avoided. When it is necessary to transport Dangerous Goods, they must be transported according to Dangerous Goods (Transport) Regulations.

Training

All Example Locations personnel handling Dangerous Goods must be given adequate training at a frequency, which allows them to:

- Have an understanding of the hazard of the materials which they are handling
- Know safe working and handling procedures
- Correct fitting and use of personal protective clothing/equipment
- Emergency first aid requirements
- Know the storage, transport, spills and disposal requirements for the material they are using
- Be instructed to read and follow the label on the chemical

EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Disciplinary Procedure

Example Locations has a systematic approach through negotiation to changing unacceptable work related behaviour via the application of an accepted Disciplinary Process.

A Disciplinary Process is implemented when efforts via routine performance management and performance counselling processes have not been able to resolve identified performance issues. This discipline process identifies, communicates and attends to unacceptable work related behaviour. Should unacceptable behaviour continue; the steps outlined within the Disciplinary Process will be followed:

Summary

The Disciplinary Process complies with Legislative and Award requirements, and aims to support sustained behaviour change. The intention is the timely resolution of performance issues to the satisfaction of all concerned.

Staff will be provided with appropriate guidance, feedback and support during any Disciplinary Process.

An essential element to the Disciplinary Process is the maintenance of good communication between all parties ensuring the maintenance of rights and responsibilities.

Until disciplinary action is resolved, work shall continue as normal if considered safe and acceptable; should work be deemed unacceptable or unsafe managers / supervisors are to seek immediate advice from the EXAMPLE Director.

RIGHTS AND RESPONSIBILITIES

- An employee has the right to be informed of any unacceptable work related behaviour
- An employee has the right to seek external support during the Disciplinary Process
- EXAMPLE Director has overriding responsibility for outcomes of any Disciplinary Process e.g. continuation of normal duties; task re-assignment; job review; regrading; loss of responsibility; and cessation of employment

PROCEDURE

- Prior to disciplinary action commencing, EXAMPLE Director may wish to seek external advice.
- Where disciplinary action is necessary, EXAMPLE Director shall notify the employee of the reason. The first warning shall be verbal and any actions which are to be taken to rectify the problem will be recorded on the employee's personal file. Remedial action such as counselling, further training, workload adjustment and/or improved performance of the employee may resolve the issue at this point. A representative shall be present if desired by either party.
- If there continues to be no improvement or change in the employee's performance, further disciplinary action will be necessary. The matter will be discussed with the employee who should be given the opportunity to respond. A first written warning will be given to the employee and a copy placed on the employee's personnel file. This first written warning must clearly state the nature of the problem, the performance or conduct standards required and a specified period over which the employee's progress will be monitored. A representative may be present if desired by either party.
- If there continues to be no improvement or change in the employee's performance the employee will be seen again by EXAMPLE Director. A final written warning will be given to the employee and a copy placed on the employee's personnel file. The matter will be discussed with the employee who should be given the opportunity to respond. The final written warning will clearly state that if certain standards of performance and/or conduct are not met within a specified period of time, the employee will be dismissed.

EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

- Where further disciplinary action is necessary then the employee may be terminated. Prior to termination the employee's performance and/or conduct since the previous final written warning should be fully detailed. An opportunity for the employee to respond should be provided. If the employee's response is not regarded as satisfactory then termination can follow. No dismissals are to take place without the authority of EXAMPLE Director.
- Summary dismissal of an employee may still occur for acts of serious and wilful misconduct.
- If after any warning, a period of twelve months elapses without any further warning or action being required, all adverse reports relating to the warning must be removed from the employee's personal file.
- All new employees shall be shown these procedures on commencement of employment.



EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Electrical Safety Testing and Tagging

1. Scope:

This procedure outlines the requirements of AS/NZS 3760-2010, In-service safety inspection of electrical equipment, and the procedures to be adopted to comply with this Legislation.

2. Legislation:

OH&S Legislation requires compliance with the provisions of AS/NZS 3760-2010. This standard details the regular inspection and testing of all low voltage single phase and polyphase electrical equipment, residual current devices (RCD's), portable inverters and electrical portable outlet devices (power boards). Authorised and appropriately trained personnel shall only carry out inspection.

It does not apply to electrical equipment (such as suspended light fittings), installed at a height of 2.5 m or greater above the ground, floor or platform, where there is not a reasonable chance of a person touching the equipment and, at the same time, coming into contact with earth or any conducting medium which may be in electrical contact with earth or through which a circuit may be completed to earth.

3. Inspection and Testing:

General:

Low voltage single phase and polyphase equipment, RCD's, EPOD's and portable inverters shall be inspected in accordance with the provisions of AS/NZS 3760-2010. Where non-compliant equipment is found it shall be removed immediately from service, the equipment shall be appropriately labelled to indicate that the equipment requires remedial action and warn against further use. Such equipment shall be withdrawn from service. The choice of remedial action, disposal or other corrective action shall be determined by the owner or the person responsible for the safety of the site where the equipment is used.

Equipment needs to be subjected to regular inspection and testing to detect obvious damage, wear or other conditions which might render it unsafe.

Frequency:

This Standard specifies procedures for the safety inspection and testing of **low voltage** single phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device, and must be performed if the equipment:

- Is already in-service;
- Has been serviced or repaired;
- Is returning to service from a second-hand sale; or
- Is available for **hire**.

New equipment placed into service for the first time need not be tested but shall be examined for obvious damage. Where deemed compliant the equipment must be tagged in accordance with the requirements set out in the standard.

Electrical equipment shall be inspected and tested:

(a) At intervals indicated in the standard (see Table 1) subject to a tolerance of two weeks, or as varied by a **responsible person** based on a risk assessment.

Inspection and Testing Procedures:

A register of Testing and Tagging must be kept. The register shall include the following information:

- Date of purchase.
- Serial number.
- Date of initial testing and tagging.
- Date of retesting and retagging.
- Name of person carrying out the testing and tagging.
- Electrical licence number of person carrying out the testing.

EXAMPLE Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Equipment shall only be inspected, tested and tagged by competent persons (see definitions)

Inspection and testing of equipment by competent persons shall be in accordance with AS/NZS 3760-2010, SECTION 2. – INSPECTION AND TESTS

Each item of equipment shall be tagged to clearly identify the year and month for retesting and tagging.

Non-compliant equipment shall be labelled appropriately and immediately removed from service for repair, disposal or destruction.

4. Responsibilities

4.1 Management

- Ensure that sufficient resources are available to comply with the provisions of AS/NZS 3760-2010.
- Ensure awareness and compliance with testing and tagging procedures.
- Provide, as far as is reasonably practicable, information, training and supervision to employees to ensure compliance in respect of AS/NZS 3760-2010.
- Inspection and testing procedures are documented and implemented.
- Relevant procedures are readily accessible.
- Ensure only authorised and approved personnel carry out inspection and testing.
- Untagged equipment is not used.
- Inspection reporting and recording procedures are followed.
- Procedures are followed where equipment is deemed faulty.

4.2 Employees

- Ensure they understand the requirements of the tagging procedures.
- Adhere strictly to the requirements of the procedures.
- Report promptly untagged equipment or out of date tags on plant, tools or equipment
- Ensure that tags are not in any way altered or interfered with.

5. Definitions

Competent person – A person, who the person in charge of the premises ensures, has acquired through training, qualification, experience or a combination of these, the knowledge and skill enabling that person to perform the task required correctly.

EPOD Electrical portable outlet device – A device other than a cord extension set; having a single plug intended for connection to a mains outlet socket; a sheathed flexible cord and an assembly of one or more outlet sockets. It may incorporate a reeling or coiling arrangement.

Cord extension set (extension lead) – An assembly of a plug intended for connection to a mains outlet socket, a sheathed flexible cord and an extension socket.

RCD Residual current device – A mechanical switching device designed to make, carry and break currents under normal service conditions and to cause the opening of the contacts when the residual current attains a given value under specified conditions.

Hostile environment

One in which the equipment or appliance is normally subject to events or operating conditions likely to result in damage to the equipment or a reduction in its expected life span. This includes, but is not limited to mechanical damage, exposure to moisture, heat, vibration, corrosive chemicals and dust.

6. References

AS/NZS 3760 – 2010. In-Service safety inspection and testing of electrical equipment

Example Locations
HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Electrical Equipment Frequency of Testing

Type of environment /and or equipment		INTERVAL BETWEEN INSPECTION AND TESTS				
		Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPOD's	Residual Current Devices (RCDs)			
			Push-button test – by user		Operating time and push-button test	
	(a)	(b)	Portable (c)	Fixed (d)	Portable (e)	Fixed (f)
1	Construction and demolition sites	3 months	Immediately after connection to a socket outlet, and every day use	monthly	monthly	monthly
2	Factories, workshops and places of work of manufacturing repair, assembly, maintenance or fabrication	6 months	Daily, or before every use, whichever is the longer	6 months	12 months	12 months
3	Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR is in a hostile environment	12 months	3 months	6 months	12 months	12 months
4	Environment where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment	5 years	3 months	6 months	2 years	2 years

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Type of environment /and or equipment		INTERVAL BETWEEN INSPECTION AND TESTS				
		Equipment including Class I equipment, Class II equipment, cord sets, cord extension sets and EPOD's	Residual Current Devices(RCDs)			
			Push-button test – by user		Operating time and push-button test	
	(a)	(b)	Portable (c)	Fixed (d)	Portable (e)	Fixed (f)
5	Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years	6 months	6 months	2 years	2 years
6	Equipment used for commercial cleaning	6 months	Daily, or before every use, whichever is the longer	N/A	6 months	N/A
7	Hire equipment: Inspection	Prior to hire	Including push-button test by hirer prior to hire		N/A	N/A
	Test and tag	3 months	N/A		3 months	12 months
8	Repaired, serviced and second-hand equipment	After repair or service which could affect electrical safety, or on reintroduction to service, refer to AS/NZS 5762.				

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Electrical Assets - Working around or under

Working around or under energized electrical assets is extremely dangerous and requires considerable planning. Example Locations is required to work around electrical assets particularly when locating other services. This type of work is classified as high risk work under the Victorian OH &S Regulations as it poses a significant risk to peoples safety.

Example Locations has an obligation under both the Electrical Safety Act 1998 and the Victorian OH&S Act 2004 to provide and maintain a safe work environment when working around electricity.

Development of guidelines and procedures are the responsibilities of Example Locations and must be followed at all times by employees.

Methods of control:

- Develop and implement a specific JSA for the work
- Identify risks and add to JSA as a measure of control
- Implement a '**NO GO ZONE**' using appropriate clearance distances
- Use a spotter
- Train employee to enable them to perform the task safely
- Provide documented emergency procedures
- Provide adequate first aid

Further information is available from Energy Safe Victoria, WorkSafe Victoria and a number of publications that can assist.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Emergency Procedure

In the case of an emergency that requires attention by:

Emergency Services contact is to be made by phone. Dial 000 or 112 for mobiles phones where there is no reception.

Possible emergencies that could occur are:

1. Fire
2. Traffic and machinery accidents
3. Exposure to chemicals; vapours; or gases



The person in charge is to make sure someone stays with the injured person or persons at all times.

Once contact is made give clear instruction, do not give names of the injured but tell them:

1. Your name and phone number you are calling from
2. The nature of injuries and number of persons involved
3. State what authority you require: Ambulance / Police / Fire etc
4. The emergency meeting point or its number
5. Give a description of the vehicle that will be meeting them at the meeting point
6. Do not end communication unless advised to do so
7. Remain on standby for further instruction
8. Remain accessible to phone for further instruction
9. Notify your employer of the incident
10. If victim is in life-threatening situation remove; but try not to disturb the scene
11. Do not put yourself in a life-threatening situation
12. Do not cease communication until all necessary information has been passed on and checked
13. Notify WorkSafe Victoria as soon as possible

Company Motor Vehicle Accident

1. Assist anyone injured if safe to do so
2. Apply first aid if you are capable
3. Dial **000** and provide the following information:
 - 3.1. Your name and phone number
 - 3.2. Emergency location
 - 3.3. Number of injured persons and extent of injuries
 - 3.4. State the Emergency Service required
 - 3.5. Remain on site for further instructions
 - 3.6. Monitor the injured person(s)

Contact Example Locations Management **immediately** using the following contact details

Emergency Contacts

Name	Telephone Number	Mobile or After Hours Number
Example name	0400 000 000	0400 000 000
Example name		



This list must be available to all employees.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Equipment and Materials Purchasing

This procedure applies to any physical item such as plant, equipment, furniture, personal protective equipment/clothing, chemicals or substances purchased.

Example Locations only purchases plant, equipment and materials that are safe for use and when properly used. The plant, equipment and materials purchased by Example Locations as a minimum, will comply with standards outlined in the relevant Legislation, Codes of Practice, Standards and Example Location's own standards for Occupational Health & Safety.

Occupational Health and Safety policy and criteria will be included when any new plant, equipment or material is being evaluated/selected for purchase by Example Locations.

Example Locations will seek to replace more hazardous products and processes with safer products and processes, as they become available.

Example Locations is responsible for coordinating this procedure and ensuring that the standards are applied to all purchases.

From time to time, specific safety inspections or audits may be carried out by people not directly involved in that particular work site, for example:

- OH&S Consultant.
- Insurance company representatives.
- Statutory authorities.
- OH&S personnel.
- Client representatives.

The following standards will form the basis of the Occupational Health and Safety criteria required for the evaluation/selection of plant, equipment and materials for purchase by Example Locations.

Noise:

When new plant/equipment is purchased noise levels must not exceed 85 dB (A) for any personnel in their normal working position or if the plant/equipment is static when personnel are 1 metre away. If the plant/equipment that is to be purchased exceeds 85dB(A), and there are no alternatives, then the correct personal hearing protection must be supplied and worn at all times when the plant is in operation.

Emissions:

Any new plant, equipment or material must be assessed for its potential to emit hazardous gases, vapours or any other dangerous substances during normal use, operation and maintenance.

Vibration:

New plant and equipment is to be assessed by the manufacturer for its potential (magnitude) to produce vibrations which may be harmful to the operator or other personnel if the levels of vibration are unacceptable and reports outlining subsequent controls must also be supplied.

Machinery/Equipment:

Any new machinery/equipment must have a report from the supplier/manufacturer outlining the potential hazards associated with it and the appropriate controls must be fitted before it is put into general use at Business Name.

This will include:

1. Plant Hazard Identification and Risk Assessments.
2. Operators Manuals.
3. Maintenance Records

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Dangerous Goods:

The amount of dangerous goods purchased must not exceed the amounts detailed in the Dangerous Goods Act 1985, including that which Example Locations already has in stock.

New Chemicals:

Before any new chemicals are purchased for general use, a Safety Data Sheet (SDS) must be obtained from the supplier/manufacture and carefully reviewed. The review must include the potential for hazards in storage, use and disposal of the new chemical. The provisions detailed in the SDS must be applied and available to anyone handling the new chemical during any trials and subsequent use/handling of the new chemical. Any personal protective equipment/clothing required for the safe handling of the new chemical must be supplied for the users of the new chemical.

Manual Handling:

Ease of manual handling and or potential to cause manual handling problems are to be amongst the criteria used when assessing any new plant or equipment for purchase.

Furniture:

Any new furniture must come with information to prove that it has been ergonomically designed and instructions for users on the ergonomic considerations that must be taken into account.

General Safety Standards:

The guarding, lighting, labelling, controls, signals and the colour coding of new plant, equipment and materials must comply with relevant legislation and standards.

Fire Standards:

Any new plant, equipment or material must be assessed for its potential fire hazards. When flammable liquids and materials are purchased, precautions must be taken to ensure that it is stored, used and disposed of correctly.

Personal Protective Equipment/Clothing:

Any personal protective equipment/clothing purchased must meet Australian Standards where applicable and come with full instructions on its precautions, fitting, use, maintenance and storage.

Signage:

All signage purchased must be purchased from companies that comply with the relevant standards e.g. AS 1319-1994.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Erosion / Sediment Control

GC & CL recognises its responsibility to minimise and if possible eliminate erosion, and the chance of sediment reaching existing drains or waterways, as a result of hydro excavations, its other operations and processes.

Erosion causes sediment to be deposited in drains and waterways resulting in flooding, blocked pipes and culverts, expensive removal costs and damage to aquatic ecosystems. Sediment is caused by accelerating flow off the site due to earthworks activity, traffic movement and removal of vegetation.

GC & CL Policy and Instructions include:

- Supervisors and operators are trained and are familiar with the Work Plan which details the issues involved and control measures.
- Site work and excavation operations shall be limited to the defined work area only.
- Regular worksite inspections shall include the identification of any sedimentation being caused, and the efficiency of control measures in place.

GC & CL control measures can include:

- Silt traps constructed to slow the flow, collect silt and sediment and minimise erosion.
- Locating stockpiles away from run off areas and possible erosion sources.
- Provide temporary cut off drains to divert flow from areas without vegetation and where stockpiles are created, or where erosion is likely to occur.
- Compact or stabilise stockpiles to stop erosion and run off.
- Provide temporary sediment traps in all open drains or cut-off drains e.g.;
 - Straw Bales
 - Geotextile Barriers
 - Litter Booms
- Restoration of vegetation, grass or trees upon completion.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Fire Extinguisher Service & Maintenance

Transport vehicles

The extinguishers that are stored on transport vehicles will be visually inspected at each service of that vehicle. If the extinguisher is deemed to be unserviceable in any way or has no tag that complies with AS1851.1 (or) if the tag is out of date the extinguisher will be replaced with a suitable extinguisher.

Plant and equipment

All equipment that has extinguishers will have the extinguishers visually inspected at every service. Any extinguisher that is deemed unserviceable or has no tag that complies with AS1851.1 (or) if the tag is out of date the extinguisher will be changed over with a suitable extinguisher.

Buildings (including storage sheds and office)

Suitably qualified personnel will service the extinguishers in all buildings twice annually in accordance with AS1851.1.

The fire extinguisher provided in buildings must be appropriate to the type of fire risk and be of an appropriate size to assist in controlling the fire.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

First Aid

Example Locations are responsible for organising the provision of First Aid and ensuring that suitably qualified First Aid personnel are available in accordance with the statutory requirements of health and safety legislation.

First Aid Training:

Example Locations is responsible for organising Level 2 First Aid training for all personnel who volunteer to be trained as first aiders or require a refresher course.

Level 3 First Aid training should be considered as it provides competencies to enable persons to apply first aid to injured persons in more remote locations.

Example Locations must also keep a record of current first aiders and the expiry dates of their certificates.

Locations of Kits:

- All company vehicles are equipped with a first aid kit
- A first aid kit must be located at any storage shed and office
- Where practicable no employee should be more than 100 metres from a first aid kit
- All kits must be in close proximity to clean running water
- All kits must be marked with a white cross on a green background in accordance with AS-1319
- All kits must be marked with the name of the first aid officers in charge of the kit, and their work location

Maintenance:

- All First Aid Kits are to be dust proof and clean and tidy
- Supervisors are responsible for maintaining required First Aid supplies
- All kits are to be readily accessible during working hours
- All kits must have a list of requisites attached
- A First Aid book must be included in all boxes

GC & PL Management is responsible for checking and ensuring maintenance of the first aid kits.

The nominated driver of each vehicle is responsible for checking and ensuring maintenance of the first aid kit located in the vehicle.

The Nominated Person must check:

- The use by dates on all perishable items
- The seals on all sterilised items
- All standard items are in the first aid kit
- The kit is clean and dry
- Any metal parts are free from rust or corrosion
- Pens or pencils are available

If maintenance is required, it should be noted on the First Aid Kit Maintenance record and the management should be notified. Any maintenance to a first aid kit must be attended to immediately by management.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Four wheel drive operation

There are a number of important differences between a normal car and a 4WD vehicle. The 4WD is usually about the same weight as an ordinary vehicle but has a higher centre of gravity, so it is less stable. It may have a shorter wheelbase and/or larger turning circle. The tyre size and tread pattern may be more suitable for off-road conditions than for sealed roads. The two driving axles and transfer case allow the use of high or low ratio and four-wheel-drive. All these differences go to make up a vehicle that requires special handling skills. Safe operation of a four wheel drive takes practice and skill and comes with experience.

General principles of four-wheel-driving

The following general principles apply to Four-Wheel-Drive Operation:

- Think before you act.
- Get out and physically check the obstacle before committing yourself to crossing it. Assess the situation and plan your action.
- The first attempt at crossing an obstacle is usually the best, especially in muddy or slippery conditions.
- Select a suitable gear **before** attempting the obstacle.
- Changing gear in the middle of an obstacle may cause wheel spin and thus loss of traction.
- In difficult conditions, allow vehicle to inch along, finding its own way purely with THROTTLE CONTROL i.e. engine revs at idle speed or just above idle speed, no clutch or brakes.
- Don't over-rev the engine. Use only the amount of engine torque needed for the job.
- To overcome wheel spin, decelerate.
- When braking don't lock up the wheels. If wheels do skid ease off the brakes until traction is regained
- When two or more vehicles are travelling in convoy, cross an obstacle one at a time.

Environmental responsibility

The potential danger of damage caused by driving off-road vehicles in environmentally-sensitive areas is significant:

During four wheel operation:

- Be considerate of others, and respect their rights to peace and solitude.
- Stay on the roads or tracks wherever possible. Resist the urge to make your own tracks. Where possible and safe to do so stay on established tracks.
- Minimise disruption to bush, native grasses, stock and wildlife.
- Keep the landscape free from rubbish by taking all rubbish and waste.
- Leave gates as you find them.
- Take particular care when operating on access roads and tracks at times when boggy or slippery conditions exist.

