Built by Athena Pty Ltd trading as Built by Athena

Health and Safety Manual

17th December 2020

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1 INTRODUCTION

1.1 HEALTH AND SAFETY IN THE WORKPLACE

Built by Athena (**the Organisation**) will do everything reasonably practicable to ensure that workers can undertake their work in a healthy and safe manner. We all play a crucial role in achieving a workplace that is free of injury and illness. The Organisation will work towards achieving this goal by providing workers with the necessary resources.

1.2 PURPOSE OF THE HEALTH AND SAFETY MANUAL

The purpose of this Health and Safety Manual is to establish the minimum standards and guidelines that are reasonably practicable for this Organisation to manage the hazards and risks in the workplace. In addition to this manual, the Organisation utilises a Health and Safety Handbook and a number of forms to assist in managing health and safety.

These standards will provide greater consistency, certainty and clarity across the Organisation to make it easier to understand health and safety duties and responsibilities.

All workers will be given the opportunity to read this information and are encouraged to participate in following and improving health and safety in the Organisation.

2 HEALTH AND SAFETY POLICY STATEMENT

Built by Athena and its officers recognise that the health and safety of all workers and visitors is of the utmost importance and vital to the success of our business. As such we aim to continuously improve health and safety in the workplace through consultation and increased health and safety awareness of management and workers.

Through the co-operative efforts of management and workers, we are committed to:

- providing a safe environment for all workers and visitors to our workplace
- providing and maintaining buildings, plant and equipment in safe working condition
- supporting the on-going training and assessment of workers
- developing, implementing and monitoring safe work practices
- continuously improving the standards of health and safety in the workplace
- managing risks in the workplace
- providing information, instruction and supervision.

The focus of Built by Athena 's health and safety management system are preventing hazards. We will develop a framework for health and safety management and a plan for systematic risk assessment and control of hazards, to progressively improve safe behaviours and safe systems of work across the business.

Richard Smith
Director

on behalf of **Built by Athena**

Date:17th December 2020

Review date: 17 June 2021

3 HEALTH AND SAFETY RESPONSIBILITIES

3.1 ORGANISATION'S RESPONSIBILITIES

The Organisation has a duty to ensure, so far as reasonably practicable, the health and safety at work of all its workers. In particular, it is responsible for:

- providing and maintaining its workplaces in a healthy and safe condition and providing safe systems of work
- identifying, controlling, and monitoring hazards in the workplace
- ensuring the safe use, handling, storage and transportation of plant, equipment and substances
- providing and maintaining systems of work and a working environment that is healthy and safe
- providing the information, training, instruction, and supervision necessary to maintain a healthy and safe workplace
- providing adequate facilities for the welfare of workers
- monitoring the workplace and the health and safety of workers to assist in preventing injury and illness.

3.2 MANAGER/SUPERVISOR RESPONSIBILITIES

Managers/supervisors are responsible for:

- maintaining a working environment that is safe and without risk to health
- implementing safe systems of work by ensuring safe products and systems are used
- maintaining the workplace, plant, machinery and substances
- implementing the information, training, instruction and supervision for workers
- identifying and controlling hazards in the workplace
- ensuring all relevant health and safety laws are complied with
- using the resources provided for health and safety
- ensuring workplace rules, procedures and systems are reviewed and maintained
- promoting health and safety in the workplace
- maintaining consultative mechanisms.

3.3 WORKER RESPONSIBILITIES

Workers are responsible for:

- ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently or be in breach of the workplace policies
- taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions in the workplace
- co-operating with management to ensure all health and safety obligations are complied with
- ensuring all health and safety equipment is used correctly
- using and maintaining the required Personal Protective Equipment (**PPE**)
- reporting any incidents or injuries sustained while working and seeking appropriate first aid
- reporting any unsafe conditions, equipment or practices to management, as soon as practicable
- rectifying minor health and safety issues where authorised and safe to do so
- co-operating with any health and safety initiative, inspection or investigation
- actively participating in any return to work program.