Each EXAMPLE 4 wheel drive vehicle will be fitted with safety equipment to ensure safe use and operation during field work. Each vehicle will have a Recovery Kit.

Training

EXAMPLE will ensure that all users of 4 wheel drive vehicles are competent to operate such vehicles and equipment provided in the environments that they will be working in. An appropriate 4WD Operators course should be made available to all workers to ensure the safe operation and use of these vehicles in the environment and terrain that they have to work in.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Gas – working around reticulation systems

In most areas, these are buried directly in a suitable stone-free backfill. They are not designed to resist the impact of tools or mechanical plant or to be left unsupported over any great distance. These pipeline systems could convey different types of gases, such as natural gas or liquefied natural gas (LNG).

Procedure:

Prior to commencing any work where gas or a gas reticulation system is in situ, a site meeting with the service provider/s may be required to determine location/s and procedures for dealing with services within the scope of work. This issue should be addressed during initial project development to provide time to establish a regime to manage any risks.

Some of the dangers which may arise when working near underground gas services are:

- Damage to gas services can cause gas escapes which may lead to fires or explosions if an ignition source is present.

There are two types of leaks following damage to the service:

- Damage which causes an immediate escape. In this case, there is a risk to those working at the site.

- Damage which causes an escape sometime after the incident. This may be through damage which weakens the service casing or the result of poor reinstatement practice.

In this instance, the public is mainly at risk.

General conditions

Excavation work in the vicinity of underground gas assets may be performed under the following conditions:

- The excavation will be carried out carefully with unpowered hand tools or other endorsed method that will not disturb any underground asset (including any protective cover slab or conduit)
- The excavation falls outside 500 mm from the edge of underground asset.
- No excavation with mechanical excavating plant shall be carried out within 300 mm of the top of any protective cover slab or conduit.

Note: all transmission pipelines involving gas, electricity and telecommunications have separate requirements and the asset owners should be contacted:

Development of guidelines and procedures is the responsibility of GC & CL and must be followed at all times by workers.

Methods of control:

- Dial Before you Dig
- Develop and implement a specific SWMS for the work using the SWMS template as a guide
- Identify risks and add to SWMS as a measure of control

Further information is available from Energy Safe Victoria and Victorian WorkCover Authority. There are a number of publications that they have produced that will assist.

Reference: Guide for undertaking work near underground assets, WorkSafe Victoria 2004

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Hazard Identification and Reporting

Any person who identifies a hazardous or potentially hazardous condition in the workplace will report the condition and where possible make the situation safe immediately.

The hazard will be recorded using a Hazard Report form, and all endeavours to rectify the situation will be made. If unable to do so, the employees on site are not to be placed at risk from the hazard. The Hazard Report form is to be completed and filed by management.

Area Hazard Inspection must be conducted on a regular basis and the checklist used.

When conducting an Area Hazard inspection speak to personnel who work in the area, if necessary give descriptions and look out for anything that could be described as:

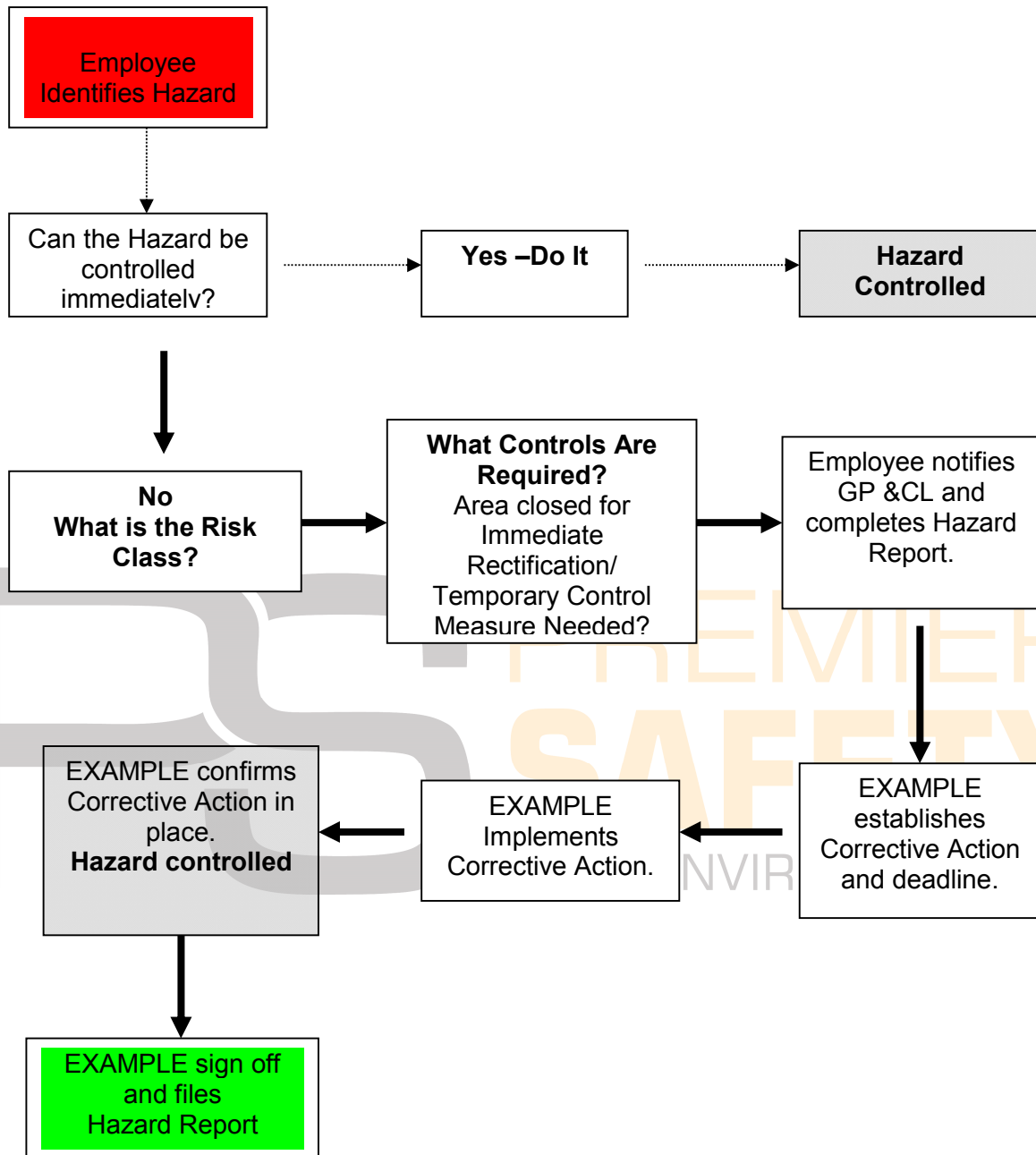
Sharp	Vibrating	Defective	Jagged	Leaking
Littered	Splintery	Loose	Excessive	Crooked
Missing	Broken	Inoperative	Insufficient	Mutilated
Infected	Gaseous	Worn	Stretched	Deficient
Rotted	Frayed	Unstable	Protruding	Deteriorated
Slippery	Malfunction	Corroded	Decomposed	Split
Noisy	Contaminated	Cracked	Dirty	Messy

Also look out for use by dates and wear and tear on Personal Protective Equipment/Clothing.

For new plant and other plant, a Plant Safe Inspection checklist must be completed.

Example Locations
HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Hazard Reporting Procedure/Responsibility Chart



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Hazardous Substances

Purpose:

This procedure aims to outline all aspects associated with the safe use, storage and transportation of hazardous substances. This procedure applies to all materials which meet the definition of a hazardous substance and which are stored, handled, transported or used or created as a result of processes at the workplace.

Procedure:

1. Example Locations will allocate a responsible person for the coordination of hazardous substances. This person will have expertise in hazardous substances or will undertake suitable training.
2. EXAMPLE Director will be responsible to ensure that the entire storage of hazardous substances at any location meets legislative obligations.

Definitions:

Hazardous substances are defined as substances that are listed under the Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and also includes any substance or article listed in the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code)

Hazardous substances may be solids, liquids or gases with the potential to harm human health, e.g. lubricants, printer toner, detergents, fuels. They also include substances:

- that are produced or generated from non-hazardous substances
- are contained in pipes or a piping system, process vessel, reactor vessel or
- any plant that forms a part of a manufacturing process. These must be identified to workers that may be exposed to them

Substances that have been produced or generated at a workplace can also be hazardous substances. These include, but not limited to:

- Welding fumes,
- grain dust
- silica dust including from grinding or cutting silica based products and
- lead dust including from hand sanding of lead paint that are produced or generated at a workplace
- and any other substance determined by the Authority

This does not cover any lead metal, lead alloys or inorganic lead as these are covered by Part 4.3 Lead although the use of lead is covered under this part.

In order to cause harm hazardous substances must enter the body. This may happen if they are inhaled, ingested (swallowed) or absorption through the skin or other external organs such as eyes.

Risk Management of Hazardous Substances:

- Compile a **Hazardous Substance Register**. This register is to remain on site and must include:
 - A list of all products used at the workplace
 - Up to date SDS for all of the products
 - Be accessible to all workers
- Obtain Safety Data Sheets for each substance. All copies of SDS's are to be kept on site are must be accessible to anyone that uses, stores, handles and may come into contact with a hazardous substance. These SDS's must be in languages that are appropriate to the workplace, and in addition to English.
- Identify and control hazardous substances and the substances generated from non- hazardous materials.
- Complete a Risk Assessment for each substance.
- Ensure appropriate spill kit or cleaning equipment and clean up or containment procedures are in place.
- Monitor the health of workers through testing, examinations etc. if appropriate.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

- Training of workers in the information on SDS for each of the hazardous substances. This will be undertaken at the commencement of employment or whenever a new product is planned on being introduced into the workplace.
- Reinforcement of the use and provision of SDS must be noted in the SWMS for the task involving the use of hazardous substances.
- Fit for purpose or original containers must be used at all times. No substituting of containers with non-approved or non-compliant types. ***The must be clearly labelled.***
- Labels must be of an approved type, not be altered, defaced or removed from containers. If a label is damaged or requires replacement, a replacement label MAY be sourced from the manufacturer. If no replacement is available, remove the container from use and replace with new container. Decant remaining hazardous substance into new container when appropriate.
- Any substance that is listed under Schedule 6 or that has been declared a Prohibited substance must not be used at a workplace. These are principally poisons or drugs.

Exposure Standards

Exposure standard must not be exceeded.

An employer must ensure that any worker is not exposed to an atmospheric concentration of a hazardous substance supplied to or generated at the workplace above the exposure standard (if any) for the substance or any of its ingredients.

Atmospheric Monitoring

Atmospheric monitoring

An employer must ensure that atmospheric monitoring is carried out in relation to a hazardous substance supplied to or generated at the employer's workplace if there is an exposure standard for the hazardous substance or any of its ingredients and—

- Where there is uncertainty (based on reasonable grounds) as to whether the exposure standard is or may be exceeded; or
- atmospheric monitoring is necessary to determine whether there is a risk to health.

Records to be kept for 30 years.

Implement appropriate controls either by substitution, isolation, engineering, administrative controls or personal protective equipment. Other factors to be considered in a comprehensive procedure are:

- New substances.
- Assessments.
- MSDS central register.
- Packaging.
- Information -including authorization, training PPE and emergency procedures.
- Signage.
- Storage.
- Use.
- Transportation.
- Disposal.
- Inspections.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Assessing Harmful Effects:

In assessing the occupational health risks posed by hazardous substances, the extent of any harm is related to toxicity and likely dose. Hazardous substances may harm the body causing irritation, asphyxiation, and sensitization or poisoning and can range from slight damage to fatal.

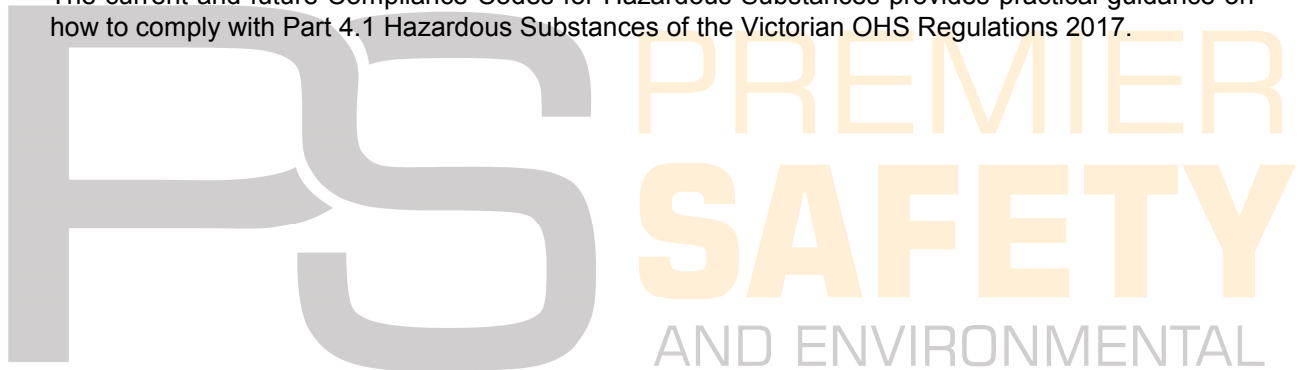
Some examples of the effects caused by hazardous substances include:

- ✗ Dermatitis
- ✗ Respiratory and pulmonary toxicity
- ✗ Effects on nervous system
- ✗ Liver damage
- ✗ Kidney damage
- ✗ Damage to blood forming vessels
- ✗ Reproductive toxicity
- ✗ Cancer

Safety Data Sheet (SDS)

Hazardous substance controls will be implemented in accordance with the SDS and Part 4.1 Victorian OHS Regulations 2017 Hazardous Substances. Where possible the need for hazardous substances will be eliminated.

The current and future Compliance Codes for Hazardous Substances provides practical guidance on how to comply with Part 4.1 Hazardous Substances of the Victorian OHS Regulations 2017.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Hearing Conservation Program

Noise Induced Hearing Loss

Hearing loss occurs when there is prolonged exposure to excessive noise. This may occur at the work site or from other sources of noise exposure during maintenance, repairs to equipment. Hearing loss is caused by damage to the auditory (hearing) nerve and is irreversible. Hearing loss or degeneration will also occur as humans get older.

Where workers have the potential to be exposed to damaging noise levels, GC & CL must first identify any task that may expose its workers to noise levels that may exceed the noise exposure standard. In determining this, the employer must take into account:

- The level of noise the worker may be exposed to
- The duration of the exposure
- Identify other plant or equipment at the workplace that contribute to noise
- System of work or
- Any other factors

Control of noise exposure

It is the responsibility of GC & CL to ensure that no workers are exposed to noise that exceeds the noise exposure standard and as far as is reasonably practicable, eliminate all noise at the source. Where elimination cannot be achieved GC & CL must reduce the level of risk by:

- Substituting for quieter equipment, plant or processes
- Using engineering controls
- Or a combination of both

If these controls are not effective they can use administrative controls (reduce time exposure etc) or provide personal protective equipment (ear muffs, ear plugs etc)

Noise hazards will be identified in any SWMS completed by GC & CL prior to going to a site OR when on site where there is a risk of exposure to hazardous noise levels or where the noise exposure standard is likely to be exceeded.

As well as information provided in a SWMS, workers must adhere to any other worksite requirements that are enforced to protect anyone on that site. This may include compulsory wearing of PPE, work and time restrictions in locations, no entry to areas of extreme noise etc.

Personal Protective Equipment:

Hearing protection devices must be selected, fitted and maintained in accordance with AS 1269.

Audiometric Testing:

The purpose of audiometric testing of personnel is to:

- Provide-baseline information on a person's hearing at a pre - employment medical.
- Provide management with a summary of results to evaluate the effectiveness of the hearing conservation program.
- Detect any noise sensitive personnel.
- Monitor personnel exposed to noise.

Frequency of Testing:

If an employer provides hearing protection to workers to control noise exposure, an audiometric test must be performed on all workers either at a pre-employment medical evaluation or within 3 months of commencement of employment. All GC & CL personnel affected by this policy must participate in a biennial hearing test (every two years).

It is also required that where there has been a reduction of 15db or greater over a 2 year period, a worker must undergo an audiological examination. This is regardless of how many hearing tests have been undertaken over that 2 year period.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Results of the hearing tests must be made available to personnel as soon as possible after the testing has taken place. It is the responsibility of GC & CL to retain the test results or examination reports.



Records must be kept for 30 years.

Education and Training:

The training of all personnel is essential to ensure the understanding of the requirements of the hearing conservation program. Management must be aware of their responsibilities under the legislation.

Workers are to be trained by GC & CL on the safe use, storage and maintenance of any hearing protection device.

Every 4 years training is to be completed or immediately after an incident or accident.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

High Risk Construction Work

High Risk Construction work refers to construction work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolishing of any building or structure, or similar activities. High risk construction work can involve the following:

- Where there is a risk of a person falling more than 2 metres.
- Tasks on telecommunications towers.
- Involving demolition.
- Involving the removal or likely disturbance of asbestos.
- Involving structural alterations that require temporary support to prevent collapse.
- Involving a confined space.
- Involving a trench or shaft if the excavated depth is more than 1.5 metres.
- Involving a tunnel.
- Involving the use of explosives.
- On or near pressurised gas distribution mains or piping.
- On or near chemical, fuel or refrigerant lines.
- On or near energised electrical installations or services.
- In an area that may have a contaminated or flammable atmosphere.
- Involving tilt-up or precast concrete.
- On or adjacent to roadways or railways used by road or rail traffic.
- At workplaces where there is any movement of powered mobile plant.
- In an area where there are artificial extremes of temperature.
- In, over or adjacent to water or other liquids where there is a risk of drowning.
- Involving diving.

Structures can include:

- Walls, masts, towers, pylons, structural cables.
- Tunnels, shafts, underground tanks, river works, earth retaining walls.
- Any road or railway line or siding.
- Airfield, dock, harbour, bridge, dam, sewer, electrical or gas distribution facility, park or recreational facility.
- Ship or submarine.
- Fixed plant.
- Formwork, scaffold or other construction designed to support, access, or contain during construction.

When performing high risk construction work a Safe Work Method Statement (SWMS) must be completed. GC & CL, its workers and contractors will need to prepare a SWMS before any high-risk construction work begins. GC & CL must ensure the work is done in accordance with the SWMS. The SWMS must be kept for the duration of the work and GC & CL will need to review and where necessary, revise it as things change.

Reference: Part 5.1- Construction Victorian OH&S Regulations 2017

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Incident and Dangerous Occurrence Notification (WorkSafe Victoria)



Employers or self employed **MUST** ring WorkSafe Victoria on 132360 **immediately** after becoming aware of an incident at a workplace that results in:

- Death of a person
- A person needing immediate medical treatment for:
 - amputation
 - serious head injury
 - serious eye injury
 - separation of skin from underlying tissue, such as de-gloving or scalping
 - electric shock
 - spinal injury
 - loss of a bodily function
 - serious laceration
- Immediate hospital treatment as an in-patient
- Medical treatment within 48 hours of being exposed to a substance (such as chemicals or biological material)

OR

If there is a dangerous occurrence which creates an immediate risk to the health and safety of persons in the immediate vicinity (a “near-miss”)

Notifiable Dangerous Occurrences are:

- The collapse, overturning, failure or malfunction of, or damage to prescribed plant that requires licensing or registering
- The collapse or failure of an excavation or of the shoring supporting an excavation
- The collapse of part of a building or structure
- An implosion, explosion or fire
- The escape, spillage or leakage of substances
- The fall or release from a height of any plant, object or substance

A written report must be sent to WorkSafe Victoria within 48 hours of a serious incident or dangerous occurrence. Use the approved form or Electronic version available at www.worksafe.vic.gov.au.

Failure to notify WorkSafe Victoria of a serious workplace injury or death or dangerous occurrence can result in a fine for an individual or for a company.

Duty to preserve incident sites

An employer or contractor who is required to notify WorkSafe Victoria of an incident must ensure that the site is not disturbed until:

- An inspector arrives OR the inspector directs that the site can be disturbed.
- In this case it would be to:
 - protect the health or safety of a person
 - aid an injured person involved in the incident or,
 - take essential action to make the site safe or to prevent further occurrence of an incident

In the absence of an employer, self-employed persons must notify WorkSafe Victoria of serious incidents or dangerous occurrences if another person is injured, killed or put at risk - but they are not required to notify WorkSafe Victoria of injuries to themselves.

Suppliers hiring or leasing prescribed equipment must inform their clients of the regulation at the time of hiring and leasing.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Incident notification can by either

1. Mail: WorkSafe Incident Notification Co-ordinator
GPO Box 4306
Melbourne 3001
2. Fax: WorkSafe Incident Notification Co-ordinator (03) 9641 1091
3. Electronically:
<https://www3.worksafe.vic.gov.au/powsWeb/onlineNotificationWizard.do?method=init>



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Indigenous Heritage Artefacts found on site during the course of works

The endurance of Aboriginal society across Australia is of global significance and the cultural heritage places and objects associated with Aboriginal society are a significant part of the heritage of all Australians. More importantly, they are a fundamental part of Aboriginal community life and cultural identity.

The Aboriginal Heritage Act 2006 (the Act) and Aboriginal Heritage Regulations 2007 (the Regulations) provides for the protection and management of Victoria's Aboriginal heritage with streamlined processes linked to the Victorian planning system. The legislation provides protection for all Aboriginal places, objects and human remains regardless of their inclusion on the Victorian Aboriginal Heritage Register or whether they are located on public or private land.

The Act also provides clear guidance to planners and developers about when, and how, Aboriginal cultural heritage needs to be considered, and in some situations work cannot proceed until compliance is met. Large developments and other high impact activities in culturally sensitive landscapes can cause significant harm to Aboriginal cultural heritage

The objectives of the Act include:

- To recognise, protect and conserve Aboriginal cultural heritage in Victoria in ways that are based on respect for Aboriginal knowledge and cultural and traditional practices; and
- To recognise the role of Aboriginal people as the custodians of Aboriginal cultural heritage.

Example Locations recognises the significance of Aboriginal cultural heritage and understands its obligations under both the Act and the Regulations.

Prior to the commencement of works every effort is to be made to have identified or to identify archaeological materials or sites prior to the commencing work. However this is not always possible as information will be relied upon by other agencies or private landholder.

Where anyone from GC & PL has a reason to suspect the presence of a previously unreported archaeological site, this will be immediately reported to the client, project or site manager and works will cease immediately and the following course of action followed:

- EXAMPLE Director to contact Aboriginal Affairs Victoria
- Arrange a site inspection and evaluation by a Cultural Heritage Officer in consultation with the relevant Aboriginal community(s). A report outlining the findings of the site evaluation should be prepared to meet the requirements of Aboriginal Affairs Victoria (AAV).

Should any human skeletal material be encountered during the course of any operations, all work will cease immediately, additional care will be taken to not disturb the site and immediately contact Victoria Police as the area becomes a crime scene.

Following this; the find will be then reported to the client, Project or site manager, who will then:

- Contact Aboriginal Affairs Victoria or the local Cultural Heritage Officer to ascertain that the find may be an Aboriginal burial site.

It is generally preferable to treat finds of skeletal material as part of an Aboriginal burial site unless there is clear evidence that it is not i.e. animal remains. This will ensure that the material is dealt with appropriately and that if it proves to be an Aboriginal burial, community sensitivities have been respected from the outset. The following authorities must also be contacted:

- Victoria Police (if the find does not appear to be Aboriginal in origin the Police should again be contacted.
- The office of Aboriginal Affairs Victoria.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Induction Procedure

Induction:

All Example Locations personnel must be inducted before they commence employment. They must be inducted into the Example Locations HS&E Management plan and their Acceptance must be filed with EXAMPLE Directors or nominated person.

All Contractors/Other Workers must be inducted before they commence work on any Example Locations property or worksites.

Example Locations is still responsible for providing a safe workplace while employees continue to have a general duty of care to take reasonable care for their own health and safety, and others that may be affected by their work, and to co-operate with the employer's efforts to make the workplace safe.

Classification	Induction Type
Example Locations personnel	1. Example Locations HS&E Management Plan
Contractor/Other Workers	1. Example Locations HS&E Management Plan
Visitors to sites	No induction required. To be supervised for the duration of their visit



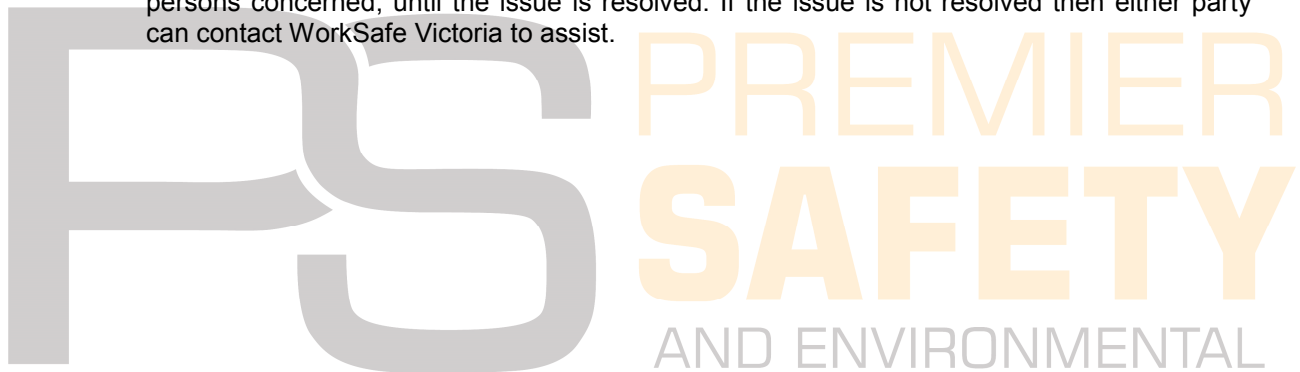
Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Issue Resolution Procedure

The following procedure is to be used to resolve any Incident / hazards / HS&E issues which arise at GC & CL.

- 1 The worker is to discuss the Incident / Hazard / HS&E Issue with GC & CL Directors or delegated person.
- 2 The worker must then formally report, verbally or in writing detailing the nature of the Incident / Hazard / HS&E Issue on the same day if possible.
- 3 The report is to be attended to immediately by the Directors or delegate.
- 4 If the Director or delegate has not resolved the Incident / Hazard / HS&E Issue or determined a resolution plan within 1 week, then either of the parties may contact the WorkSafe Victoria to ask an Inspector to provide professional advice. ***The inspector may perform any of their functions or exercise any of their powers that they consider reasonably necessary in the circumstances if they attend the worksite.***
- 5 Records detailing the nature of the HS&E Issue, the steps taken towards resolution and the eventual outcome are to be documented by GC & CL and then filed.
- 6 Where the issue concerns work that involves a threat to the health and safety of any person and the threat is immediate and it is not appropriate to adopt the above process, then the worker may cease work immediately. Alternative work arrangements will be made for those persons concerned, until the issue is resolved. If the issue is not resolved then either party can contact WorkSafe Victoria to assist.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Job Safety Analysis (JSA)

Job Safety Analysis:

The Job Safety Analysis (JSA) process need not require enormous amounts of time or use of endless pieces of paper.

This JSA approach recognises different professions and trades do different tasks. Many tasks undertaken are done routinely and have probably been done the same way for years – sometimes safely, sometimes not.

It is essential for those doing these tasks to know the best and safest way of doing the job. Use these work sheets and follow the five steps to conduct an effective job safety analysis.

Five steps to effective JSA:

1. **Document the activity** - Assemble those involved in the activity and then, using the JSA work sheet, write down in step by step form the tasks that make up the activity.
2. **Identify the hazards** - Next to each task; identify what part of the task may cause injury to those engaged in the task or others in the vicinity.
3. **Document the control measures** - For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.
4. **Identify who is responsible** - Document the name of the person responsible for implementing the control measure.
5. **Monitor and review** - Make sure the activity is supervised to ensure the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

Remember:

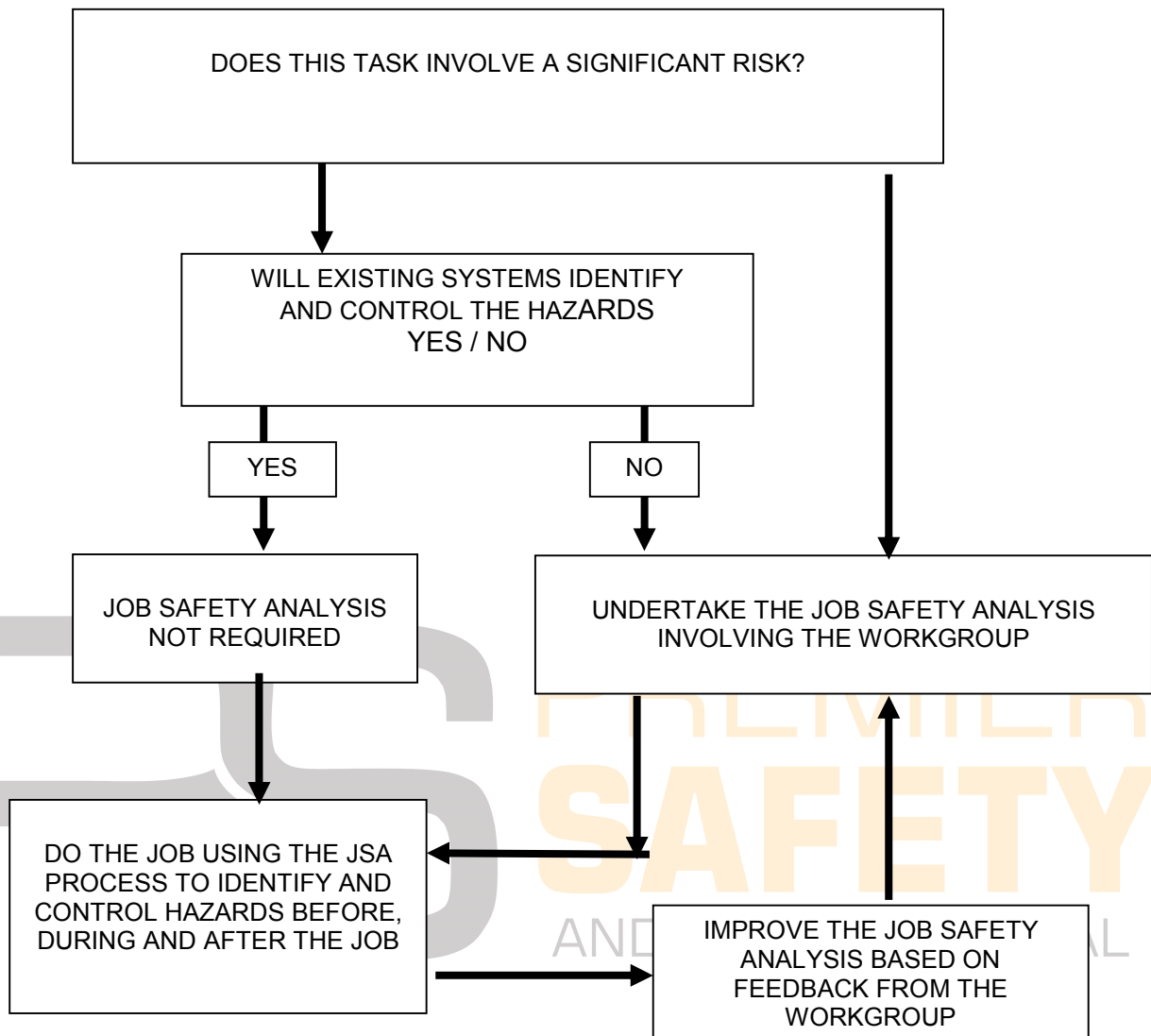
- The JSA provides a written record of the process to be used to proceed on a task. As it is a record that can be used in court, the parties who have responsibility for the tasks should sign it off.
- The JSA is only a written record. Management processes must be in place to ensure workers have the skills to complete the job and that there is a required level of supervision to ensure the tasks are completed as documented.
- The JSA should be completed by all employees involved in the activity, not just the principal contractor or supervisor.



You are required to do complete a JSA for all tasks that involve high risk and are difficult to control.

Example Locations
HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Job Safety Analysis (JSA) flowchart



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Lock Out Procedure (Tagging) see Isolation Procedure

Lock Out Tags (or Out of Service tag)

Lock Out tags are to be placed on equipment to be isolated and to prevent the inadvertent interference or use by personnel who have not been alerted to the danger of the hazardous situation.

The tag is to be attached to all isolation points of the equipment being isolated or removed from use. Each tag is to be signed and dated by the person placing the tag.

Lock Out Tags shall be a two sided tag each side being headed by the standard red and black 'Danger' Sign.

The wording underneath this sign may vary but at a minimum is to state that the plant/equipment is not to be started or used and the removal of the tag and subsequent use will place someone at risk.



Unauthorised removal of Tags is not acceptable

Safe Work Practices:

- Lock Out tags must have the worker's name, date and signature clearly visible.
- Lock Out tags must be attached to the isolating switch, valve, ignition or other positive isolating device of a unit whenever there could be danger to a person from the operation of the unit.
- Lock Out tags must be placed before work is begun on a piece of equipment. The name of the person carrying out the work must be on the tag.
- Switches, valves or other positive isolators must not be operated when there is a Lock Out tag in place.
- The only person permitted to remove a Lock Out tag is the person who attached it.
In the event of any worker failing to remove the tag on completion of the job, the worker's supervisor may give permission to remove the tag, provided they have satisfied themselves that no danger will exist when the tag is removed and plant restarted and the person's whereabouts is known. The supervisor shall advise the worker of their actions as soon as practicable.
- Whenever a person can foresee that the operation of any switch, valve or other isolator could cause injury to themselves, it is then the responsibility of that person to place a Lock Out tag on the isolating switch, valve or other isolator of the equipment concerned.
- A person tagging out a piece of plant/machinery must ensure that the switch, valve or other isolator that has been tagged is the correct one and that it is in the correct position to make the equipment safe. If there is any doubt, work must not proceed until the matter has been checked with the supervisor concerned.
- Lock Out tags must be fastened securely.
- Lock Out tags must be placed in clear view of anyone who may attempt to start or operate a piece of equipment.
- Lock Out tags can only be removed when a job has been safely completed.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Maintenance of Plant and Equipment

Example Locations personnel, without prior approval from the Directors must not repair or make modification to any plant or equipment. Maintenance, repair or modification that cannot be performed by Example Locations must only be performed by an adequately qualified person who can show accreditation for the task to be performed or has specific approval from the Director i.e. calibration of equipment.

When any maintenance, repair or modification work is being carried out on plant or equipment, the following steps must be adhered to:

1. Correct personal protective equipment/clothing must be worn and used.
2. Appropriate barricading must be erected.
3. Necessary Safety Signs must be displayed.
4. Work permits must be issued (if applicable).
5. Lock out/tag out procedures must be followed and recorded in the equipment register.

Maintenance contractors and employees must comply with these regulations throughout the duration of maintenance, repair or modification work.

Badly maintained, untidy, run down, machinery indicates a lack of responsibility and commitment, which can lead to the development of unsafe workplace conditions and procedures. A program of planned maintenance can avoid these conditions.

Planned Maintenance:

1. Routine checks by operators can prevent breakdowns and premature wear that can lead to losses by the Company and place personnel at risk.
2. Maintenance personnel are able to reduce or eliminate risks to them by planning lockout procedures, access, materials handling and other procedures in advance.
3. Repairs are more likely to be permanent, rather than temporary patch ups that may not be reliable and often end up as the “permanent” solution until the next breakdown.
4. Production personnel are less likely to be exposed to risks when malfunctioning machinery demands manual intervention.
5. Down time is planned and results in less disruption of personnel and production.
6. Maintenance costs are controlled and hence allow the best utilisation of resource

Occupational Health and Safety Requirements:

1. Legislation in Victoria places a specific obligation on employers to maintain equipment in safe operating condition.
2. Controls, emergency stops, access and guarding systems are maintained in full functional order. Priority for this should be no less than any other part of the machine.
3. Machines that are designed to function automatically should be maintained in this condition to avoid the need for operators to intervene manually and hence place themselves at risk.
4. Items that are solely or predominantly for the health and safety of employees must receive high priority for maintenance. These can include; personal protective equipment, air filters, and air conditioners in dusty or hot environments, seats and controls on mobile equipment, windows and dust seals etc.

Checklists

Must be prepared and used for routine tasks as outlined below. These should include all tasks and be based on machinery manufactures recommendations and the company's experience. The use of these checklists will provide information for operators, supervisors and managers.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Daily checks should include:

- Oil level for lubrication and hydraulics.
- Coolants levels.
- Fuel levels.
- Filters checked for cleanliness.
- Operation of instruments.
- Functioning of controls
- Effectiveness of brakes and other safety devices.
- Electrical connections and switches.
- Conditions of tooling.
- Reporting leaks, wear, damage, presence and effectiveness of guarding.

Safe Operating Procedures must be observed while carrying out the above maintenance tasks.

Suggested Aids in Scheduling Maintenance:

- Manufacturer's handbooks and maintenance schedules.
- Card index or similar logs of maintenance performed on major plant items.
- Site asset lists.
- Site maintenance schedules/checklists.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Contractor Safety Management

HS&E responsibility is not only to an employer's own employees, but to other persons who may be required to work on the employer's premises or to persons who carry out work under the direction of a principal, i.e. contractors and subcontractors.

NOTE: Health and safety responsibilities should not be confused with the necessity to provide Workers Compensation Cover.

These people are often engaged in activities that may expose them to high levels of risk. EXAMPLE Director must place a high priority on ensuring that these risks are minimised when contractors and subcontractors are engaged, by setting and maintaining high health and safety standards and placing a requirement on the contractor to abide by these standards.

Choice of Contractor:

The final choice of contractor should be based not only on their technical and commercial competence but also wherever possible on such issues as:

- A good health and safety performance.
- Active program of management of subcontractors that the contractor may employ.
- Demonstration of an OH&S/HS&E management plan.
- Well controlled workers compensation costs.
- Compliance with legislation.
- Demonstration of senior management commitment to their health and safety program.

Safety must be considered to be an aspect of quality management and have similar weighting with scheduling and costs. For significant contracts managers may visit the contractor's facilities to observe how the business is being operated and to question senior management on their role and attitude to safety among other topics.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Manual Handling (now known as Hazardous Manual Handling)

At GC & CL we are committed to reducing the potential for manual handling types of injuries as far as is practical.

Definitions:

Hazardous Manual handling is described as any activity requiring the use of force exerted by a person to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object. Manual handling covers a wide range of activities including lifting, pushing, pulling, grasping, throwing and carrying.

Typically workers in the Construction industry are faced with many tasks that can be described as hazardous manual handling. These tasks can include, but are not limited to:

- Carrying heavy objects
- Fitting off materials in awkward body position
- Working in awkward or cramped positions – under homes, in trenches
- Working above shoulder height
- Levering using heavy tools while in awkward or cramped positions
- Removing heavy objects
- Retrieving products from vehicles that are heavy, awkward to handle due to size or shape
- Working on uneven surfaces
- Entering and exiting plant and mobile equipment – excavator, truck

When site or tasks design/planning is being undertaken, the following must be considered:

Personal Characteristics:

Workers vary in their physical and mental capabilities. Workers can vary in height, body size, arm and leg length, torso width and length, sight and hearing levels. Individuals also vary with regard to their training, education, their perception, their background, experience and their fatigue tolerance. Workplace and task design should take these differences into account, e.g. adjustable heights, brightness and speeds.

Workplace/Work Task:

For any work place or task consideration must be given to all surrounding factors, e.g. office furniture/fittings, hand/power tools/equipment, manual handling, work posture, duration, frequency, repetitive operations, distance, outdoor activity, rest breaks etc.

Workplace Environment:

Factors such as lighting, noise, temperature, vibration, dusts, fumes, radiation etc. should be considered, e.g. high heat, frequent lifting, and increased fatigue.

All work tasks with a hazardous manual handling component must be identified. Based on the identification all reasonably practicable steps must be taken to control the risks that have been identified.

The extent and impact of manual handling should be considered prior to the purchase of new equipment, the design of tasks and planning a new workplace layout or planning to change the workplace layout.

Risk Management:

Workers will be encouraged to identify hazards and associated risks as part of our Risk Management practice.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Risk assessments will include poor working postures, work layout and work organisation, object handling and the application of force.

Training will be provided to all relevant staff so that they can participate in risk assessments successfully.

Improvements in procedures will focus on task redesign to reduce risks.

Mechanical aids, such as lifting devices, trolleys and appropriate handles will be supplied.

Training in back care will be provided.

Sufficient resources will be allocated to comply with the aim of this policy.

Review of risk controls

Employers are required to review a risk control measure before any change to a work object, any plant or a system and process of work. Reviews of task involving hazardous manual handling must also take place:

- New or additional information becomes available
- When a musculoskeletal disorder is reported by a worker
- Any incident occurs involving hazardous manual handling where controls are not adequate, or
- When a Health and Safety Representative requests a review



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Personal Protective Equipment & Clothing

Example Locations requires employees to wear the appropriate personal protective equipment / clothing when acting on their behalf on any of their property or operations or sites.

Example Locations employees are responsible for wearing / using the personal protective equipment / clothing in accordance with Section 25 of the Victorian OH&S Act 2004.

Management is responsible for ensuring that the necessary personal protective equipment/clothing is provided and used / worn where required.

The equipment / clothing must comply with the relevant Australian Standards and be replaced when it becomes unserviceable or damaged.

All visitors entering an area that requires the wearing of personal protective equipment / clothing must receive appropriate instructions and requirements relevant to the use / wear of the personal protective equipment / clothing required.

Management will provide training where required in the fitting, wearing, limitations and maintenance of the personal protective equipment / clothing to be worn on Example Locations work sites.

Signs or symbols indicating the type of personal protective equipment / clothing required to enter a restricted area must be displayed in appropriate locations.

Maintenance and Storage:

Personnel are required to maintain their own personal protective equipment / clothing. Their supervisor must ensure that it has been performed correctly. When the personal protective equipment / clothing are not in use it must be stored in a clean dry area or according to the manufacturer's specifications.

Enforcement:

Example Locations will instruct their employees found not wearing / using their personal protective equipment / clothing that they must be warned verbally and in writing and reminded of the reason for wearing / using the equipment / clothing. This must be recorded and include the date, time, place and nature of the warning.