4 CONSULTATION

4.1 CONSULTATION STATEMENT

The Organisation is committed to protecting the health and safety of all its workers. Injury and illness are needless, costly, and preventable.

The Organisation will consult with workers regarding the implementation of practices and systems that will ensure the health and safety of workers. Worker involvement at all levels is essential for ensuring a healthy and safe workplace.

The Organisation's health and safety consultation arrangements fall into the generic category of 'Agreed Arrangements'.

The primary medium for consultation is direct dialogue between management and workers. Consultation at this level is fundamental to the successful management of health and safety risks.

Consultation on health and safety issues must be meaningful and effective to allow each worker to contribute to decisions that may affect their health and safety at work.

All workers will be given the opportunity to express their views and contribute in a timely manner to the resolution of health and safety issues that affect them. These views will be valued and considered by those making decisions.

The consultation arrangements at the Organisation will be monitored and reviewed as the need arises to ensure they continue to be meaningful and effective.

4.2 ORGANISATION'S RESPONSIBILITIES

The Organisation will consult with workers in relation to:

- identifying hazards and assessing risks arising from the work carried out or to be carried out
- eliminating or minimising identified hazards and risks
- the adequacy of facilities for the welfare of workers
- proposed changes that may affect the health and safety of workers
- proposed changes to key health and safety policies and procedures, including those relating to consultation, dispute resolution, the monitoring of the health of workers, conditions in the workplace, and the provision of information and training for workers.

4.3 CONSULTATION PROCEDURES

i) Staff meetings

The Organisation recognises the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. To facilitate this, the Organisation will make health and safety an agenda item at regular staff meetings.

Staff/team meetings will be used to:

- notify and remind workers of health and safety policies and procedures

- provide a forum for workers to have their say about health and safety issues
- maintain awareness of health and safety.

Where required, specific health and safety issues will be raised, incidents and accidents reviewed, procedures developed and communicated, and health and safety alerts discussed.

Meetings will be used to induct workers into new or amended health and safety procedures and 'sign off' their understanding of the controls provided for the specific work in which they will be involved.

If a worker is absent from a staff meeting, the worker will be provided with any relevant information and training upon their return to work.

ii) Team toolbox meetings and communication

To assist in the identification and control of hazards, the Organisation will conduct toolbox meetings at regular intervals and on an 'as needed' basis.

Toolbox meetings will be conducted to help supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained. Where required, specific safety issues will be raised, accidents reviewed, Safe Work Method Statements (**SWMS**) and/or Safe Work Procedures (**SWP**) developed and presented for evaluation and familiarisation, and safety alerts discussed.

Toolbox meetings will also be used to induct workers into and 'sign off' their understanding of the controls provided in the **SWMS/SWP**s for the specific work for which they will be involved in.

All toolbox meetings will be recorded on the **Toolbox Talk form** and signed off by participants. Where corrective actions are identified, these will be followed up and signed off by the nominated person.

iii) Noticeboards

A health and safety noticeboard will be positioned in a conspicuous place in the workplace.

The noticeboard will display the following:

- the Organisation's Health and Safety Policy
- information regarding the Organisation's **Injury Management and Return-to-Work** program, which should be reviewed and amended in line with any specific requirements of your workers compensation insurer
- copies of the Organisation's **Incident Report Form and Hazard Report Form**
- the Organisation's agreed Safety Consultation Statement outlining the agreed arrangements for reporting and managing safety issues
- a list of designated first aid personnel and their contact details
- a list of emergency wardens.

In addition, minutes of the most recent staff meeting should be displayed on the noticeboard.

In addition, minutes of the most recent toolbox meeting should be displayed on the noticeboard.

5 RISK MANAGEMENT PROCESS

5.1 INTRODUCTION

Risk management is the key process in ensuring a safe and healthy workplace. In health and safety terms, risk management is the process of identifying situations which have the potential to cause harm to people or property, and then taking appropriate steps to prevent the hazardous situation occurring or reduce the risk of injury to workers.

The Organisation has a duty to undertake risk management activities to ensure the health and safety of its workers, contractors, visitors and others in the workplace. The Organisation will as far as be reasonably practicable, ensure that the workplace is free from hazards that could cause injury or illness.

Control of hazards takes a variety of forms depending on the nature of the hazard and must be based on the hierarchy of control options emphasising the elimination of the hazard at its source.

5.2 THE RISK MANAGEMENT PROCESS

The risk management process consists of four well-defined steps. These are as follows:

Step 1: *Identifying* - Identifying the problem, this is known as hazard identification

Step 2: *Assessing* - Determining how serious a problem it is, the likelihood of an incident/accident occurring and the consequence and potential severity, this is known as risk assessment

Step 3: *Controlling* - Deciding what needs to be done to solve the problem, this is known as risk elimination or control

Step 4: *Monitoring and Review* – This involves reviewing the actions taken to determine the effectiveness of the controls implemented.

i) Hazard identification

Hazard identification aims to determine what hazards exist (or could foreseeably exist), so that control measures can be implemented to address the hazard before it causes any harm.

Hazard identification activities will include:

- conducting workplace inspections to identify hazards
- regular work area observations and discussions with workers
- identifying and assessing hazards on an ongoing basis
- assessing products and services prior to purchasing to identify potential risks
- undertaking incident and injury investigations and reviewing past incident and accidents data
- talking to workers performing the task to find out what they consider as safety issues
- reviewing any information already available, for example safety data sheets, manufacturer's specifications and instructions and safe operating procedure to see what hazards have already been identified and how these are controlled

- thinking creatively about what could happen if something went wrong.

Identified hazards will be recorded on a Hazard Report Form or **Risk Register** which will be used in conjunction with the monitoring and review of identified hazards and implemented controls.

ii) Risk assessment

Once a hazard has been identified, the Organisation, in consultation with workers, will conduct a Risk Assessment to determine how likely it is that someone could be harmed by the hazard and how serious the injury or illness could be. The risk assessment will be recorded on the **Risk Assessment Form**.

If a hazard is obvious and the risk of injury or illness is high, action will be taken immediately to control the risk, even if only as an interim measure. Where a control is implemented as an interim measure, a thorough risk assessment will be conducted to decide on more permanent control measures.

When assessing the risk of injury or illness the following information regarding the hazard will be reviewed where relevant:

- any hazard information supplied with a product or substance such as safety data sheets
- workers experience with similar hazards or from incident/injury data
- guidance materials available from government health and safety bodies/regulators in relation to particular hazards, processes, or work tasks
- industry codes of practice
- relevant Australian Standards
- the working environment, including the layout and condition of the premises and equipment and the materials used in the workplace
- the capability, skill, experience and age of people ordinarily undertaking the work
- the training, supervision and work procedures being used
- any reasonably foreseeable changes in the working conditions and environment.

Once the above information has been considered, an initial risk ranking can be applied to the hazard to enable the Organisation to set priorities for control measures. The Risk Ranking Matrix is used to provide a priority list for control actions. The Initial Risk Ranking is recorded for each hazard on the **Risk Assessment Form.**

Identified risks and any control measures implemented should be recorded on a **Risk Register** which will be used to assist in the monitoring and review process.

Risk assessments undertaken for specific tasks/items will be recorded on the **Risk Assessment Record form**.

iii) Hazard elimination or risk control

Once the hazards in the workplace have been identified and assessed, priorities will be set determining what action is to be taken to eliminate or control the hazard. Control of risk takes a variety of forms depending on the nature of the hazard and should be based on the 'hierarchy of control' options emphasising the elimination of the hazard at its source, or if this is not reasonably practicable, then reducing the risks to the worker. The hierarchy of control measures will be applied when determining control measures for each identified hazard in the workplace.