Purchase and Selection:

User acceptance and injury reduction will be maximised if the correct personal protective equipment/clothing is purchased. Therefore it is necessary to:

1. Consider the characteristics and performance capabilities of the personal protective equipment/clothing most suitable for each application.
2. Ensure that the sizing of the personal protective equipment / clothing do not compromise its efficiency.
3. Ensure that it complies to Australian Standards where applicable.
4. Cater for personnel individually.

Contractors:

Contractors working for Example Locations must be able to supply the following information from the supplier of personal / protective equipment:

1. Advice on the personal protective equipment / clothing.
2. Information / results relating to any testing on the personal protective equipment / clothing.
3. Advice on personal fitting, use, cleaning, maintenance and storage of the personal protective equipment / clothing.
4. Information relating to the availability and need for replacement parts.
5. Demonstrations of the personal protective equipment / clothing.
6. Immediate replacement of any defective personal protective equipment / clothing.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Personal Protective Equipment/PPC Requirements:

Example Locations personnel will be required upon commencement of work to be responsible for the care of their own personal protective equipment/clothing.

UV Protection:

Example Locations personnel must avoid exposure to UV radiation whenever possible this also applies to contract personnel acting on behalf of Example Locations. Where personnel are exposed to the sun, they should wear:

1. Long or short sleeve shirts, long or short pants.
2. Sunglasses (AS1067).
3. Wide brimmed hats.
4. SPF 30+ broad-spectrum sunscreen UVA & UVB.
5. Lipstick sunscreen.

Safety Footwear (Must comply with AS2210):

All personnel working in or on any Example Locations site or operation must wear approved safety footwear at all times.

Hearing Protection (Must comply with AS1270):

Hearing protection must be worn in areas or during operations declared "Mandatory Hearing Protection Areas" or where there is a sign indicating hearing protection must be worn. This indicates that the noise level is above 85dB (A) and may cause damage to hearing if it is not protected.

Hearing protection must be worn by the operator and nearby personnel when noise from machinery being operated exceeds 85dB (A).

Eye Protection (Must comply with AS1336):

All Example Locations personnel when working in areas or on tasks that have been declared "Mandatory Eye Protection" must wear the appropriate equipment.

Mandatory Eye Protection is required when:

1. Grinding.
2. Mixing or decanting of hazardous chemicals.
3. Spraying
4. Removing hydraulic hoses.
5. Filling petrol motors-pumps etc

The operator or persons nearby must wear the approved safety goggles, safety glasses, clip on safety lenses or face shields required for the task. Safety glasses or face shields are appropriate for impact damage but secure fitting goggles must be used when harmful liquids or airborne substances are involved. When work involving harmful/excessive light rays is being performed, approved tinted lenses must be used.

High Visibility Garments (Must comply with AS/NZS4602):

All personnel working in any Example Locations operation must wear high visibility garments in nominated areas at all times.

Hand Protection:

Approved gloves must be worn when personnel are handling, rough materials or harmful substances (chemicals).

Respirators (Must comply with AS1716):

All personnel working in all Example Locations operations must comply with suitable respirators and canisters that will be worn at all times by them whilst working in areas where they may be exposed to harmful airborne contaminants.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Long Hair/Loose Clothing:

Any workers with long hair or loose clothing will not be allowed to work with or near moving machinery until their hair has been adequately secured or confined and they are wearing the correct clothing.

Safety Signs:

Appropriate safety signs must be placed in prominent positions.

Seat Belts:

Seat belts, if fitted, must be worn when operating machinery or vehicles.

Example Locations will supply additional personal protective equipment clothing to all personnel for specific tasks that require its use.

Contractors must supply their own personal protective equipment / clothing and they must wear and use it in accordance to the above rules.

PPE/Clothing Issue

Personal Protective Equipment/Clothing	Replacement
Respirators and masks	As Required
Safety Footwear	Wear & Tear
High visibility vests	Wear & Tear
Safety Goggles/Glasses	Wear & Tear
Disposable Overalls	Wear & Tear
Wet Weather Clothing	Wear & Tear
Gloves	Wear & Tear
Sun Glasses	As Required
Sun Hats	As Required
Sunscreen	As Required

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Pneumatic Tools and Equipment

Pneumatic tools are powered by compressed air. Common types of these air-powered hand tools that are used in industry include buffers, nailing and stapling guns, grinders, drills, jack hammers, chipping hammers, riveting guns.

Safe use

- Review the manufacturer's instruction before using a tool.
- Always complete a pre start visual check of the tool to be used, hose, fittings, clamps, and the compressor prior to use. Faulty equipment **MUST** not be used. Place Isolation Tag and remove immediately from use and report to Melon Plumbing Service – **See Air Compressor Checklist**
- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles), and, where necessary, safety shoes or boots and hearing protection.
- Post warning signs where pneumatic tools are used. Set up screens or shields in areas where nearby workers may be exposed to flying fragments, chips, dust, and excessive noise.
- Ensure that the compressed air supplied to the tool is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life.
- Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions.
- Use only the attachments that the manufacturer recommends for the tools you are using.
- Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks.
- Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible

What should you avoid with a compressed air?

Cleaning with compressed air is dangerous.

- Do not use compressed air for cleaning The nozzle pressure **MUST** remain below 207 kPa (30 psi). Personal protective equipment must be used

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Pollution - Dust and Air

EXAMPLE recognises its responsibility to minimise and where possible eliminate the chance of dust or other air pollution as a result of its activities and processes.

Pollution relating to Dust and Airborne Pollution is caused by but not limited to:

- Dust - Plant and Equipment Movements and Wind Erosion
- Airborne Pollution - Vehicle Exhaust, Odours or Toxic Gas

EXAMPLE and its workers including contractors are trained to be aware of what causes the pollution, and how it can be minimised on construction sites.

Prior to commencing work an assessment of the pollution risks and control measures, shall be carried out, and recorded in the SWMS.

Control measures that Melon Plumbing Service can use include:

Dust

- Methods to minimise dust in work areas, public areas, roadsides and footpaths
- Minimal operation during days of strong to gale force winds

Air Pollution

- Maintain exhaust and engine systems to reduce exhaust emission

EXAMPLE key staff including contractors shall assess the risks associated with the pollution hazard, and take the necessary action from control measures above.

Where a different type of pollution occurs, EXAMPLE must be notified and new control measures developed, and passed onto the workers through toolbox meetings.

All workers are encouraged to notify supervisors of incidents or practices that could or have caused pollution of any kind. Early reporting and intervention will allow the pollution issue to be adequately controlled.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Pollution – Noise

EXAMPLE recognises its responsibility to minimise and if possible eliminate the chance of noise pollution as a result of its activities and processes.

Objectives

To work within "normal" hours unless circumstances necessitate out of hour's work.
No disturbance to local residents.

Target

Zero complaints from residents, public, EPA or Shire council.

Measurement

Review of enquiries/complaint register to assess whether target has been met.
Meet all of the requirements set out under State Environment Protection Policy, Noise from industry in regional Victoria documentation.

Risk Detail

Noise pollution is possible from internal combustion engines used in mobile and fixed plant. It can also be generated during hydro excavation activities.

Preventative Measures

Noise is to be minimised by using well-maintained modern plant with efficient mufflers. Work to be scheduled within "normal" hours, where possible.

"Normal" hours*

Monday to Saturday 6am – 7pm

*Note: Check with the local council as work hours may vary in some instances.

Where out of hours work is necessary, nearby residents will be notified (e.g. letter drop, advertisement). The local council and the regional EPA office will also be informed so that they are aware the activity is taking place and the reason it has been scheduled out of hours. EPA and Council may, in some situations, be supplied with a 24-hour contact phone number of EXAMPLE.

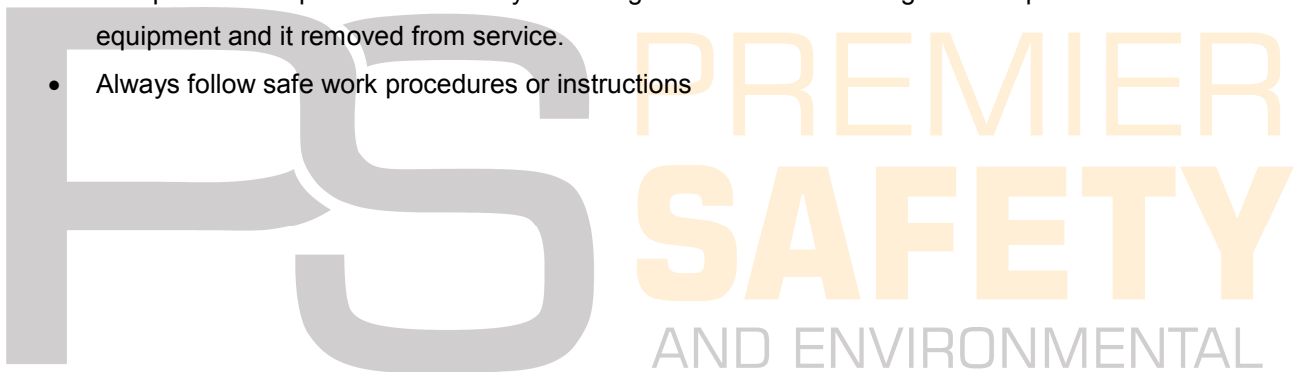
Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Portable electric and Power Tools

Workers must be competent, trained or skilled in the safe use of any portable electric or power tool required for work provided by EXAMPLE will ensure that all workers are adequately supervised while using these tools. All workers will be assessed and inducted into the safe use, storage and inspection of these tools. Further to this to ensure the protection of workers while using these tools the following applies:

- Electrically powered tools and equipment shall be earthed at all times when in use, except if they are double insulated tools
- Always use the correct tool for the jobs. **Do not improvise.**
- Use eye and ear protection and protective clothing when the job requires it.
- Power saws, drills, grinders and other rotating power tools must have proper guards in place at all times.
- All tools used should be visually inspected prior to use to ensure they are in safe working condition.
- Any tool that is found to be faulty or damaged should not be used and must be removed from the workplace and reported immediately to management. An Isolation tag must be placed on equipment and it removed from service.
- Always follow safe work procedures or instructions



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Prevention of falls

This information aims to outline all aspects associated with working on surfaces that pose a hazard of a fall from height.

Working in these situations is hazardous and care is required.

Recognition of Hazards

OHS Regulations Part 3.3 Prevention of Falls 2017 requires employers to identify any task that a worker is required to undertake that involves a fall hazard. These tasks include:

- Working on any plant or structure being constructed, demolished, inspected, tested, maintained, repaired or cleaned
- Working on fragile, slippery or potentially unstable surfaces
- Using equipment to gain access to an elevated level or undertake a task at an elevated level
- Work on a sloping surface on which it is difficult to maintain balance
- Working close to an unprotected edge
- Working closely to a hole, shaft, pit of a size that would allow a person to fall into it

There are a number of fall hazards that EXAMPLE workers may face and common examples are:

- Working near excavations
- Uneven surfaces and surfaces that cannot be seen readily
- Working on roofs
- Working in trenches
- Working out of work platforms

Risk Control:

The first thing to do is to assess the risk (develop a SWMS) and put in place appropriate control measures. **The aim is to eliminate or minimise the risk.**

Risk Assessment and Control

Complete the SWMS and ensure that all controls are identified, are followed, are used (protective equipment) and those performing the tasks are being consulted with.

The use of harness, static lines, ladders, elevated platforms or scaffolding shall ensure that:

1. All activities are resourced to the extent necessary to protect the health and safety of persons either performing or affected by those activities.
2. SWMS are developed and control measures implemented to eliminate or reduce fall risks as far as is reasonably practicable.
3. Workers are trained to use fall prevention systems that are in place and are supervised at all times.
4. Equipment used to control the risk of fall is designed and constructed for the task and the working environment which it is to be used.
5. Emergency procedures are included in a Fall Protection Plan. These procedures are established to enable the rescue of workers in the event of a fall occurring, malfunction of equipment or health issue that affects the ability of the worker to continue.
6. Provision of first aid as soon as possible after the emergency occurs.

Training

All GP & CL workers will be provided with training on the safe use of any fall prevention equipment.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Training will be provided by an approved Registered Training Operator. It may include training in the safe operation or use of:

- Harness, static and safety lines
- EWP
- Other safety controls as required



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Safe Work Method Statements

Safe Work Method Statements (SWMS) are a means to demonstrate how identified hazards that cannot be eliminated, will be managed and controlled. SWMS's outline a safe method of work for a specific job. It will identify health and safety risks and describe specific control measures for those risks, identify who is to be involved in the risk control, who has responsibility to ensure the controls are used and followed, workers qualifications to perform the tasks. Safe Work Method Statements should be prepared for work activities where hazards cannot be eliminated, or High Risk tasks are going to be performed.

Purpose:

SWMS's fulfil the following purposes:

- Outline a safe method of work for a specific job.
- Provide an induction document that workers must read and understand before starting a job
- Help meet legal responsibilities for such requirements as hazard identification, risk assessment and risk control.
- Help effectively coordinate the work, the materials needed, the time required and the people involved to achieve a safe and efficient outcome.
- Can be used as a tool in providing quality assurance.

When developing and using SWMS's they should:

- Be prepared in consultation with those people who will be doing the job.
- Clearly display the organisation's name, registered address, Supervisor of the task, workers performing the task.
- Be signed by a senior management representative of the organisation and dated.

SWMS's must be kept on site at all times and be accessible by all workers.

GIPPSALND PIPE & CABLE LOCATIONS HIGH RISK ACTIVITIES

Prior to work commencing on any high risk activity, GP &CL is responsible for completing a **SWMS**. This must be completed, signed by all involved and be followed. It is the requirement of EXAMPLE to ensure compliance with the SWMS. While a SWMS for some activities is not required each time the task is performed i.e. it is a recurring task – if HS&E issues are identified by a worker, a hazard report or have been identified after completion of the **Site checklist** a new SWMS must be completed with any issues identified being controlled before proceeding with the task(s).

A new or a review of a current SWMS is required where hazards and levels of risk have changed. Some examples are:

- changes in weather conditions
- introduction of mobile plant to work area
- any other changed conditions
- Melon Plumbing Service , workers or contractors absent from the worksite for considerable time
- new workers attending worksite for first
- after an incident, accident or near miss

Risk Control

After identification of all potential hazards, GP &CL will use the hierarchy of control to put in place the most effective control measures.

Hierarchy of Control

Elimination of the hazard(s) is the ultimate control measure that should be sought. If not practicable to eliminate the following risk controls are to be used.

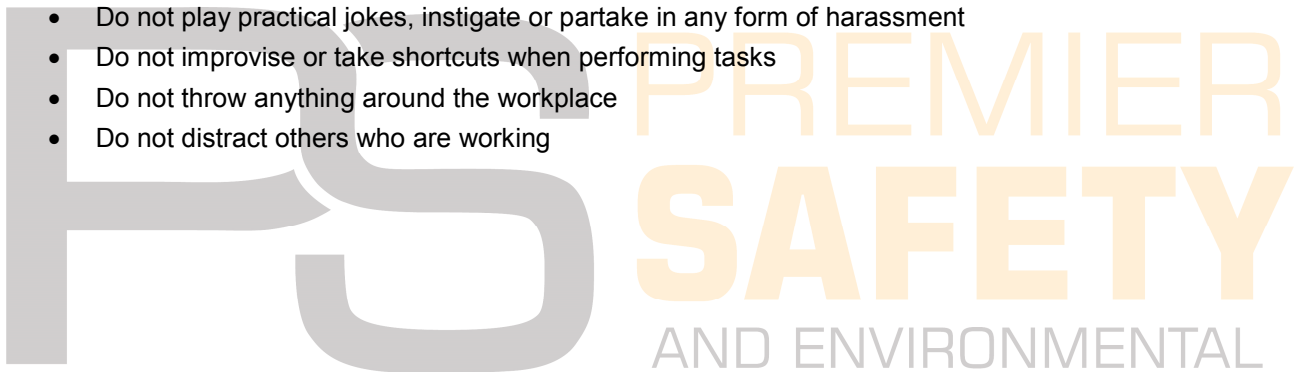
- Elimination, if not practicable then,
- Substitution, if not practicable then,
- Engineering control, if not practicable then,
- Isolation control, if not practicable then,
- Administrative control, if not practicable then Personal Protective Equipment.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Safety Rules – General

- No personnel are to use any tools or equipment unless authorised and or accredited to do so
- Personnel must not attempt to repair any equipment unless authorised to do so by Management
- Personnel must not remove or alter any safety equipment or guards attached to machinery or tools
- Never remove lockout tags or operate machinery that has a tag attached
- Only authorised personnel are permitted to drive company vehicles. Do not drive recklessly or carelessly. Non-company personnel must not be carried as passengers in any company vehicle without authorisation
- Smoking is not permitted in office buildings, vehicles or in areas where a “No Smoking” sign is displayed
- All accidents, incidents, near misses, injuries and hazards must be reported to supervisors or management immediately
- All appropriate Personal Protective Equipment and clothing must be worn at all times
- Obey all safety instructions and signs
- If personal jewellery poses a danger, it is not to be worn at work
- Keep the work area clear of debris. Always clean as you go or when task is completed
- Compressed air is dangerous! Never use it to clean yourself or your clothes. Do not direct compressed air towards another person
- Always dress appropriately for the job i.e. no loose clothing around moving machinery
- Do not play practical jokes, instigate or partake in any form of harassment
- Do not improvise or take shortcuts when performing tasks
- Do not throw anything around the workplace
- Do not distract others who are working



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Safe Work Procedures

Safe Work Procedures are a detailed written procedure that describes how to perform a task. Safe Work Procedures should be brief and direct.

They must include:

- ✓ Personal Protective Equipment required for each element of the task
- ✓ A step by step breakdown of the task
- ✓ A separate list of the frequent unsafe acts such as; “Do not....”
- ✓ Proper material handling for the task e.g. lifting devices, waste disposal
- ✓ List of steps for any machine set up involved in the task
- ✓ Safe distances from working plant / equipment
- ✓ Notice of hazardous materials and how to handle them correctly
- ✓ A reminder that questions must be directed to the supervisor and no personnel are to perform a task until they know how to perform it safely

The supervisor or nominated person is responsible for insuring that current Safe Work Procedures are written and available to all personnel working under his / her supervision.

1. A copy of the Safe Work Procedures must be kept in a position that is accessible to all personnel.
2. Any new or temporary personnel entering an area to work, must read, discuss and follow the relevant Safe Work Procedures for that area before performing any tasks.
3. Safe Work Procedures must be observed and reviewed annually by the Health Safety and Environmental Consultant, Example Locations or nominated person.
4. When writing or modifying procedures they must comply with relevant legislation etc.
5. If any procedures are written or modified all personnel performing that task must be notified and retrained according to the modifications.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Sediment control

During hydro excavation work GP & CL will implement procedures and controls to prevent or minimise sediment entering waterways or properties.

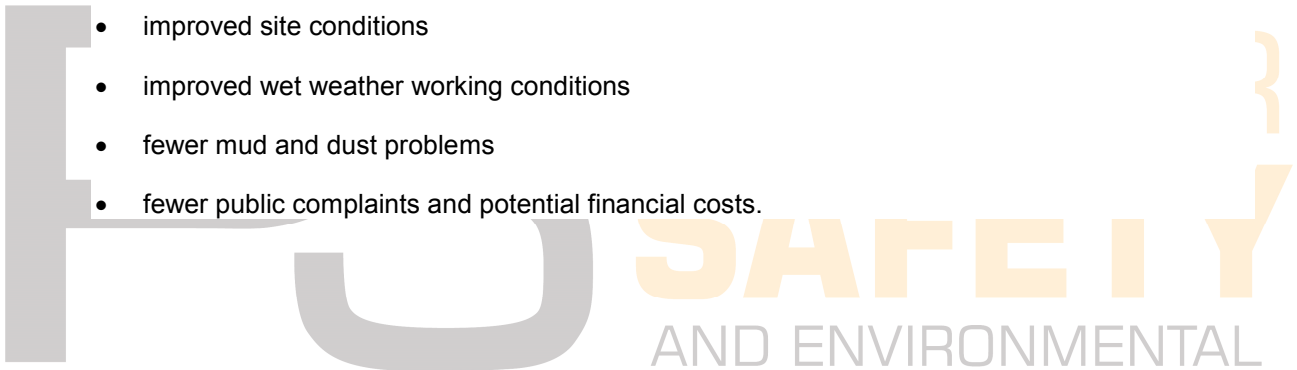
Approved sediment control techniques are used to prevent sand, soil, and other materials from reaching waterways. Even a small amount of pollution from a site can cause significant environmental damage by killing aquatic life, silting up streams and blocking stormwater pipes.

The objectives of sediment control are to:

- divert uncontaminated water away from the work area
- minimise erosion by minimising site disturbance and stabilising disturbed surfaces
- prevent material stockpiles from collecting or discharging sediment.

Successful control measures can trap and retain sediment during any hydro excavation work. This results in:

- cleaner waterways and healthier aquatic life
- reduced clean-up costs to the community
- improved site conditions
- improved wet weather working conditions
- fewer mud and dust problems
- fewer public complaints and potential financial costs.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Site Security and Access Restrictions

Legislation requires the occupier of any premises to ensure the health, safety and welfare of all persons on company property including unauthorised visitors.

Aims:

1. Ensure compliance with legislation.
2. Protect Company property from theft and/or misuse.

General:

All employees must check their own workplace or workstation before commencement of work and at the end of the working day.