Where a hazard is identified, the Organisation will use the below hierarchy to determine the most effective and appropriate control measure:

- **Level 1** controls provide the highest level of health and safety protection and are the most reliable in preventing harm. They involve eliminating the hazard from the workplace, for example, by bringing a job to ground level to eliminate the need to work at heights

- **Level 2** controls provide a medium level of health and safety protection, and as such will only be used if a Level 1 control is not reasonably practicable. Level 2 controls may involve:

    - substituting (either wholly or partly) the hazard from the workplace with something that presents a lesser risk. For example, substituting a non-toxic, organic cleaner for a toxic cleaner

    - isolating the hazard so that no worker is exposed to it. For example, removing power or energy from a malfunctioning piece of equipment, or blocking access to an area of the workplace deemed hazardous

    - implementing engineering solutions that reduce the risk of the hazard impacting the worker. For example, erecting a guard or barrier to prevent a worker from reaching into machinery whilst it is operating

- **Level 3** controls provide the lowest level of health and safety protection, and as such will only be used if a Level 1 or Level 2 control is not reasonably practicable. These controls will be used in conjunction with a Level 2 control to reduce the risk to an acceptable level. This may involve:

    - implementing administrative controls to reduce the exposure of workers to the remaining risk. For example, training everyone to work safely, writing a safe work method statement, rotating the work or managing the time workers are exposed to the risk

    - providing PPE in conjunction with other Level 2 and Level 3 controls.

Agreed control measures should not introduce any new hazards or risks to the workplace. The implemented controls are recorded in the **Risk Register** and on the **Risk Assessment Form** for individual tasks and items. Periodic review of control measures must be undertaken to determine their suitability and effectiveness.

6 INCIDENT AND INJURY REPORTING

6.1 INTRODUCTION

The reporting of incidents, injuries and near hits/misses is essential for the identification of hazards in the workplace. Depending on the nature of an incident or injury, there may also be a legal obligation to report this to a state regulatory body.

To ensure compliance with these obligations, incidents and injuries will be reported in accordance with the below procedures.

6.2 REPORTING REQUIREMENTS

All incidents resulting in or with the potential for injury or property damage will be reported. Investigations of incidents will be undertaken at a level consistent with the actual or potential for injury/damage, with the goal of preventing future occurrences.

i) Internal reporting and investigation procedures

Minor injuries which require no treatment, or first aid treatment only should be recorded on the **First Aid Treatment Log/Register of Injuries**.

An incident, injury, illness or near hit/miss that requires (or has the potential to require) medical treatment should be reported on the **Incident Report Form**. This should be done as soon as possible by the affected worker (or delegate) and no later than 24 hours after the event.

If full details of the incident, injury, investigation and corrective actions are not available within this timeframe, the essential details of the incident or injury as they are known should be submitted initially.

Reported incidents and injuries will be promptly investigated by appropriate management using the **Incident Investigation Form**. The investigation will identify the causes of the incident and assess any hazards that need to be controlled. Management will discuss the incident with relevant workers and decide on suitable risk controls to be implemented using the risk management process.

The investigation and corrective actions are to be summarised on the **Incident Report Form**.

ii) External reporting requirements

The Organisation will notify the relevant state health and safety regulator immediately by phone of any dangerous or notifiable incident and will secure and not interfere with the incident site. Where required notice in writing shall be provided within 48 hours of the event.

A dangerous or notifiable incident is:

- an incident involving the death of a worker
- an incident involving a *serious injury or illness* of a worker
- an incident otherwise considered a *dangerous incident*.

A *serious injury or illness* of a worker means an injury or illness requiring the worker to have:

- immediate treatment as an in-patient in a hospital
- immediate treatment for:
    - the amputation of any part of his or her body

- a serious head injury
- a serious eye injury
- a serious burn
- the separation of skin from an underlying tissue (such as de-gloving or scalping)
- a spinal injury
- the loss of a bodily function
- serious lacerations

- medical treatment within 48 hours of exposure to a substance.

A *dangerous incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to health and safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance
- an uncontrolled implosion, explosion or fire
- an uncontrolled escape of gas or steam
- an uncontrolled escape of a pressurised substance
- electric shock
- the fall or release from a height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with applicable health and safety regulations
- the collapse or partial collapse of a structure
- the collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel.

In addition, the Organisation will notify its workers compensation insurer within 48 hours of any injury or illness that has the potential to result in a worker's compensation claim.

6.3 INCIDENT NOTIFICATION

One of the most important initial actions to any accident or incident is to notify those who have input, support and resources which may be required to ensure the injured worker is cared for, legislative obligations are met, and effective investigation and control measures established.

As little time as possible will be lost between the time of the accident or incident and the beginning of the response.

For significant injuries, fatalities and incidents notifiable to the authorities, management will arrange, without delay, to contact and advise the following as applicable:

- directors/other management as soon as possible following the event and not more than 24 hours after the event
- return to work coordinator and workers compensation claims officer
- workers compensation insurer
- the police, where there has been a fatality
- trauma debriefing service
- group insurance manager (if a contractor or member of the public is injured or private property damage is sustained)
- next of kin (either the workers manager or supervisor should communicate this information).

7 INJURY MANAGEMENT AND RETURN-TO-WORK

7.1 INTRODUCTION

The Organisation is committed to the return to work of workers suffering a workplace related injury or illness.

As part of this commitment, it will:

- prevent workplace injury and illness by providing a safe and healthy working environment
- participate in the development of an injury management plan where required and ensure that injury management commences as soon as possible after a worker is injured
- support injured workers and ensure that early return to work is a normal expectation
- provide suitable duties for injured workers as soon as possible
- ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities and the responsibility to provide accurate information about the injury and its cause
- consult with workers and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible
- maintain the confidentiality of records relating to injured workers
- not dismiss a worker as a result of a work-related injury within six months of becoming unfit for employment.

7.2 PROCEDURES

To support the above, the Organisation has established the below procedures:

i) Notification of injuries

All injuries must be notified to management as soon as practicable.

All minor injuries will be recorded on the **First Aid Treatment Log/Register of Injuries**.

All injuries requiring medical treatment must be notified to management as soon as practicable using the **Incident Report Form**.

The Organisation's workers compensation insurers will be notified of any injuries that may require compensation within 48 hours.

ii) Recovery

All injured workers will receive appropriate first aid or medical treatment as soon as possible.

Injured workers will be permitted to nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

iii) Return to work

A suitable person will be arranged to explain the return to work process to injured workers.

The injured worker will be offered the assistance of an accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties or cannot do so without changes to the workplace or work practices.

iv) Suitable duties

An individual return to work plan will be developed when injured workers are, according to medical advice, capable of returning to work.

Injured workers will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the worker's physical and psychological condition.

Depending on the individual circumstances of injured workers, suitable duties may be at the same workplace or a different workplace, the same job with modified duties or a different job and may involve modified hours of work.

v) Non-work-related injury

Where the company can accommodate a worker with a non-work-related injury, it will make every endeavour to do so. A return to work plan will be developed, in consultation with the worker and his/her treating practitioner, when modified duties can be provided.

vi) Dispute resolution

If disagreements about the return to work program or suitable duties arise, the Organisation will work with injured workers and their representatives to try to resolve the issue.

If all parties are unable to resolve the dispute, the Organisation will seek to involve the workers compensation insurer, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

8 EMERGENCY PROCEDURES

8.1 INTRODUCTION

Building and premises emergencies may arise at any time. They can develop from a number of causes including fire, chemical spills, gas leaks, bomb threats, structural faults, and civil disturbance. Any of these may threaten the safety of workers.

The Organisation is committed to establishing and maintaining procedures to control emergency situations that could adversely affect workers.