Buildings:

1. All doors and gates to areas must be kept locked
2. There must be adequate lighting to allow safe building access
3. All site buildings must be lockable
4. Hazardous Substance storage area must be securely locked at all times

Yard Areas:

1. Perimeter lighting must be operative and adequate
2. Boundary fences must be in place and in good order. All gates must be lockable
3. Lock and unlock procedures must be adequate
4. Yard areas must be clear of slip, trip and fall hazards

Office Areas:

1. All office buildings must be lockable, including windows
2. Lighting must be adequate
3. Critical business documents must be secured
4. Measures must be in place to prevent theft from Example Locations property
5. Computer security must be in place

Mobile Equipment:

1. Vehicles must be able to be garaged under lock and key, where practicable
2. Ignition keys must be secured when not in use
3. Procedures must be in place to prevent "hot wiring"

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Site Signage

Example Locations must ensure the placement of signs that are clearly visible from outside the worksite and that indicate the detail of their work, warning signs for pedestrian and vehicular traffic, their name and contact details. It will be the responsibility of EXAMPLE Directors or site supervisor to ensure that this information is placed prior to commencement of the work.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Snakes, Spiders and other Venomous animals

Snakes are a protected species and not to be harmed in any way. They are a natural part of life in the bush and can be expected to be there. Snakes and other reptiles are especially active in the warmer months. Snakes have poor hearing, but heightened awareness of vibration, which they use to tune into potential prey. They will generally move away from anything as that may be heading in their direction.

Pits, pipes, culverts and many other places attract snakes, spiders and other dangerous and venomous animals. Particular attention is required by EXAMPLE employees when opening, entering or locating such places.

To **MINIMISE** the **RISK** of contact with these animals the following procedures must be observed:

- Wearing of suitable clothing required. Long pants, long sleeved shirt, safety gloves, appropriate footwear-safety boots, gaiters or long gum boots.
- Ensure fully maintained First aid kit and first aid materials are present i.e. splints, bandages etc
- Communication equipment **MUST BE TAKEN AT ALL TIMES** and must be in working order e.g. walkie talkies, 2 way radio, mobile or satellite phone for staff communication when out of visual range or service.

Be aware - Look for snakes as you move through the bush especially in grasslands.

- Familiarise yourself with snakes known to that area. Identification may be needed for appropriate antidote.
- Don't put your hands into places which may harbour them like holes in logs or holes made by other animals.
- Do not approach or deliberately attempt to scare off a snake.
- Never attempt to either kill a snake or capture it.
- Left alone, most snakes will not attack whereas. Observe the snake from a safe distance if possible in order to obtain information which can be passed to by other staff working in the area.
- Insect repellent must be applied prior to going out into the field.

BITES - SNAKES

- If an employee is bitten treat **ALL** bites as serious.
- Some bites cause no immediate pain or symptoms – Treat the bitten person for shock
- Keep calm, warm and still.
- Remove any jewellery on the affected limb.
- Do not interfere with the wound i.e. don't clean the wound; you may be removing the only evidence of which snake was involved and what antidote is needed.
- Bandage the limb (over clothing) to immobilise, without cutting off circulation.
- Get to medical help or seek medical assistance as soon as possible

BITES – WASPS, BEES and BULL ANTS etc.

- Ensure employees who suffer allergic reactions to wasps, bees, bull ants etc are known to **all** other employees.
- Antidotes provided must always be kept in the vehicle First Aid kit.
- Wear appropriate clothing.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Spill Response

All locations that have a risk of a fuel/oil or chemical spill must have emergency procedures in place that includes actions to take in the event of a spill.

Handling an emergency successfully depends on the following factors:

- Knowledge of the product and the clean-up equipment in your charge.
- The user must be trained in the use of the equipment.
- The ability to adapt to the particular circumstances of the incident.
- Set procedures will help reduce the chances of fuel or oil spreading and causing damage to the environment.
- Refueling or mixing will be conducted away from any water way, drain.

Pre-operational safety checks

EXAMPLE will:

- Ensure that there is a fuel/oil/chemical spill kit on the works site prior at all times
- Store all fuels/oils/chemicals appropriately – **see *Dangerous Goods/Hazardous Substances***
- Conduct regular inspections of all containers stored and kept on site or prior to use to ensure the containers integrity and condition is maintained.

Fuel/oil/chemical spill response

Immediately a fuel/oil/chemical or any other contamination spill occurs:

- Remove the source of the spill from the area and control the leak.
- Take immediate action to contain the spill by placing a spill boom or method of containment around the contaminated area.
- Commence cleaning up the spill.
- Once the site has been cleaned up to the appropriate standards required, all contaminated material must be removed from the site and taken to an approved waste facility.
- Contact the relevant Authority – EPA/ Local Government /State Government department if required

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Spill Control (Fuel and Chemical Clean Up)

EXAMPLE shall implement sound practices that minimise environmental impacts and eliminate health risks and nuisance to residents near the work site.

To minimise the impact of spills, EXAMPLE shall implement the following recommendations regarding spill control.

- Ensure a spill kit or alternative material is available on site or where fuel or chemicals are stored in the event that a spill occurs. If you are working near a waterway material should be available to contain and clean up spillage in water.
- Regularly inspect and maintain hoses and fuel lines on plant and equipment for leaks or damage before they burst or fail.
- PVC chemical resistant gloves should be available for personnel to use while cleaning up a spill.
- At the site induction all personnel should be made aware of the location of the spill kit or clean up materials.
- Advise the site supervisor if a spill occurs.
- EPA should be contacted where a spill results in offsite environmental impact to ascertain their involvement, instructions.
- If a spill is too large or you are unable to clean it up or it has resulted in a significant environmental impact, then EPA should be contacted to advice in the clean-up. MFB / CFA may also get involved.
- The client should also be notified.

1. CONTROL the spill

If a spill occurs identify the source and assess whether it can be controlled (stopped) in a safe manner. Protect storm water drains and waterways by placing earth, sand or absorbent material around storm water entrance points and alongside waterways to prevent pollution.

2. CONTAIN the spill

Stop the spill from spreading. Again, this can be done using absorbent material, booms, sand etc. This will minimise the area requiring clean up.

3. CLEAN UP the spill

Soak up the spill with absorbent material and ensure the surface is left clean. Material used to clean up the spill should be placed in a drum labelled "Spill Kit Waste". When this drum is full it should be removed from site as prescribed waste. Refer to Work Instruction – Disposal of Prescribed Waste. In some instances an EPA licensed contractor may be required to clean up the spill.

Note: Absorbent, particulate, sand and earth should not be used to absorb spills in water. Absorbent booms and pads can be obtained which are especially designed for water spills.

The contents of the spill kit should be replaced as soon as possible to ensure materials are available in the event of another spill occurring.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Toolbox Meetings

Toolbox Meetings are to be held at least weekly, or otherwise as required.

The purpose of a toolbox meeting is to provide an informal exchange of information between Management and employees, with the express purpose of involving personnel in issues that are important to them as well as the EXAMPLE.

A EXAMPLE Director will run the meeting and direct input from the employees is expected.

At each meeting the material covered at the previous Toolbox meeting must be reviewed and discussed.

The meeting is also to be used as an opportunity to discuss any changes to the workplace, work practices or OH&S programs or procedures.

A record of the Toolbox Meeting must be kept and filed. All participants to sign the Toolbox Meeting form.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Traffic Management and Public Safety

The type of work undertaken by EXAMPLE will require the protection of the assets and prevention of unauthorised persons, vehicles and pedestrian traffic from entering the work area.

This will require the development and implementation of a traffic management plan at each site. The plan shall be developed by EXAMPLE in consultation with its clients, other workers and contractors. At times it may be required to develop more substantive traffic management plans and where this is to take place they will be developed in line with and in accordance with the Road Management Act 2004 and the Worksite Safety – Traffic Management Code of Practice 2010.

Where a traffic management plan is required, work will not commence until the plan has been developed, all parties consulted and provided with the information and then implemented.

Public safety is paramount at all times and all precautions shall be taken to protect persons who may be in the vicinity of work being performed. This shall include adequate signage, temporary fencing and barricading as appropriate.

Appropriate authorities will also need to be contacted regarding traffic management and permits may also be required. See local government, VicRoads and VicPol.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Waste – Disposal

GP &CL shall implement sound practices that minimise environmental impacts and eliminate health risks and nuisance to residents near the work site.

Prescribed wastes include low level contaminated soil, contaminated soil and water, oils, diesel fuel, containers and bags containing hazardous compounds, detergents, oil sludge and residues, etc.

If not managed properly, these wastes may pose a threat to the life or health of living organisms due to their toxic properties. Other wastes in this category may pose a threat to the safety of humans or equipment due to explosive, reactive or corrosive properties.

1. GP &CL is responsible to ensure that the material (liquid or solid) falls into the category of prescribed waste outlined by EPA Victoria. Further information can be found in the EPA Victoria publications.
2. GP &CL shall assess if the activity that is involved, is going to be a regular process that the company will carry out. If the activity is not expected to occur again then GP &CL shall consider the opportunity to subcontract the works to an experienced operator or to get specialized advice and supervision to enable its own workers to dispose of the waste correctly.

Standard Disposal Steps

1. Contact the relevant EPA licenced facility or licenced contractor to ensure they can receive or remove the waste. This will generally require the waste producer forwarding analytical results. Alternatively the disposal facility may analyze the waste for you. For soil, leachability tests may be required in addition to standard screens for contaminants.
2. The receiving facility will need the following details:
 - Volume of waste
 - Company transporting the waste (may be the company receiving the waste)
 - When the waste is being transported to their facility
 - A contact name and number in the event that there are any problems.
3. Prescribed waste needs to be transported in licenced vehicles using EPA transport certificates.
 - a) When disposing of liquid waste the company receiving the waste will send out licenced tankers or trucks (if waste is in containers/drums) to pick up the waste. These vehicles generally carry their own prescribed waste transport certificates and some companies will complete the certificates on your behalf. You should be either provided with:
 - A letter stating that you have elected to have the certificates completed on your behalf; or
 - The waste producer's copy of the transport certificate (green carbon copy). You will need to forward the pink carbon copy to EPA Victoria.
 - b) When disposing of solid waste (i.e. soil) the trucks need to hold EPA licences and must comply with the licencing requirements e.g. trucks must be covered with tarps. Each truck must have completed waste transport certificates on board. Again, the green copy should be kept by the waste producer and the pink copy forwarded to the EPA.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Waste and Hygiene Management

GP &CL aims to prevent and minimise waste generation and promote conservation of natural resources whilst undertaking both office and site based activities.

OFFICE ENVIRONMENT

The following measures are undertaken to minimise generation of waste and energy consumption as part of daily activities undertaken within the office environment:

- Reuse and recycling of paper
- Use of double-sided printing or 4 sided printing to reduce paper use
- Avoid unnecessary printing of documents
- Where possible peer review documents electronically
- Green energy source for office power
- Separation of recyclable waste into recycling bins
- Minimising of office energy consumption through:
 - Use of energy efficient light bulbs
 - Turning off lights and equipment when not operating

Servicing of vehicles in accordance with manufacturers requirements to ensure efficient running of vehicles and reduction in potential excessive exhaust emissions and fuel use.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Weed Hygiene and Infestation Prevention

Prior to commencing works in a weed controlled area, EXAMPLE is responsible for carrying out a site inspection and assessing whether there is potential of a transfer of noxious weeds and seeds that may result in the unwanted spreading or infestation of noxious weeds and seeds.

Where works may result in workers, clothing, vehicles, plant or equipment coming into contact with noxious weeds/seeds, the following procedure must be followed.

Before commencement of any project involving a field trip or work in a weed controlled area, EXAMPLE is responsible for:

1. Carrying out a visual inspection of the site
2. Where any noxious weeds or undesirable seeds are identified or the client nominates they exist, prepare a specific action plan that takes into account the risk of distribution.
3. Ensuring that workers have access to plant, equipment, and resources applicable to the risk, and understand the procedure and apply the procedure where required.
4. Washing and cleaning of all plant and equipment prior to entering the work site.

Before commencing work at each location.

1. Hold toolbox meeting & discuss environmental issues and the need to wash plant and equipment before they leave the area of infestation.
2. Nominate the responsible person who will clean the plant and equipment and where the cleaning will take place.
3. Explain the monitoring record and ensure the responsible person is aware they must record what equipment is cleaned and when the cleaning is carried out.

Cleaning Process:

1. Clean the equipment prior to it leaving the affected area, ensuring that any weeds or seeds remain inside the affected area
2. Wash and clean all plant and equipment that has left the roadway, and entered the area that is identified with the undesirable plants and seeds.
3. Select a location where the runoff and material cleaned off will not enter any watercourse or find its way onto other mobile plant that may be passing.
4. Normal procedure will be to wash down with the high-pressure fire pump or where not possible removal of all soil etc by means of a shovel and brush/or compressed air.
5. Inspect under the equipment thoroughly before releasing the plant and equipment to travel off site.
6. Ensure the cleaning site is kept tidy, free of pools of water and is not a Health Safety or Environmental risk

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Working Outdoors

Due to the nature of the environment in which work is undertaken by EXAMPLE circumstances may arise where climatic conditions can potentially impact on the health, safety and wellbeing of staff. It is important that all staff are aware of such conditions and are properly prepared for the effects of the elements.

Heat Events

On days when temperatures of extreme heat (35°C+) are forecast EXAMPLE needs to ensure that workers are not exposed to the effects of the sun for prolonged periods especially between the hours from 11am to 3pm EST.

Staff working outdoors must be protection from sun and environmental exposure by wearing as a minimum:

- Broad spectrum sunscreen SPF30+ UVA and UVB
- Broad brimmed hat
- UV protective sunglasses
- UV Protective clothing and
- Carry an adequate supply of fresh drinking water (allowing 1litre per hour) at all times.

Heat stroke can occur when the body becomes dehydrated and cannot cool itself to maintain a healthy temperature. Symptoms of heat stroke include very high body temperature, increased heart rate, dry and swollen tongue, headache, dizziness, nausea, confusion and in extreme cases loss of consciousness.

Preventing Heat Stroke

1. Drink plenty of water or other non-alcoholic fluids, up to 5 litres per day when working in hot weather.
2. Reduce physical activity and avoid exertion where possible in extreme heat. Stay indoors or in the shade as much as possible, rest often when outdoors.
3. Take steps to stay cool and keep air circulating around you.
4. Wear lightweight clothing, sunscreen and a broad brimmed hat when outdoors.
5. Eat regular, light meals
6. Keep an eye on fellow workers for signs of heat stress.

First aid for Heat Stroke

- Heat stroke is a medical emergency. Call 000 or 112 if no reception.
- Rest lying down in a cool, shaded place.
- Keep checking pulse.
- Cool the body with cool water or ice packs.
- Give cool, clear fluids to drink, only if fully conscious.
- Seek urgent medical assistance

Wind Speed Criteria

On days where the predicated wind speed is likely to exceed 25 knots or more EXAMPLE activities may need to be avoided. High winds have the potential to increase raised dust, impact on plant and equipment and buildings.

In the event of current or predicated winds of 25 knots (45-48 km per hour) or more work may cease until the winds abate or conditions improve. Alternative work can be performed away from wind.

Storm Events

Protecting yourself from storms

- Check weather forecast for storms when forecast.
- Rain, hail, and lightening occur only in the mature stage of a thunderstorm.
- If a thunderstorm is approaching take shelter in a vehicle or building if possible. If caught in an electrical storm, stay low to the ground and maintain minimal contact with the ground.
- Do not resume work in exposed areas until 30 minutes after storm activity has passed.

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HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

High risk areas in thunderstorms

- Working in open areas.
- Working on or near a waterway.
- Operating mobile telephones, machinery or electric motors
- Working near other conductive objects.

High risk in days of extreme heat or risk of fire

Outdoor work activities will not be performed on days of extreme heat or days of total fire ban.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Working Alone/Working in isolated areas

1. Responsibility

- EXAMPLE is to provide training, equipment and direction for this procedure
- Worker uses the information and equipment to complete the task
- All workers are to make sure someone knows where they are
- Workers are to notify EXAMPLE management if there is a change in work location or if the task is completed early or if not started for other reasons
- Make arrangement for a 'call in time'

2. Equipment (not all mandatory)

- Mobile telephone
- Satellite communication
- UHF/VHF Radio

3. Safety communications in case of an Emergency

- Mobile telephone
- Satellite communication
- UHF/VHF Radio

4. Action

Call in times:

On arrival at site and then every 2 hours OR whenever a break is taken.

When departing from site.

For longer journeys workers are required to contact the office whenever they take a break.

Personnel	Contact Number	Vehicles	Contact Number
Example name	0400 000 000		

5. Records

All personnel involved must keep a written record of whom they report in to or who reports in to them and the time reports that were made.

Non-compliance with these procedures will be a safety breach and will be dealt with in the same way as other breaches.

SECTION 2 - WORKPLACE POLICIES

Example Locations will support employees (and other persons engaged by Example Locations to perform work) who act within their obligations and authority, however an employee or contractor acting without authority or unlawfully will not necessarily have support from Example Locations for their actions. A proven breach of standards will result in the commencement of disciplinary action and serious and wilful misconduct may result in instant dismissal.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Code of Conduct

Employees of Example Locations (and other persons engaged by Example Locations to perform work) will ensure they adhere to high professional and personal standards. All employees, whilst performing their work, shall behave in a manner which does not contradict organisational policies and procedures and relevant legislation.

General Standards

Employees shall not act disrespectfully or cause detriment to other employee.

All employees will refrain from causing or being involved in any incident, issue, and/or behaviour which will cause detriment to the health, welfare, financial situation, and/or safety of others or Example Locations reputation. Any employee witnessing such incidents is obligated to report it to a EXAMPLE Director.

Employees shall abide by all relevant legislation and adhere to professional standards and specific codes of conduct.

Employees shall not generally accept gifts/monies and must declare any payment/gift in money or in kind to promote transparency.

Employees shall not make improper use, directly or indirectly, of any information acquired during the course of their employment which may cause detriment to Example Locations or advantage themselves or any other person.

Illegal drugs and alcohol are not permitted to be brought onto or consumed on Example Locations premises (including where Example Locations is performing work). Failure to comply with this may result in summary dismissal. An employee found trafficking or attempting to traffic drugs to any person on Example Locations premises or while engaged in work for Example Locations will be summarily dismissed and the matter reported to the police.

An employee found to be affected by alcohol or has brought alcohol onto a worksite will be sent from the worksite without pay and may have their employment contract revoked.

Employees shall not discuss with another individual any issues relating to another Employee member's terms of employment without their consent.

Where specified, or required for infection control and safety, personal protective clothing / equipment (PPE) shall be worn, in accordance with Occupational Health and Safety requirements and infection control standards.

Neither prospective nor existing employees will be discriminated against based on their dress (or for other reasons as outlined under the EEO Act 1984), unless they refuse to comply with OH&S and infection control requirements designed to protect the health and safety of employee and clients.

All Employees are expected to exercise reasonable care and to attend to their work with skill and competence within their area of expertise.

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Disciplinary Process

Example Locations has a systematic approach through negotiation to changing unacceptable work related behaviour via the application of an accepted Disciplinary Process.

A Disciplinary Process is implemented when efforts via routine performance management and performance counselling processes have not been able to resolve identified performance issues. This discipline process identifies, communicates and attends to unacceptable work related behaviour; should unacceptable behaviour continue steps outlined within the Disciplinary Process will occur.

Summary

The Disciplinary Process complies with Legislative and Award requirements, and aims to support sustained behaviour change. The intention is the timely resolution of performance issues to the satisfaction of all concerned.

Staff will be provided with appropriate guidance, feedback and support during any Disciplinary Process.

An essential element to the Disciplinary Process is the maintenance of good communication between all parties ensuring the maintenance of rights and responsibilities.

Until disciplinary action is resolved, work shall continue as normal if considered safe and acceptable; should work be deemed unacceptable or unsafe management are to seek immediate advice from EXAMPLE Director.

Rights and Responsibilities

- An employee has the right to be informed of any unacceptable work related behaviour.
- An employee has the right to seek external support during the Disciplinary Process.
- EXAMPLE Directors have overriding responsibility for outcomes of any Disciplinary Process e.g. continuation of normal duties; task re-assignment; job review; regrading; loss of responsibility; and cessation of employment.
- Managers have the responsibility to report to their supervisor when they believe disciplinary action should be taken with one of their staff.

Procedures

- Where disciplinary action is necessary a EXAMPLE Director shall notify the employee of the reason. The first warning shall be verbal and any actions which are to be taken to rectify the problem will be recorded on the employee's personal file. Remedial action such as counselling, further training, workload adjustment and/or improved performance of the employee may resolve the issue at this point. A representative shall be present if desired by either party.
- If there continues to be no improvement or change in the employee's performance, further disciplinary action will be necessary. The matter will be discussed with the employee who should be given the opportunity to respond. A first written warning will be given to the employee and a copy placed on the employee's personnel file. This first written warning must clearly state the nature of the problem, the performance or conduct standards required and a specified period over which the employee's progress will be monitored. A representative may be present if desired by either party.
- If there continues to be no improvement or change in the employee's performance the employee will be seen again by a EXAMPLE Director. A final written warning will be given to the employee and a copy placed on the employee's personnel file. The matter will be discussed with the employee who should be given the opportunity to respond. The final written warning will clearly state that if certain standards of performance and/or conduct are not met within a specified period of time, the employee will be dismissed.
- Where further disciplinary action is necessary then the employee may be terminated. Prior to termination the employee's performance and/or conduct since the previous final written warning should be fully detailed. An opportunity for the employee to respond should be provided. If the employee's response is not regarded as satisfactory then termination can follow. No dismissals are to take place without the authority of a EXAMPLE Director.