8.2 EMERGENCY PLANS

The Organisation will ensure the workplace has procedures in place to address emergency situations.

Where necessary, emergency personnel will be nominated, trained and ready to act in an emergency situation. Training of such personnel may include attendance at emergency procedure training conducted by the building owner.

Where an emergency situation does arise, the emergency personnel will be responsible for taking control of the situation and ensuring all workers are evacuated from the workplace in accordance with the workplace emergency procedures.

Emergency evacuation exercises will be conducted annually to test emergency procedures. All workers will be required to participate in the emergency evacuation exercises. The exercises will be observed, and the outcomes reviewed to determine the effectiveness of the procedures in place.

The emergency procedures will be communicated to all workers and visitors as part of the induction process.

The emergency procedure, or a summary of, should be readily accessible by workers or displayed in a prominent location within the workplace.

i) Medical emergencies

In the event a medical emergency arises, and someone requires emergency medical attention, the following procedure will be adopted:

- the situation will be assessed to ensure personnel safety
- help will be summoned from others in the immediate vicinity, or a nominated first aid officer. The affected worker will not be left unless it is unavoidable
- the alarm will be raised, and emergency services contacted. Clear instructions will be provided to emergency services on:
- the location of the worker and directions to the workplace
    - the details of casualty (type of injury, age and condition of worker)
    - the time of injury or illness.

ii) Bomb threat

In the event a bomb threat is received, the following procedure will be adopted:

- the worker receiving the bomb threat by telephone should not hang up, but instead should stay on the phone and take notes of the conversation

- the caller should be kept on the line for as long as possible, and asked to repeat the information provided and for additional information about the threat
- where possible, someone else should listen in to the call
- management, and any building security/management, should be contacted to evaluate whether an emergency evacuation is required.

If an evacuation is ordered in response to a bomb threat, all workers should quickly check their work area for any unusual objects and mark these with a sheet of paper without touching the object. They should then leave the building as instructed. The location of any unusual objects must be reported to the floor warden, building security or the attending emergency services.

iii) Fire

In the event a worker discovers a fire, the following procedure will be adopted:

- the worker should assess the situation and the safety of anyone in the immediate vicinity
- the worker should immediately call for help or operate the nearest fire alarm and have someone advise the nominated emergency co-ordinator or fire warden
- where it is safe to do so, the worker should attempt to put out the fire with a nearby fire extinguisher, aiming the extinguisher at the base of the flame
- if it is not safe to do so, the fire increases in size, or the extinguisher runs out, the worker should evacuate to the nearest evacuation assembly point.

In the event a fire alarm is sounded, the following procedure will be adopted:

- warden/management staff will contact emergency services
- all workers should leave the building immediately via the nearest emergency exit to the nearest evacuation assembly point
- any missing worker will be reported to a fire warden or emergency services.

Fire exits will be kept clear from obstruction at all times. Fire extinguishers will be located in conspicuous, readily accessible locations in the workplace. A clearance of 1000mm must be maintained around each fire extinguisher. Signage that complies with AS 2444-2001 Portable fire extinguishers and fire blankets will be displayed. All workers must know their evacuation route and assembly point in case of a fire.

At all times workers should remain calm. Workers should not run, panic or take belongings with them when evacuating. The building will not be re-entered until it has been cleared as safe to do so by the emergency co-ordinator/fire warden or emergency services.

iv) Chemical spill

Appropriate emergency / clean up equipment is to be made available and maintained prior to a chemical spill occurring.

Specific advice on how to manage a chemical spill is contained within the product's Safety Data Sheet (SDS). Workers are to have access to and be familiar with each product's SDS so that appropriate health and safety control measures are implemented.

In the event of a minor chemical spill or leak, the following procedure will be adopted:

- the chemical will be cleaned up in accordance with the product's SDS, including the requirement to wear certain personal protective equipment

- if the spilt chemical is a flammable liquid, ensure that ignition sources are eliminated
- the spill or leak will be contained to prevent the chemical from spreading. This may be achieved with spill containment equipment or by placing a small leaking container into a larger container to contain the leak
- if required, isolate the area where the chemical has been spilt to control access
- clean the spill immediately
- dispose of waste in accordance with local regulations and do not mix substances in the waste bin because they might react
- notify your manager and complete an **Incident Report Form**. In certain situations, there may be a requirement to notify the state regulator.

v) Infield or remote emergency

In the event an infield or remote emergency takes place, the following procedure will be adopted:

- determine physical location by urban street reference, rural address number, geographical feature and/or GPS coordinates (where available)
- confirm location using GPS mapping software, and obtain/confirm location coordinates for emergency services
- contact the appropriate emergency service or breakdown service to respond to the last known location of the worker
- establish who will be responsible to coordinate the recovery of workers and assets
- draft a log of events, maintain contact with workers requiring assistance, and relay instructions for the emergency response
- maintain contact with affected workers until emergency services or breakdown services reaches location.

vi) Environmental incident

In the event an environmental incident occurs, the following procedure will be adopted:

- immediately implement control or containment measures if safe to do so
- request medical aid where worker exposure warrants health intervention
- notify the state Environment Protection Authority (EPA) and any other relevant agencies
- where remediation is required, engage an accredited waste management company to clean up the site
- establish and maintain an accurate record of incident notifications, communication and actions
- complete appropriate health assessments of employees exposed to contaminants, seek State Health Department advice on requirements for medical intervention.

8.3 INCIDENT REPORT

Where the workplace is affected by an emergency, the Organisation will complete an **Incident Report Form** as soon as reasonably practicable to identify the causes of the emergency, any control measures that can be implemented to prevent re-occurrence and improvements to the above emergency procedures.

9 FIRST AID

9.1 INTRODUCTION

First aid is the emergency care of sick or injured persons.

The Organisation is committed to providing a first aid service which satisfies its obligations under applicable health and safety legislation.

9.2 FIRST AID KITS

When considering how to provide first aid, the Organisation will consider all relevant matters including:

- the nature of the work being carried out in the workplace
- the nature of the hazards in the workplace
- the size, location and nature of the workplace
- the number and composition of workers in the workplace.

First aid kits provided in the workplace will:

- be constructed of hardy material, and if appropriate, be capable of being locked (the key being easily accessible in cases of emergency)
- be clearly and legibly marked on the outside with the words FIRST AID and a safety information sign complying with AS/NZS 1319
- contain nothing except first aid equipment and resources in appropriate quantities
- be audited on a regular basis and contents replenished as required
- be kept clean.

The first aid kit will have attached to the inside of the lid:

- an inventory of the first aid equipment and resources which the kit is required to contain
- a notebook and pen for the purposes of recording information regarding treatment and usage
- cardio pulmonary resuscitation (CPR) flow chart
- a **First Aid Treatment Log/Register of Injuries** form, or instructions on where to obtain the form.

The Organisation will nominate a person/s, who will be responsible for monitoring and maintaining the first aid kit. The nominated person will:

- undertake regular checks to ensure the kit contains a complete set of the required items
- ensure any items used are replaced as soon as practicable after use
- ensure that the contents are in good working order, have not deteriorated, are within their expiry date and sterile products are sealed and have not been tampered with

- maintain a record of first aid kit inspection details indicating the date of inspection and the person who undertook the inspection.

9.3 FIRST AID PERSONNEL

A first aid officer will be appointed to be in charge of the first aid kit and will be readily available to render first aid when necessary.

A notice will be displayed in a prominent position near the first aid kit clearly showing:

- the name and telephone number (if applicable) of the appointed first aid officer/s
- the place where each first aid officer is normally located in the workplace.

In addition, first aid personnel will also be highlighted on the internal office extensions list.

The Organisation will designate at least one first aider for every 50 workers engaged in the workplace.