Example Locations

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- Summary dismissal of an employee may still occur for acts of serious and wilful misconduct.
- If after any warning, a period of twelve months elapses without any further warning or action being required, all adverse reports relating to the warning must be removed from the employee's personal file.
- All new employees shall be shown these procedures on commencement of employment.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Discrimination

Example Locations is committed to providing a healthy and safe workplace free of all forms of discrimination, occupational violence and harassment including bullying. It aims for equality of opportunity for all employees – permanent and casual - consistent with merit-based selection and promotion.

Any reports of discrimination, bullying, harassment, and occupational violence will be treated seriously and investigated promptly, confidentially and impartially via Example Locations Incident Reporting processes. No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, occupational violence, harassment or bullying.

Responsibilities

EXAMPLE Directors are responsible for ensuring a safe and healthy workplace will take steps to identify and prevent bullying and harassment, sexual harassment and occupational violence.

EXAMPLE Directors are responsible for investigating promptly, confidentially and impartially any incident reported to them.

All employees have a responsibility to adopt a non-bullying and harassment, sexual harassment and occupational violence stance and report any incident via the Incident Reporting Process.

Definition:

Unlawful discrimination occurs when a person considers they have been treated less favourably owing to an attribute (listed) when compared with a person not of that attribute.

Protected attributes in Victoria include:

- age
- disability/impairment
- industrial activity/inactivity
- lawful sexual activity
- gender identity
- marital status, including de-facto
- physical features
- political belief or activity
- pregnancy/breastfeeding
- race
- religious belief or activity
- sex
- status as a parent or carer
- personal association with someone of the above attributes
- irrelevant criminal conviction

PREMIER
SAFETY
AND ENVIRONMENTAL

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Reporting Process:

1. The employee should discuss any incident or issue with a EXAMPLE Director. An incident report form should also be completed.
2. The employee will have immediate access to and understand the definitions of discrimination, (via this Policy).

Should early discussion suggest the incident or issue may not be resolved with an initial conversation, a EXAMPLE Director is to be advised immediately and a resolution process commence.

Resolution Process

Once a report has been made there are a number of key principles that should guide the resolution process:

- All matters to be treated seriously
- Prompt action taken
- Non-victimisation of person who reports issue
- Support for all parties involved
- Neutrality of person in charge of investigation or resolution
- Effective communication of process
- Confidentiality
- Comprehensive documentation
- Principles of natural justice adhered to

A resolution process should be initiated which is flexible and enables a choice of actions. The following 3 approaches can be used in combination or on their own, depending on the situation involved:

- Direct approach
- Discussion involving an independent third party
- Investigations

The resolution approach should reflect the seriousness of the situation. It is important that the person who reported the situation agrees with the proposed approach.

APPROACH ONE:

Direct Approach: (NB: Generally not appropriate when serious allegations have been made)

1. The direct approach involves a clear and polite request for the behaviour to stop. This request can be made by the person affected, by the person affected with the support of a person they trust, or by their supervisor. If the direct approach succeeds, and the offending behaviour stops, it may not be necessary to take further action
2. The Manager should continue to monitor the situation for signs of recurrence

APPROACH TWO:

Discussion involving an independent third party:

The objective is to settle an issue with as little conflict and stress as possible. This action may result when the direct approach did not resolve the issue or where an investigation has recommended discussion to assist resolution.

1. All parties must agree to participate in discussion
2. All parties involved need to recognise and accept the independence of the third party
3. The discussion should focus on resolving the problem and agreeing on actions that will be undertaken to assist the resolution
4. Outcomes of the discussion are to be documented and signed by all parties

Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

APPROACH THREE:

Investigations:

Where the behaviour does not cease after a direct approach or discussion, an investigation to establish whether or not the report is substantiated should be undertaken by EXAMPLE Director. Where a serious allegation has been made, an investigation should be undertaken before any other approach. Investigations should be conducted by an impartial and appropriately skilled person within the organisation as appointed. Independent advice from relevant governing bodies (WorkSafe, Equal Opportunities Commission or Police) should be obtained. Investigations and their outcomes should be documented.

The parties affected should be kept informed and provided with all necessary documentation.

At the end of the investigation, recommendations about the measures that should be undertaken to end the matter and to address underlying risk factors that may have contributed to the situation must be made by EXAMPLE Director.

Outcome

Substantiated allegations of the discrimination will not necessarily lead to termination of employment but may lead to disciplinary procedures being implemented (refer Disciplinary Policy). Ultimately, the severity of the incident will determine the outcome and will be determined in accordance with relevant legislation.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Fit Condition for Work Policy

Example Locations aims to ensure a safe work place and safe work practices by ensuring that all employees / contractors (and other persons engaged by Example Locations to perform work) are in a fit condition to perform their work without compromising their own safety, the safety of other employees, clients or members of the public.

The purpose of this policy is to improve health and safety in our environment by:

- Eliminating hazards that are a consequence of the actions of individuals who are not fit for work
- Ensuring that all employees who are deemed unfit for work are dealt with in an effective, fair and constructive manner

Definition

Fit condition: means an individual is in a state (physical, mental and emotional) that enables them to perform assignments competently and in a manner that does not threaten the health and safety of themselves or others in the workplace. Fitness for work may be affected by fatigue, stress, emotional problems, illness, injury or the effects of drugs and alcohol.

Responsibilities

EXAMPLE Directors have the responsibility for ensuring that their managers and supervisory employee are aware of their obligation to effectively supervise and monitor their employee.

Employees: have a duty to ensure they are fit for work and take reasonable care so as not to expose themselves or others to unnecessary safety or health risks. This includes: notifying their supervisor of any potential impairment to their ability to carry out their role; ensuring medications are taken as directed; declare any such medications which may impact on their ability to perform work; notify their supervisor of any breach in the policy where other employee may be considered unfit for work.

Procedures

If an employee appears in a condition which may render them unfit for work the supervisor will assess that ability through monitoring or choose to request the employee seek medical clearance to continue work. The supervisor may direct the employee to either cease work or arrange a task which is within their capacity to manage safely.

The first priority is to care for the employee. The supervisor should move them to a safe area and arrange medical or other assistance if required.

If the employee is considered in an unfit condition for work then Management should arrange transport to their home.

EXAMPLE Directors should consider the circumstances and take appropriate actions.

If a suspension or amendment to duties is required, a EXAMPLE Director should initiate an investigation into the facts of the matter including the employee's reasons for being unfit for work.

At the conclusion of the investigation a meeting will be arranged with the employee (who will be entitled to have a nominated representative present). Following the meeting an agreement will be made with the employee with agreed outcomes to ensure that work may re-commence as soon as possible.

The agreement will be monitored and the employee evaluated by EXAMPLE Director after an agreed period of time. Failure to work in accordance with the agreement may result in termination of employment.

If serious wilful misconduct has occurred which has resulted in the continuation of the employment contract being untenable, termination of the employment by summary dismissal will be required.

EXAMPLE Director should consult with their legal representative prior to taking such action and refer to the relevant Award/Agreement for guidance.

Example Locations

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Fatigue Management Policy

Example Locations affirm their commitment to providing and maintaining, so far as is reasonably practicable, for employees a working environment that is safe and without risks to health, as per section 21 of the Victorian Occupational Health and Safety Act 2004.

Explanation:

Fatigue is a general term commonly used to describe the experience of being “sleepy”, “tired” or “exhausted”.

- Fatigue is both a physiological and a psychological experience.
- Fatigue can severely impair judgment and can affect anyone. It is particularly dangerous because one of the symptoms is decreased ability to judge your own level of tiredness.

Other symptoms vary between people but may include:

- Loss of concentration
- Drowsiness
- Yawning
- Slow reactions
- Sore or tired eyes
- Boredom
- Feeling irritable and restless

Mental fatigue can be described as a loss of alertness that ends in sleep and is associated with the following factors:

- Lack of sleep
- Time of day (natural body clock that determines when we are sleepy)
- Work demands (e.g. time on task)

Example Locations accepts responsibility to implement a preventative strategy for fatigue in the workplace. This will be implemented by:

- Increasing employee awareness and provide appropriate information on workplace fatigue.
- Adopt work practices that reduce effort and strain.
- Ensure that there are enough workers to do the job safely.
- Utilise better designed equipment to reduce physical fatigue.
- Take breaks to avoid build up of fatigue.
- Comply with the Statutory Authorities in the matter of Fatigue Management.
- Establish and support an infrastructure that will enable a co-operative effort by management and employees to minimise exposure to injury caused by fatigue.

Section 25 of the Victorian Occupation Health and Safety Act 2004 details employee responsibilities in the workplace. Primarily, taking reasonable care for their own health and safety and co-operating with their employer in respect to any action taken by the employer to comply with any requirement imposed by legislation.

Example Locations HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Health Monitoring Policy

Example Locations will provide all personnel with any recommended health monitoring. Adverse results will in no way affect the employment opportunities of any personnel, unless their condition renders them unfit or unsafe to perform a specific task.

Only recognised health monitoring techniques may be used to monitor the health of personnel at Example Locations.

Total confidentiality must be maintained at all times unless there are specific legal requirements to notify another party of the results.

Medical:

1. All Example Locations personnel must participate in a pre-employment medical examination.
2. Personnel must participate in a medical examination at any time when requested by Example Locations.



Example Locations

HEALTH SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

Health and Safety Records

Purpose:

This procedure has been written to ensure the Example Locations has procedures for the Identification, Filing, Maintenance and Retention of Health and Safety Records. This includes all information related to records shown on the Health Records Register.

Confidentiality:

Personnel listed are to ensure that:

- For confidentiality, only those personnel listed in the accessibility column of the Health Records Register are permitted to view such records.
- If new information is obtained to replace existing records, or if an employee terminates their employment with the Company, the old files are still maintained and stored for the required length of time as per the disposal column of the Health Records Register.
- Such files are passed onto the EXAMPLE Director or nominated person for storage purposes.

Health and Safety Record Maintenance and Retention Security:

Example Locations shall:

- Ensure any files, existing or those passed on for storage purposes are securely maintained for the period of time indicated in the disposal column of the Health Records Register.
- Ensure that accessibility to the files is only given to those authorised to have access.
- Ensure that employee's representatives have access to a person's file providing the person concerned supplies written consent.



Health Records Register

Responsibilities	Who is responsible for ensuring the document is kept				
Access	Who has access to the document				
Location	Where current copies can be located				
Storage	Where document is stored for long term storage				
Disposal	Length of period the document is to be kept				
Records	Responsibilities	Access	Location	Storage	Disposal
Medical Certificates	Example Locations	EXAMPLE Director	Head Office	Locked Filing cabinets	30 years
Workers Injury Claim Form	Example Locations	EXAMPLE Director	Head Office	Locked Filing cabinets	30 years
Employers Claim Form	Example Locations	EXAMPLE Director	Head Office	Locked Filing cabinets	30 years
Medical Files Rehabilitation Personal Medical info	Example Locations	EXAMPLE Director	Head Office	Locked Filing Cabinets	30 years
Work Cover Certificate of Capacity	Example Locations	EXAMPLE Director	Head Office	Locked Filing cabinet	30 years.

Occupational Violence

Example Locations is committed to providing a healthy and safe workplace free of all forms of discrimination, occupational violence and harassment including bullying. It aims for equality of opportunity for all employees – permanent and casual - consistent with merit-based selection and promotion.

Any reports of discrimination, bullying, harassment, and occupational violence will be treated seriously and investigated promptly, confidentially and impartially via Example Locations Incident Reporting processes. No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, occupational violence, harassment or bullying.

Responsibilities

EXAMPLE Director is responsible for ensuring a safe and healthy workplace will take steps to identify and prevent bullying and harassment, sexual harassment and occupational violence.

EXAMPLE Director is responsible for investigating promptly, confidentially and impartially any incident reported to them.

All employees have a responsibility to adopt a non-bullying and harassment, sexual harassment and occupational violence stance and report any incident via the Incident Reporting Process.

Definition:

Occupational Violence is defined as any incident where an employee is physically attacked or threatened in the workplace.

A threat includes a statement or behaviour that causes a person to believe they are in danger of being physically attacked.

A physical attack means the direct or indirect application of force by one person to another which creates a risk to health and safety. Physical attack is defined without consideration of the attacker's intent.

Occupational violence includes but is not limited to:

- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- Throwing objects
- Attacking with knives, guns, clubs or any other type of weapon
- Pushing, shoving, tripping, grabbing
- Any form of indecent physical contact

Reporting Process:

1. The employee should discuss any incident or issue with EXAMPLE Director An incident report form should also be completed.
2. The employee will have immediate access to and understand the definitions of occupational violence (via this Policy).

Should early discussion suggest the incident or issue may not be resolved with an initial conversation, EXAMPLE Director is to be advised immediately and a resolution process commence.

Resolution Process

Once a report has been made there are a number of key principles that should guide the resolution process:

- All matters to be treated seriously
- Prompt action taken
- Non-victimisation of person who reports issue
- Support for all parties involved

- Neutrality of person in charge of investigation or resolution
- Effective communication of process
- Confidentiality
- Comprehensive documentation
- Principles of natural justice adhered to

A resolution process should be initiated which is flexible and enables a choice of actions. The following 3 approaches can be used in combination or on their own, depending on the situation involved:

- Direct approach
- Discussion involving an independent third party
- Investigations

The resolution approach should reflect the seriousness of the situation. It is important that the person who reported the situation agrees with the proposed approach.

APPROACH ONE:

Direct Approach: (NB: Generally not appropriate when serious allegations have been made)

1. The direct approach involves a clear and polite request for the behaviour to stop. This request can be made by the person affected, by the person affected with the support of a person they trust, or by their supervisor. If the direct approach succeeds, and the offending behaviour stops, it may not be necessary to take further action.
2. The Director should continue to monitor the situation for signs of recurrence.

APPROACH TWO:

Discussion involving an independent third party:

The objective is to settle an issue with as little conflict and stress as possible. This action may result when the direct approach did not resolve the issue or where an investigation has recommended discussion to assist resolution.

1. All parties must agree to participate in discussion.
2. All parties involved need to recognise and accept the independence of the third party.
3. The discussion should focus on resolving the problem and agreeing on actions that will be undertaken to assist the resolution.
4. Outcomes of the discussion are to be documented and signed by all parties.

APPROACH THREE:

Investigations:

Where the behaviour does not cease after a direct approach or discussion, an investigation to establish whether or not the report is substantiated should be undertaken by a EXAMPLE Director. Where a serious allegation has been made, an investigation should be undertaken before any other approach. Investigations should be conducted by an impartial and appropriately skilled person within the organisation as appointed. Independent advice from relevant governing bodies (WorkSafe, Equal Opportunities Commission or Police) should be obtained. Investigations and their outcomes should be documented.

The parties affected should be kept informed and provided with all necessary documentation.

At the end of the investigation, recommendations about the measures that should be undertaken to end the matter and to address underlying risk factors that may have contributed to the situation must be made by the EXAMPLE Directors.

Procedure – Occupational Violence

Appropriate response measures must be initiated by the most senior staff member on site when an occupational violence incident occurs. Responses will vary depending on the scale and severity of the incident but include:

1. First aid and medical treatment administered immediately, if required.
2. Establishing whether employees involved in the incident need to be relieved of their duties and if so, arranging for appropriate coverage.
3. Arranging, as soon as appropriate, for the target and witness to the occupational violence incident to complete a Example Locations Incident Report Form.
4. Providing the target of the occupational violence with the opportunity to talk through immediate issues with EXAMPLE Director.
5. Offering further debriefing or ongoing counselling to targets of violence and witnesses.
6. Depending on the severity of the incident, an employer must also immediately notify the WorkSafe Victoria (Refer Occupational Health and Safety (Incident Notification) Regulations 1997.)
7. Depending on the severity of the incident, the employer should contact the police in circumstances where criminal acts of violence have occurred.

Outcome

Substantiated allegations of occupational violence will not necessarily lead to termination of employment but will lead to disciplinary procedures being implemented (refer Disciplinary Policy). Ultimately, the severity of the incident will determine the outcome and will be determined in accordance with Awards/Agreements and relevant industrial and criminal legislation.



Return to Work and Rehabilitation

Example Locations is committed to providing a safe and healthy workplace for all employees, contractors, sub-contractors, clients and visitors who lawfully enter upon our premises. Example Locations strongly supports the provisions of the relevant legislation and acknowledges that in partnership with our employees has an important role in undertaking Risk Management and Occupational Rehabilitation activities.

In the event of a work related injury, illness or disease, Example Locations will take all necessary steps to prevent further occurrences through our Risk Management procedure. To achieve this Example Locations will:

- Undertake all practicable steps to identify assess and control any known or potential risks to our employees, contractors, sub-contractors and visitors
- Encourage the early reporting of any symptoms of an injury, illness or disease related to the work undertaken
- Investigate all incidents, accidents, injuries or near misses to identify their cause(s) to prevent them occurring again
- Comply with all our legal responsibilities, including advising WorkSafe Victoria immediately of a notifiable incident

Should one of our employees sustain an injury, illness or disease as a consequence of their work and they are unable to continue their normal duties, every effort will be made by Example Locations to assist the employee to remain at work or return the employee to work through a rehabilitation process. To achieve this;

Example Locations will be responsible for:

- Appointing a Return to Work Coordinator
- Nominating approved Rehabilitation providers
- Ensuring that effective procedures are in place to support occupational rehabilitation
- Communicating to our employees that remaining at work or an early return to work following injury is a normal expectation
- Acknowledging the employee's injury or illness in writing
- Providing a WorkCover information package to an injured worker containing information on WorkCover and how to make a claim
- Forwarding all relevant WorkCover claim documentation to Example Locations insurer within the set time frame for investigation and processing.
- Offering suitable employment to an injured worker at the earliest opportunity, including modified or alternate duties consistent with medical opinion and the injured worker's current work capacity
- Maintaining open communication with all parties and consulting with the injured worker, their supervisor and treating practitioner(s), to develop a return to work plan at the earliest possible time to increase the chances of a timely and successful return to work
- Monitoring the injured worker's progress and subsequent return to work plans and taking steps, so far as is practicable, to prevent reoccurrence or aggravation of the worker's injury by ensuring the work environment is suitable or that appropriate modifications are made or equipment is provided to enable a safe return to work
- Maintaining confidentiality of the injured worker's information obtained while undertaking occupational rehabilitation services
- Maintaining a register of injuries
- Maintaining a separate file from the injured worker's personnel file for each WorkCover claim

The Injured Employee is responsible for:

- The early reporting of any symptoms of an injury or disease related to the work they have undertaken by completing Example Locations Accident/Incident Notification Form
- Forwarding a completed Worker's Injury Claim form and other relevant documentation to the Return to Work Coordinator for processing
- Providing valid Certificate(s) of Capacity, other relevant medical certificates and reports, together with leave applications for absences throughout the course of their rehabilitation program
- Taking every reasonable effort to participate and work within the boundaries of their Occupational Rehabilitation, Return to Work plan, and Suitable Employment offer
- Attending all medical examinations and actively participating in assessments which are required to determine their capacity, or incapacity, rehabilitation progress and future employment prospects when requested to do so from time to time
- Utilising their leave entitlements during the investigation process
- Contacting Example Locations WorkCover insurers or the WorkCover Advisory Service in the first instance, should their claim be rejected, or the employee disagrees with the decision relating to their claim

Example Locations Employees are responsible for:

- Taking care in the performance of their designated work duties and other workplace activities to prevent work related injuries to themselves and others
- Promptly reporting all injuries, illnesses or diseases to their supervisor (or delegate) that may be work related or which may affect their ability to perform their duties completing Example Locations s Accident/Incident Notification Form
- Assisting Example Locations to meet its rehabilitation obligations
- Cooperating in reasonable workplace changes designed to assist the rehabilitation of another Example Locations employee
- Supporting an injured worker and their Return to Work plan

Example Locations is responsible for:

- Monitor the progress of the Rehabilitation program and provide support
- Ensuring the policy is implemented in consultation with employees
- The implementation, monitoring and review of this policy, three yearly or as legislative changes occur

Sexual Harassment

Example Locations is committed to providing a healthy and safe workplace free of all forms of discrimination, occupational violence and harassment including bullying. It aims for equality of opportunity for all employees – permanent and casual - consistent with merit-based selection and promotion.

Any reports of discrimination, bullying, harassment, and occupational violence will be treated seriously and investigated promptly, confidentially and impartially via Example Locations Incident Reporting processes. No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, occupational violence, harassment or bullying.

Responsibilities

EXAMPLE Directors are responsible for ensuring a safe and healthy workplace will take steps to identify and prevent bullying and harassment, sexual harassment and occupational violence.

EXAMPLE Directors are responsible for investigating promptly, confidentially and impartially any incident reported to them.

All employees have a responsibility to adopt a non-bullying and harassment, sexual harassment and occupational violence stance and report any incident via the Incident Reporting Process.