9.4 ADDITIONAL FIRST AID PERSONNEL

The Organisation will consider the following factors in determining whether additional first aid officers are required:

- the maximum number of workers in the workplace at any one time
- the nature of the work being carried out in the workplace, in particular whether workers are at a risk of being exposed to hazards that could require immediate first aid treatment
- the location and proximity of the workplace to emergency services
- the way in which work is arranged and the access each worker has to a first aider
- any other factors that indicate that additional first aiders may be needed (for example, engaging workers on shift work, seasonal work, number of other persons in the workplace and industry specific hazards).

9.5 REGISTER OF INJURIES AND TREATMENT

The Organisation will provide and maintain a workplace **First Aid Treatment Log/Register of Injuries**. Management will ensure the details of any workplace injury or illness are recorded on this register.

The register of injuries will:

- be kept in a readily accessible area of the workplace
- be made available for inspection when requested by an authorised inspector
- be kept for at least five years after the date of the last entry made in it.

9.6 INCIDENT RESPONSE

The Organisation will take all steps necessary to provide emergency rescue and medical help to workers suffering a workplace related injury or illness.

Where an injury or illness requires immediate urgent attention, an ambulance will be called. When calling an ambulance, clear concise information will be relayed identifying the workers location and severity of the injury or illness.

Where the injury or illness requires the worker to leave the workplace for medical treatment, management will accompany the affected worker to provide all appropriate assistance. Where management are unavailable, another worker should accompany the affected worker, especially if there are concerns about the workers ability to travel.

Management will take any actions that will prevent or minimise the risk of further accidents, injury or property damage. For example, the accident site or equipment involved will be secured rendering it safe.

10 HEALTH AND SAFETY TRAINING

10.1 INTRODUCTION

The Organisation will provide the necessary health and safety training to ensure that work can be performed in a healthy and safe manner in the workplace.

Training will focus on the hazards and risks associated with the work, along with the control measures required to ensure the health and safety of the workers.

The Organisation will ensure that no worker will commence work where they may be exposed to a hazard/s without having received the appropriate level of induction and/or training and instruction to complete the tasks safely.

10.2 AIMS OF HEALTH AND SAFETY TRAINING

The Organisation's commitment to health and safety training is communicated through the **Health and Safety Policy**.

Health and safety training is conducted to ensure that:

- appropriate health and safety information, instruction, training and supervision is provided to all workers
- health and safety competencies for all workers are identified and reviewed and the appropriate training provided
- health and safety competencies of contractors, labour hire workers, volunteers and visitors are assessed prior to engagement
- workers receive training in the health and safety requirements appropriate to their position and tasks (including re-training where necessary).

Records of training conducted will be retained by the Organisation.

10.3 HEALTH AND SAFETY TRAINING PROVIDED

The Organisation will provide the following:

- health and safety inductions for all workers
- first aid training for nominated first aid officers
- emergency evacuation training for nominated fire wardens if appointed
- training on health and safety obligations for officers
- risk management training for workers
- skill training for plant and equipment.

A record of training will be kept using the **Skills Matrix** form, detailing when a worker was trained, and if required, when the skill expires, and retraining is required. For example, CPR refresher training is required every year and first aid training is required every three years.

11 INSPECTION AND TESTING

11.1 INTRODUCTION

A requirement of health and safety legislation is to inspect and/or test particular equipment and processes.

The Organisation will conduct inspections and testing in accordance with health and safety legislation as part of the ongoing management of hazards in the workplace.

A risk assessment will determine the frequency of the inspections if no prerequisite time frame exists.

11.2 REQUIREMENTS FOR INSPECTION AND TESTING

This Organisation will inspect and/or test the following:

- the workplace – site inspection – every six months
- portable electrical appliances – in accordance with the outcome of the risk assessment
- emergency procedures – at least once a year
- plant and equipment – before every use and as per the manufacturer's recommendations.

Records