Definition:

Sexual Harassment is any unwanted behaviour and it can take many forms. It may involve inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence. Harassment may be seen to have occurred if the behaviour makes the individual feel:

- Offended and humiliated;
- Intimidated or frightened ;and/or
- Uncomfortable at work

Sexual Harassment: is unwelcome conduct of a sexual nature that is likely to offend, humiliate or intimidate the person at which it is directed. It does not include conduct occurring within a personal relationship of mutual attraction and/or friendship. Sexual harassment may occur in a single incident as well as a series of incidents, and can be subtle, implicit or explicit.

Incidents can include but are not limited to:

- Physical contact e.g. kissing, touching, patting, or brushing against a person
- Demands for sexual favours
- Offensive or demeaning comments, jokes and innuendo
- Sexual propositions or advances or requests for dates
- Offensive gestures
- Staring
- Displaying, sending, emailing, or downloading offensive material
- Questions, remarks or insinuations about a person's sexual activities or private life

Sexual harassment also encompasses behaviours and actions that create or contribute to a sexually hostile working environment.

Reporting Process:

1. The employee should discuss any incident or issue with a EXAMPLE Director An incident report form should also be completed.
2. The employee will have immediate access to and understand the definitions of sexual harassment (via this Policy).

Should early discussion suggest the incident or issue may not be resolved with an initial conversation, a EXAMPLE Director is to be advised immediately and a resolution process commence.

Resolution Process

Once a report has been made there are a number of key principles that should guide the resolution process:

- All matters to be treated seriously
- Prompt action taken
- Non-victimisation of person who reports issue
- Support for all parties involved
- Neutrality of person in charge of investigation or resolution
- Effective communication of process
- Confidentiality
- Comprehensive documentation
- Principles of natural justice adhered to

A resolution process should be initiated which is flexible and enables a choice of actions. The following 3 approaches can be used in combination or on their own, depending on the situation involved:

- Direct approach
- Discussion involving an independent third party
- Investigations

The resolution approach should reflect the seriousness of the situation. It is important that the person who reported the situation agrees with the proposed approach.

APPROACH ONE:

Direct Approach: (NB: Generally not appropriate when serious allegations have been made)

1. The direct approach involves a clear and polite request for the behaviour to stop. This request can be made by the person affected, by the person affected with the support of a person they trust, or by their supervisor. If the direct approach succeeds, and the offending behaviour stops, it may not be necessary to take further action.
2. The Director should continue to monitor the situation for signs of recurrence.

APPROACH TWO:

Discussion involving an independent third party:

The objective is to settle an issue with as little conflict and stress as possible. This action may result when the direct approach did not resolve the issue or where an investigation has recommended discussion to assist resolution.

1. All parties must agree to participate in discussion.
2. All parties involved need to recognise and accept the independence of the third party.
3. The discussion should focus on resolving the problem and agreeing on actions that will be undertaken to assist the resolution.
4. Outcomes of the discussion are to be documented and signed by all parties.

APPROACH THREE:

Investigations:

Where the behaviour does not cease after a direct approach or discussion, an investigation to establish whether or not the report is substantiated should be undertaken by a EXAMPLE Director. Where a serious allegation has been made, an investigation should be undertaken before any other approach. Investigations should be conducted by an impartial and appropriately skilled person within the organisation

as appointed. Independent advice from relevant governing bodies (WorkSafe, Equal Opportunities Commission or Police) should be obtained. Investigations and their outcomes should be documented.

The parties affected should be kept informed and provided with all necessary documentation.

At the end of the investigation, recommendations about the measures that should be undertaken to end the matter and to address underlying risk factors that may have contributed to the situation must be made by the a EXAMPLE Director.

Outcome

Substantiated allegations of the harassment will not necessarily lead to termination of employment but may lead to disciplinary procedures being implemented (refer Disciplinary Policy). Ultimately, the severity of the bullying or harassment will determine the outcome and will be determined in accordance with Awards/Agreements and relevant legislation.



Smoke-Free Workplace Policy

Example Locations will provide a healthy and safe work environment for its employee by providing a workplace free of Tobacco Smoke.

Commitment and obligations:

To achieve the aim of this Policy, Example Locations must:

1. Inform all new employees of the Smoke-Free Workplace Policy
2. Distribute a copy of this Policy
3. Clearly display the 'No Smoking' signs in designated non-smoking areas
4. Consult with employees when determining smoking areas

Employee's obligations:

1. Adhere to the Smoke-Free Workplace Policy at all times
2. Employees who do not consider the safety of other people at work by non-compliance of this Policy, will be subject to normal disciplinary procedures

Designated NO Smoking Areas:

1. Office buildings or covered in areas offices, lunch rooms and all toilet areas.
2. Vehicles and plant, which includes all vehicles / plant owned or leased by Example Locations



Training Needs Analysis – HS&E

Purpose:

This Safety Procedure has been written to describe the process of conducting a training needs analysis and to record the outcome of the training needs analysis for Example Locations employees

Scope:

This procedure applies to all management supervisory positions and employee at Example Locations. These procedures details the HS&E training required to be completed by Example Locations employees.

Accountability:

Example Locations personnel with responsibilities and authorities for activities covered within this Safety Procedure are described in the body of the procedure:

Procedure:

Training Needs Analysis

The training need analysis is the process that identifies the desired training, the training currently completed and the gap that needs to be filled. The gap represents the actual training need.

Training requirements for the various levels of Supervisors and employee are detailed below. EXAMPLE Directors will ensure the training requirements are reviewed.

OH&S Manual Training Matrix is used to identify individual Supervisors or employee training gaps and consequently review the overall training needs.

EXAMPLE Directors will identify appropriate training courses to fulfil the various HS&E Training needs and will also review and update the Training Matrix annually.

Legend:

Training Required (Mandatory) = M
Training Required (Optional) = O
Not Applicable = N/A

Selected employee only * Elected OH S Representatives **

Training Classifications	M D	Supervisor	Employee
Example Locations Safety Induction	M	M	M
Evacuation	M	M	M
First Aid Certificate	M	M	M
Noise Awareness	M	M	M
Hazardous Manual Handling Awareness	M	M	M
Hazard ID & Risk Assessment	M	M	M
Chemical Safety (Inc SDS)	M	M	M
Personal Protective Equipment	M	M	M
OH&S Reps Supervisors & Managers (5 Day Course)	O	O*	M**
Incident Investigation	N/A	M*	O
Safety Audits/Inspections	N/A	M*	M*
Conflict & Issue Resolution	M	M	N/A
Rehabilitation and Injury Management	M	N/A	N/A

UV Heat Policy

Example Locations affirm their commitment to providing and maintaining, so far as is reasonably practicable, for employees a working environment that is safe and without risks to health, as per Section 21 of the Victorian Occupational Health and Safety Act 2004.

The health of our employees is of primary concern for Example Locations and further to this we acknowledge that working in excessively hot conditions and over-exposure to UV rays can cause illness, injury and disease.

Skin cancer is a major public health problem in Australia, with two out of three people requiring treatment for one of the common skin cancers in their lifetime. It is recognisable that both heat related illness and skin cancer are preventable and, with the application of suitable control measures, can be prevented in the workplace.

Example Locations accepts responsibility to implement a preventative strategy including the following actions within the workplace:

Increase employee awareness of:

- Skin cancer and its associated risk factors
- Indications of heat related illness
- Importance of applying suitable protective measures
- Provide employees with protective measures and assistance to minimise
 - Exposure to prolonged, unprotected outdoor work;
 - Discomfort and illness associated with working in high temperatures;
 - Comply with the Statutory Authorities in the matter of heat policy issues.

Example Locations has established an infrastructure, which will enable a co-operative effort by management and employees to minimise exposure to excessively hot conditions and over-exposure to UV rays.

Example Locations provides appropriate personal protective equipment and training for all employees so that they are able to carry out their tasks safely during periods of UV ray exposure or high temperatures.

Primarily, taking reasonable care for their own health and safety and co-operating with their employer in respect to any action taken by the employer to comply with any requirement imposed by legislation.

Example Locations recognise that it is a joint responsibility between management and employees for safety performance and the minimisation of employee exposure to excessively hot conditions and over-exposure to UV rays.

Resources will be made available to ensure that this policy is implemented in a coordinated way across the organisation.

Workplace Bullying

Example Locations is committed to providing a healthy and safe workplace free of all forms of discrimination, occupational violence and harassment including bullying. It aims for equality of opportunity for all employees – permanent and casual - consistent with merit-based selection and promotion.

Any reports of discrimination, bullying, harassment, and occupational violence will be treated seriously and investigated promptly, confidentially and impartially via Example Locations Incident Reporting processes. No employee will be penalised or disadvantaged as a result of raising concerns or complaints relating to discrimination, occupational violence, harassment or bullying.

Responsibilities

EXAMPLE Directors are responsible for ensuring a safe and healthy workplace will take steps to identify and prevent bullying and harassment, sexual harassment and occupational violence.

EXAMPLE Directors are responsible for investigating promptly, confidentially and impartially any incident reported to them.

All employees have a responsibility to adopt a non-bullying and harassment, sexual harassment and occupational violence stance and report any incident via the Incident Reporting Process.

Definition:

Bullying is repeated unreasonable behaviour directed toward an employee, client or contractor (or group of employees/clients/contractor) that places their health and safety at risk (mental or physical).

Unreasonable behaviour means behaviour that a reasonable person would view as likely to victimise, humiliate, undermine or threaten the person at whom it is directed. Behaviour is considered to be repeated if an established pattern can be identified. A single incident does not constitute bullying, although apparently isolated incidents, which are perceived or reported as bullying, should not be ignored.

Behaviour that constitutes bullying includes but is not limited to:

- Verbal abuse, threats, sarcasm, and other forms of demeaning language or communication
- Constant unconstructive criticism
- Excluding or isolating employees
- Giving a person impossible tasks
- Spreading gossip or rumours
- Deliberately withholding information that is vital for effective work performance
- Psychological harassment
- Teasing or regularly performing pranks/jokes on a person
- Tampering with personal effects
- Unexplained job changes

Bullying does not cover situations where an employee has a grievance about legitimate and reasonable:

- Performance management processes
- Disciplinary action
- Allocation of work in compliance with systems

Reporting Process:

1. The employee should discuss any incident or issue with a EXAMPLE Director. An incident report form should also be completed.
2. The employee will have immediate access to and understand the definitions of bullying (via this Policy).

Should early discussion suggest the incident or issue may not be resolved with an initial conversation, a EXAMPLE Director is to be advised immediately and a resolution process commence.

Resolution Process

Once a report has been made there are a number of key principles that should guide the resolution process:

- All matters to be treated seriously
- Prompt action taken
- Non-victimisation of person who reports issue
- Support for all parties involved
- Neutrality of person in charge of investigation or resolution
- Effective communication of process
- Confidentiality
- Comprehensive documentation
- Principles of natural justice adhered to

A resolution process should be initiated which is flexible and enables a choice of actions. The following 3 approaches can be used in combination or on their own, depending on the situation involved:

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- Discussion involving an independent third party
- Investigations

The resolution approach should reflect the seriousness of the situation. It is important that the person who reported the situation agrees with the proposed approach.

APPROACH ONE:

Direct Approach: (NB: Generally not appropriate when serious allegations have been made)

1. The direct approach involves a clear and polite request for the behaviour to stop. This request can be made by the person affected, by the person affected with the support of a person they trust, or by their supervisor. If the direct approach succeeds, and the offending behaviour stops, it may not be necessary to take further action.
2. The Director should continue to monitor the situation for signs of recurrence.

APPROACH TWO:

Discussion involving an independent third party:

The objective is to settle an issue with as little conflict and stress as possible. This action may result when the direct approach did not resolve the issue or where an investigation has recommended discussion to assist resolution.

1. All parties must agree to participate in discussion.
2. All parties involved need to recognise and accept the independence of the third party.
3. The discussion should focus on resolving the problem and agreeing on actions that will be undertaken to assist the resolution.
4. Outcomes of the discussion are to be documented and signed by all parties.

APPROACH THREE:

Investigations:

Where the behaviour does not cease after a direct approach or discussion, an investigation to establish whether or not the report is substantiated should be undertaken by EXAMPLE Director. Where a serious allegation has been made, an investigation should be undertaken before any other approach. Investigations should be conducted by an impartial and appropriately skilled person within the organisation as appointed. Independent advice from relevant governing bodies (WorkSafe, Equal Opportunities Commission or Police) should be obtained. Investigations and their outcomes should be documented.

The parties affected should be kept informed and provided with all necessary documentation.

At the end of the investigation, recommendations about the measures that should be undertaken to end the matter and to address underlying risk factors that may have contributed to the situation must be made by a EXAMPLE Director.

Outcome

Substantiated allegations of the bullying will not necessarily lead to termination of employment but may lead to disciplinary procedures being implemented (refer Disciplinary Policy). Ultimately, the severity of the incident will determine the outcome and will be determined in accordance with relevant legislation.



SECTION 3 – HEALTH SAFETY & ENVIRONMENTAL DOCUMENTS



Acts, Regulations, Compliance Codes, Codes of Practice and Standard's

All HS&E Policies and procedures, Risk Assessments, SWMS are and shall be developed in conjunction with the following Acts, Regulations, Compliance Codes, Codes of Practice, Australian Standards and Industry Standards:

OH&S Act 2004		
Occupational Health & Safety Regulations 2017 SR No 22/2017		
Duties & Issue Resolution Chapter 2		
General Duties	Part 2.1	
Issue Resolution	Part 2.2	
Physical Hazards Chapter 3		
Manual handling	Part 3.1	
Noise	Part 3.2	All divisions
Prevention of Falls	Part 3.3	All divisions
Confined Spaces	Part 3.4	All divisions
Plant	Part 3.5	All divisions
High Risk Work Part 3.6		
Licenses	Regulation 128-131	Division 1
Training	Regulation 132-133	Division 2
Assessments of Competency	Regulation 134 -138	Division 3
Hazardous Substances Part 4.1		
Lead	Part 4.3	All divisions
Asbestos	Part 4.4	All divisions
Hazardous Industries Chapter 5		
Construction	Part 5.1	All divisions
Codes of Practice:		
Hazardous substances		29 June 2000
Manual handling		1 October 1992
Noise		1 July 1995
Plant		1 March 1990
Compliance Codes:		
Communicating occupational health and safety across languages		2008
Workplace amenities and work environment		2008
Managing asbestos in workplaces/Removing asbestos in workplaces		2008
First Aid in the Workplace		2008
Australian Standards:		
Storage and handling of gases in cylinders AS.4332 -2004		
Traffic control devices for works on roads AS.1742.3 -2010		
In-service safety inspection and testing of electrical equipment AS.3760 -2010		
Various other standards		

Accident / Incident Investigation Report

Uncontrolled Document

ACCIDENT/INCIDENT REPORT FORM		
Employee Details:		
Name of Employee:	Date of Birth:	Report No
Employee Job Title:		
Employee Number:	Supervisor:	
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Accident Details:		
Date of Accident/Incident:	Time of Accident/Incident:	
Location of Accident/Incident:		
Description of Accident/Incident:		
Were there any witnesses to the Accident/Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name:	Phone:	
Name:	Phone:	
Injury Details:		
Nature of Injury:		
Part(s) of body injured:		
Was treatment of first aid required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Treatment given by:		
Details of Treatment:		
Did worker return to work after treatment?		
<input type="checkbox"/> Yes <input type="checkbox"/> Normal duties <input type="checkbox"/> Alternative duties <input type="checkbox"/> No - initiate RTW		
Report Completion Information:		
Name of person making entry:		
Relationship to employee involved in accident/injury		
Signature:	Date:	
Employer Acknowledgment:		
Name:	Signature:	
Job Title:	Date:	
WorkSafe Victoria Notification required: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reported to Whom:		Date / Time:

Accident/Incident Report Form

SITE:	REPORT NO:
NAME OF INVESTIGATOR:	NAME OF INJURED:
DATE OF ACCIDENT INCIDENT:	TIME:
CLASSIFICATION:	LTI: <input type="checkbox"/> YES <input type="checkbox"/> NO
DETAILS OF INJURY:	

WHAT HAPPENED:

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FOLLOW - UP ACTION:

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COMMENTS:

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SIGNATURE: _____ DATE _____

Uncontrolled Document

HSE – 02

Revision date: 21/7/17

Page 1 of 1

Accident / Incident Notification Form (WorkSafe Victoria)

Section 38(3) Occupational Health and Safety Act 2004 and Regulation 904 Equipment (Public Safety) Regulations 2017

Call - 132 360 to obtain a Reference Number

The reference number is your proof of immediate notification required under section 38(1) Victorian Occupational Health & Safety Act 2004 and Equipment (Public Safety) Regulations 2017

Name of person submitting details		Telephone Number	
		Date	
Date Of Incident		Time Of Incident	
Employer/Self Employed *			
Person/Organisation #			
Business Address			
Place/Location where incident occurred			
Name of employer of deceased / injured person			
Brief description of incident (give details of types of injuries if any caused by the incident)			
Details of injured person(s)			
Name		Sex	
Residential Address		Date of Birth	
		Telephone No	
Occupation / Job Title / description			
Employee / Contractor / Member of public			
Work activity being undertaken at time of incident (identify any plant substance or equipment involved)			
Witnesses or first arrivals on the scene			
Action taken / intended, if any, to prevent recurrence of the incident		Reference No:	
		WorkSafe ID:	
		Establishment No:	

Accreditation Register (employee)

Employee Name	Accreditation Type	Licence Number	Accreditation Date	Accreditation Due Date



Drivers licence details **must** also be included on this form

Electrical Equipment Register

[illegible]

Environmental Breach Register

Project: _____ Project No. _____

NO .	DATE	RAISED BY:	DETAILS Include references, names of personnel and subcontractors, location, times, equipment, authorities notified	ACTION BY:	COMPLETED BY/DATE	COMMENTS Include references to other information and records. Ongoing requirements.

Uncontrolled Document

HSE – 06

Revision date: 21/7/17

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First Aid checklists

Suggested standard Items for each first aid kit:

Qty	Description	Use
2	Bandage Crepe 5cm X 1.5m	Secure Dressing
1	Bandage Crepe 7.5cm X 1.5m	Secure Dressing
1	Bandage Crepe 10cm X 1.5m	Secure Bandage
1	Tape Hypo-Allergenic 1.25cm X 9.1	Secure Dressing
1	Tape Hypo-Allergenic 2.5cm X 9.1m	Secure Dressings
1	Pack Cold/Hot 150 X 300mm	Reduce Swelling/Pain
2	Bandage Triangular 110 X 110cm	For Sling and/or Padding
3	Swabs Gauze Sterile 7.5 X 7.5 Cm X 3	Wound Cleaning
2	Pad - Combine 9 X 20cm	Bleeding Control
1	Dressing Wound No.13	Wound Dressing / Bandage Small
1	Dressing Wound No.14	Wound Dressing / Bandage Medium
1	Dressing Wound No.15	Dressing With Bandage
2	Dressing Non-Adherent 7.5 X 10cm	Wound Cover
2	Dressing Non-Adherent 5 X 5cm	Wound Cover
2	Pad Eye - Large	Eye Cover
1	Strip Skin Closures 4 X 76mm X 4	
1	Strips Fabric Box X 50	Minor Wound Cover
1	Scissors S/S-Sharp/Blunt12.5cm	Cut Dressings/Bandages
1	Forceps S/S-Sharp 12.5cm	Removing Foreign Objects
1	Blanket Emergency Shock	Retain Body Warmth
1	Safety Pins In Bag X 12	Secure Bandages, Dressings
1	Note Pad & Pencil In Bag	Record Vital Information
1	Towels Disposable In Bag X 3	Drying Hands
1	Resus-O-Mask	Aid Resuscitation
1	Container Box Moulded Abs With Bracket	
5	Saline Sterilise 15ml	
1	Splinter Probes Ster. Dispenser 5	Removing Splinters
1	Wipes Antiseptic X 10	
3	Gloves Latex X 2 In Bag - Med	
1	Emergency First Aid (Own Use)	

First Aid Maintenance Record

Location: Office ☐ Vehicle ☐ Registration # _____ Site ☐

Please tick

[illegible]

First Aid Replacement Items

Location:
(Please tick)

Office ☐Vehicle ☐

Registration #

Site shed ☐

[illegible]

First Aiders Officers

[illegible]

First Aid Injury Register

All injuries must be initially reported. - Upon completion of treatment the supervisor must fill out the following injury register, and all details must be forwarded to Example Locations office ASAP:

STATE TYPE OF INJURY and ONE OF THE FOLLOWING					
ROI - Report only injury		MTI- Medical Treated Injury must fill out a Work Cover claim form			
FAI – First Aid Injury		LT1 - Lost Time Injury, must fill out a Work Cover claim form			
NAME OF INJURED EMPLOYEE	DATE. OF INJURY	INJURY	NAME OF SPF PERSON TO WHICH EMPLOYEE REPORTED INJURY	EMPLOYEE RECEIVED FIRST AID TREATMENT	
				YES	NO

Hazard Inspection Checklist (Workplace)

Inspection Area:	Signed:
Inspected By:	Date:

OK - Compliant Problem – Non compliant Not Applicable - N/A

	O.K.	Problem	N/A	Comments
A. Organisation & Administration 1. OH&S Policy is displayed 2. Emergency procedures are displayed 3. Incident/Accident forms available 4. Emergency contacts and No's displayed				
B. Housekeeping 1. Is the work area clean and orderly 2. Hand cleaner & washing facility 3. Drinking water or equivalent				
C. Safety Signs 1. .Appropriate signs are displayed and in good condition				
D. Safety Equipment/Work Methods 1. Equipment/Clothing is in good condition 2. Safe work practices				
E. First Aid 1. Trained First Aiders for each DWG 2. First Aid Kits are maintained & meet the requirements of the work area 3. First Aid Kits are regularly checked 4. Other:				

Workplace Hazard Inspection Checklist *continued*

	O.K.	Problem	N/A	Comments
F. Fire Protection 1. Fire extinguishers are suitable for the most likely type of fire 2. Adequate numbers of extinguishers 3. Extinguishers are properly mounted and signed 4. Extinguishers are regularly tested, tag visible 5. All employees trained				
G. Plant & Equipment 1. Covers, guardrails and guards in place 2. Start and stop devices are within easy reach 3. Noise levels have been tested 4. Adequate space around plant 5. Are mandatory plant checks made				
H. Vehicles/Plant 1. Tyres/tracks in good condition 2. Interior clean and no rubbish on the floor 3. Windscreen / mirror condition 4. Load restraints checked and maintained regularly 5. Brakes are in good order and checked				
I. Roads & Yards 1. Wide enough for traffic 2. Surface free from major defects 3. Clear of materials and rubbish 4. Unobstructed vision at intersections				
J. Dangerous Goods and Equipment 1. Hazchem signs displayed 2. Dangerous Goods manifest up to date 3. Current Material Safety Data Sheets available 4. Storage of Dangerous Goods comply to the regulations 5. Other				

Workplace Hazard Inspection Checklist *continued*

	O.K.	Problem	N/A	Comments
<p>K. Training and Information</p> <ol style="list-style-type: none"> 1. Manual Handling risk assessment completed 2. Have personnel been provided with information and instructions on risks to which they are exposed 3. Have supervisors been trained to identify risks which personnel may be exposed to 4. Is information/training provided before new plant/job procedures are put into operation 5. Is OH&S Information available to employee 6. Personnel trained as required by relevant legislation 7. Documented work/safe job procedures 				
<p>L. Workshop / Storage</p> <ol style="list-style-type: none"> 1. Are materials stored correctly 2. Storage Areas are free of hazards: 3. Fire 4. Explosion 5. Pests 6. Warning signs showing clearance limits 7. Drums are choked 8. Are all machines properly guarded 9. Portable hand tools are correctly insulated and have a current tag 10. Extension leads are in good order and tagged 11. Are extension leads correctly positioned 12. Are power points clean and undamaged 13. Evacuation instructions are available or displayed 14. Other 				

Hazard Inspection Summary

[illegible]

Note: Summary sheet must be an agenda item at the Toolbox Meeting

Hazardous Materials - Safety Data Sheets (SDS)

Site or Project	
-----------------	--

SAFETY DATA SHEETS:

No.	Type of Material	Manufacturer	SDS on Site Up to date (5 yrs.)		Comments
			Yes	No	
1			Yes	No	
2			Yes	No	
3			Yes	No	
4			Yes	No	
5			Yes	No	
6			Yes	No	
7			Yes	No	
8			Yes	No	
9			Yes	No	
10			Yes	No	
11			Yes	No	
12			Yes	No	
13			Yes	No	

Hazardous Substance Register

Product	Approx. Amount	User on Site Name of Employer or self-employed person	SDS Provided Yes / No	Date of SDS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Note: - SDS must not be more than 5 years old

Hazard Report

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Hazard Report			
Site or Project			
Submitted by		Submitted to	
Signature		Date	
The following hazard(s) has been identified:			
Risk level	Class 1 High []	Class 2 Medium []	Class 3 Low []
Location:			
Action Required (to be completed by Supervisor):			
Corrective action:		<input type="checkbox"/> Risk level High	Fix Immediately
By Whom:.....		<input type="checkbox"/> Risk level Medium	Fix Within 24 hours
By Date:.....		<input type="checkbox"/> Risk level Low	Fix Within 7 days
Corrective action completed by: Name		Date	
Time	Date:	Signature:	
Confirmed by:			

Job Safety Analysis Work Sheet

Company name		Date	JSA No.
Site name:	Contractor:	Permit to work required: Yes No	
Approved by:			
Activity:			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score	Risk control measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measure identified.
Team Members: Names:			Signatures:	Date:
Team Members: Names:			Signatures:	Date:

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JSA - Risk Assessment table

The risk of a hazard is related to the severity of a single incident, and the frequency and duration of exposure. The more hazards that you identify the greater the risk

STEP 1: To assess risk, consider the following:

HOW LIKELY	HOW BAD	OH&S RISK ASSESSMENT RECKONER	LIKELIHOOD -HOW LIKELY IS IT TO HAPPEN AND HOW OFTEN?			
1) How many times in a day/week is the task/activity performed? 2) How many people would be exposed? 3) How long is the exposure? 4) Are engineering controls preventing exposure? 5) Does the layout and condition of the workplace affect exposure? 6) Are abnormal conditions reasonably foreseeable, resulting in a greater exposure? 7) What are the results of any biological or atmospheric monitoring? 8) Do workers have the appropriate skills and knowledge to perform their tasks? 9) Do current work practices expose workers to a hazard? 10) Are there other contributing factors?	a) What are the consequences of exposure in the short term? b) What are the consequences of exposure in the long term?	CONSEQUENCES HOW BAD IS IT LIKELY TO BE?	Very Likely could happen at any time VL	Likely could happen some time L	Unlikely <i>could</i> happen, but rare U	Very Unlikely <i>could</i> happen, but probably never will VU
	c) What is the history of injuries related to exposure of that hazard?	Extreme - Kill or cause permanent disability or ill health K	1	1	2	3
	d) How close is the worker to the hazard?	Major – Long term illness or serious Injury S	1	2	3	4
	e) What is the energy level of the hazard (i.e. Weight, voltage, volume, amplitude, height above ground, concentration, aggressive state)?	Moderate – Medical attention and several days off work M	2	3	4	5
	f) If the substance is hazardous, what are the health effects associated with:	Minor – First aid needed F	3	4	5	6
	g) Ingesting it; h) Inhaling it, or i) Absorbing it through the skin or the eyes.	There will be times when risk assessments will need to be reviewed: When a hazard is identified; When a risk assessment is no longer valid; When injury or illness results from exposure to a hazard, and When a significant change is proposed in the place of work, or in work practices or procedures.				

STEP 2: Use the risk assessment reckoner to rate the risk to an individual employee member or group doing work that involves the identified hazards. The rating then forms the basis for what level of action is required.

STEP 3: Complete the Risk Assessment/Risk Control worksheet to develop effective control measures. Refer to appendix c in selecting control measures.


JSA - Risk Assessment and Risk Control Work Sheet

Activity/Project				
Hazards	How Severe	How Likely	Risk Rating	What can be done to lessen the risk
Team Members: Names:			Signatures:	Date:
Team Members: Names:			Signatures:	Date:
1 High Risk immediate action is required			2 Significant Risk Important to do something now	
3-4 Medium Risk control measures are required			5-6 Low Risk manage by routine procedures	

Supervisor's Signature Date

Safe Work Method Statement (SWMS)

Company Name	Example Locations	SWMS No.	Page 1 of 2
High Risk task to undertaken			

Safe Operating Procedure for the Work:- Yes <input type="checkbox"/> No <input type="checkbox"/>		Workers trained and familiar with S O P:- Yes <input type="checkbox"/> No <input type="checkbox"/>	
Issue Date:	Revision Date:	Revision No:	Prepared By:
Project Name:		Section/Area:	Project Manager:
Client:		Distribution: Client HS&E Officer / Company Personnel	
Work Activity/Task	Hazards	Risk Rating H M L	Risk Controls./ Actions
			
Risk Levels:	High = H Medium = M Low = L		
Personnel Qualifications and Experience	Personnel Duties and Responsibilities		Training Required to Complete Work
Appropriate industry and site induction.	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) e.g.		Supervisor to be appropriately trained, qualified and competent in OH&S.

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Safe Work Method *continued*

Safe Work Method Statement Title		SWMS No. 01		Page 2 of 2
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work
Engineering Details / Certificates / WorkSafe Approvals / Australian Standards			Referenced – Guidance Notes / Regulations / Legislation	
Plant / Equipment			Maintenance Checks	
Read, Understood and Signed by all Persons involved:-				
1 High Risk immediate action is required			2 Significant Risk Important to do something now	
3-4 Medium Risk control measures are required			5-6 Low Risk manage by routine procedures	

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SWMS Risk Matrix

The risk of a hazard is related to the severity of a single incident, and the frequency and duration of exposure. The more hazards that you identify the greater the risk

STEP 1: To assess risk, consider the following:

HOW LIKELY	HOW BAD	HS&E RISK MATRIX	LIKELIHOOD -HOW LIKELY WILL IT HAPPEN and HOW OFTEN?			
1. How many times in a day/week is the task/activity performed? 2. How many people would be exposed? 3. How long is the exposure? 4. Are engineering controls preventing exposure? 5. Does the layout and condition of the workplace affect exposure? 6. Are abnormal conditions reasonably foreseeable, resulting in a greater exposure? 7. What are the results of any biological or atmospheric monitoring? 8. Do workers have the appropriate skills and knowledge to perform their tasks?	a) What are the consequences of exposure in the short term?	CONSEQUENCES- HOW BAD IS IT LIKELY TO BE? Extreme - Kill or cause permanent disability or ill health K Major – Long term illness or serious Injury S Moderate – Medical attention and several days off work M Minor – First aid needed F	Very Likely could happen at any time VL	Likely could happen some time L	Unlikely <i>could</i> happen, but rare U	Very Unlikely <i>could</i> happen, but probably never will VU
	b) What are the consequences of exposure in the long term?					
	c) What is the history of injuries related to exposure of that hazard?					
	d) How close is the worker to the hazard?					
	e) What is the energy level of the hazard (i.e. Weight, voltage, volume, amplitude, height above ground, concentration etc)?					
	f) If the substance is hazardous, what are the health effects associated with:					
	g) Ingesting it;					
	h) Inhaling it, or					
	i) Absorbing it through the skin or					

9. Do current work practices expose workers to a hazard?	the eyes.	<p>There will be times when risk assessments will need to be reviewed:</p> <ul style="list-style-type: none"> • When a hazard is identified; • When a risk assessment is no longer valid; • When injury or illness results from exposure to a hazard, and • When a significant change is proposed in the place of work, or in work practices or procedures.
10. Are there other contributing factors?		

STEP 2: Use the **RISK MATRIX** to rate the risk to an individual worker member or group doing work that involves the identified hazards. The rating then forms the basis for what level of action is required.

STEP 3: Complete the Risk Control section to develop effective control measures.



Hazardous Manual Handling Checklist

Areas Inspected:	
Inspected by	
Date of Inspection:	

Legend N/A = Not Applicable ✓ = Satisfactory X = Problem

Lifting, Lowering, Carrying, Pushing & Pulling		Satisfactory	Problem	N/A
1.1	Have hazardous manual jobs been assessed for risk of injury?			
1.2	Are employees trained in manual handling techniques?			
1.3	Are working conditions good (heat, light, noise, dust, etc.)?			
1.4	Is the floor flat/even, do obstacles/steps have to be negotiated when carrying/pushing/pulling?			
1.5	Do the jobs require much lifting? Are the loads heavy/awkward? (approx. weight)			
1.6	Are rest breaks provided in areas of heavy physical work?			
1.7	Is the lifting at high or low levels? (above chest, below thigh)			
1.8	Are twisting movements involved in lifting?			
1.9	Do loads have to be carried? (approx weight)			
1.10	Are loads pushed/pulled? (approx. weight)			
1.11	Is working space restricted?			
1.12	Can employees maintain a good posture when undertaking tasks? Are jobs rotated?			

Hazardous Manual Handling Checklist *continued*

2. Standing Tasks				
Lifting, Lowering, Carrying, Pushing & Pulling		Satisfactory	Problem	N/A
2.1	Have jobs been assessed for risk of injury?			
2.2	Are employees trained in manual handling techniques?			
2.3	Are working conditions good (heat, light, noise, dust, etc.)?			
2.4	Can the task be done sitting?			
2.5	Do the tasks require long periods of standing?			
2.6	Are materials, controls, handtools, etc. within easy reach?			
2.7	Are working heights adjustable?			

OH&S Performance Indicators

SITE OR WORKPLACE					
Contract Name:			Month:		
Contract Number:			Prepared by:		
			Date:		
Are subcontractors engaged in this work: Yes / No					
Subcontractor Names (legal identity):					
PERFORMANCE INDICATORS					
	This Month	Total	Monthly Average (over last 12 Months)		
Number of lost time injuries					
Working days lost due to injury					
Number of first aid treatments					
Number of hazard inspections conducted					
STATUS OF INJURED PERSONNEL AND PROPERTY DAMAGE					
Name / Item	Injury/ Damage	Date of Incident	Days lost for injured		Forecast Return to Work date for injured person
			This Month	Total for Year	
OUTCOMES OF OH&S AUDITS/INSPECTIONS					
Comments / Outcomes:					
Next audit or inspection is planned for (date):					

Personal Protective Equipment/Clothing (PPE&C) Register

The below list is a guide to assist site personal with their ordering of PPE.

Personal Protective Equipment/Clothing	Replacement	Order Reference No
Clear wrap around safety glasses	Wear & Tear	
UV Sunglasses	Wear & Tear	
Safety goggles	Wear & Tear	
Ear muffs/Ear plugs	Wear & Tear	
Elbow length PVC gloves	As Required	
Rubber gloves	N/A	
Disposable gloves	As Required	
Riggers gloves	As Required	
Dust masks (Box of 20)	As Required	
Respirators (Single)	As Required	
Filters (for dust)	As Required	
Filters (for solvents)	As Required	
Filters (For double, must order 2)	As Required	
Pre- filters for respirators	As Required	
Rubber boots	Wear & Tear or Yearly	
Safety Boots/shoes	Wear & Tear or Yearly	
UV protective Shirts / Long sleeve	Wear & Tear or Yearly	
UV protective Shirts / Short sleeve	Wear & Tear or Yearly	
Disposable overalls	As Required	
Bluey Jackets	N/A	
Hi Visibility PVC water proof coats	Wear & Tear or Yearly	
Hi Visibility PVC water proof pants	Wear & Tear or Yearly	
High visibility vests	Wear & Tear or Yearly	
Isowipes for cleaning PPE	As Required	
Barricade tape (Red / White)	As Required	

Personal Protective Equipment/Clothing Issue Record

[illegible]

Plant and Equipment Maintenance and Inspection

Example Locations will provide Plant and Equipment inspection checklists, which will be completed before the use of any Plant or Equipment on site.

Plant & Equipment used by Example Locations typically are:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.

Example Locations will ensure that all major Plant and Equipment will be inspected using the Plant and Equipment inspection checklist. Paperwork including hazard checklists, job safety analysis, log books, maintenance records, operation & maintenance manuals, certificates of operation, noise emissions, registration of plant i.e. WorkSafe Victoria Registration (where required), is to accompany all Plant & Equipment on site.

Plant and Operator Checklist (Hired Equipment)

Site			
Address or Location		Date: (today's date)	
BUSINESS NAME site personnel: 1. 2. 3. 4. 5.		Date: (date for plant and operator induction)	
		Supervisor	
Item of Plant			
Plant provider			
The following items must be with machine upon arrival on site: (Tick for confirmation)			
Hazard checklist		Operators manual	
Job safety analysis		Fire extinguisher	
Log Book		Maintenance records	
Vic Roads registration		Operators certificate	
Flashing light		Reverse Alarm	
WorkSafe registration		Lifting gear testing tags	
Statement of omitted noise level		Working Load Limit displayed	
PPE required displayed in cabin		Hazard ID label	
Load chart displayed in cabin		Quick hitch/Lifting point cert'	
Operators certificate (State training provider and certificate no)			

1. OPERATOR: Note: All personnel must be wearing task specific protective clothing and Personal Protective Equipment (Including Orange / Reflective Vest) prior to starting on site
2. IMPORTANT: If all of the above items are not complied with the operator and his machine will be sent off site until full compliance is met and all time lost will be met by the operator or his agent.

Signature of person providing information: _____

Title: _____

Plant & Equipment Register (Miscellaneous)

The following register is for the use of registering miscellaneous plant and equipment Plant and Equipment Checklist must be completed for all major plant brought on to site.

[illegible]

Purchasing Checklist

The checklist is to be used when purchasing new equipment, changing equipment, materials and processes and when reviewing the restocking of equipment or materials.

Product Description: _____

Area of Use: _____

Area of Storage: _____

Hazard	Yes	No	Comments
Biological			
Dust			
Electrical			
Emergency Switches			
Environmental			
Ergonomics			
Fire Potential			
Fumes or Emissions			
Guarding			
Hazardous Substances			
Heat/cold			
Labelling			
Legislation			
Maintenance Records			
Manual Handling			
Noise			Noise level readings =
Operators Manuals			
Personal Protective Equipment/Clothing			
Plant Hazard Identification and Risk Assessments			
Procedure			
Radiation			
Training			
Vibration			

Prepared by _____ Date: _____

Recommendations/Options:

Authorised by: _____

Signature: _____ Date: _____

Site HS&E Checklist

Site:	Supervisor	
Date:	Signature	

Tick or cross

Task: Underground Service locator Operations	Mon	Tue	Wed	Thu	Fri	Sat	Sun
EXAMPLE or Site Induction required							
All workers site inducted							
Weather forecast checked							
Personal protective equipment in use/required							
Head protection							
Feet protection – safety boots							
Eye protection							
Hearing/noise protection							
UV protection, Sun Hat & Sunscreen							
Hi Vis Vests or clothing							
Other Protective clothing (waterproof gear, protective gloves)							
Mandatory JSA/SWMS							
JSA/SWMS completed, signed							
Traffic management plan (TMP)							
Temporary fencing, bollards, tape or witches hats required to separate operations							
Full TMP implementation required							
Work area and equipment check							
Exposed edges where risk of fall are protected – para webbing, bollards and safety tape roof edge protection etc							
Fuel storage							
Equipment guarding in place and in good condition							
Lock out system tags/locks available							
Harness equipment							
Tools & equipment							
Fire extinguishers in place							
First Aid Kit in place							
Spill Kit in place where required							
Other safety equipment							
Public access/restriction							
Warning signage in place at property entry or worksite entry							
Temporary fencing, bollards, tape or witches hats used where required							
Other							

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Site:	Supervisor	
Date:	Signature	

Tick or cross

Task : Underground Service locator Operations	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Compressed gas/cylinders							
Cylinders are correctly stored and secure All equipment is safe condition Flashback arrestors are in place and in good condition							
Mobile Plant and Machinery							
Pre start daily checklist completed Operator competent Seat belts being worn Seat of ergonomic design, in good condition ROP,FOP, in place and in good condition, no damage Windscreens in good condition Tracks, wheels in good condition Access to cabin clean, no mud, grease Fire extinguisher in place Flashing warning light operational Reverse beeper operational Warning decals all in place							
Emergency Planning							
Underground assets identified Exposed edges where risk of fall are protected – para webbing, bollards and safety tape etc Fuel storage Emergency evacuation plan in place							
Communication							
Toolbox meeting held HSE Information distributed/provided for workers UHF/VHF Mobile phone Signage Other							
Other							
Comments							

Tool Box Meeting Record

Record of Tool Box Meeting			
Workplace		Designated Work Group	
OH&S Representative		Date	
Supervisor		Duration	
Persons Present			
Print Name	Signature	Print Name	Signature
Comments & Points Raised			
1. OH&S Committee Meeting Discussed		YES	NO
2.			
3.			
4.			
5.			
6.			
7.			
Corrective Action	Action By	Action Completed	
		Sign Off	Date

Training Register

Training Register				
Course Name:				
Course location:			Date:	
Participant	Position	Training Type	Hours Attended	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10				
11				
Training Provider		Trainer		Length of Course (Hours)
1.				
2.				
3.				
4.				

Vehicles - Hazard Inspection Checklist

Date of Inspection:				
Inspected By:			Date	
Directions. The following codes should be used during the inspection and further details provided in the "comments" section, if the item is regarded as unsatisfactory.				
1.	Not applicable	4.	Satisfactory	
2.	Requires urgent attention	5.	High standard	
3.	Requires attention			
LIGHTS			COMMENTS	SCORE
Check operation and visibility of:				
Headlights				
Parking lights				
Hazard lights				
Brake lights				
Reverse lights				
BRAKES AND WARNINGS				
Check operation of handbrake				
Check for firm brake pedal				
Check operation of horn				
INTERIOR				
'No Smoking' signs displayed prominently				
Internal cleanliness maintained, including upholstery				
Cargo barrier in place, where appropriate				
Safety belts in good order				
EXTERIOR				
Any damage to body work noted				
Windscreen in good order and clean				
Windscreen wipers and washers operating				
Water in windscreen washer reservoir				
TYRES				
Tyre tread checked for wear				
Treads matching for front and rear tyres				
Tyre pressure checked				
GENERAL SAFETY				
System in place for reporting problems				
Servicing as required				
FIRST AID KIT, SUNSCREEN, INSECTREPELLENT				
Contents assessed in compliance with First Aid Code of Practice				
Container and contents clean and orderly				
System in place to replenish kit items				
Expiry dates checked				
Out of date items disposed of				
GENERAL COMMENTS				
Sign Off	Manager		Date	
	Supervisor		Date	
	OH&S Representative		Date	

NOTES: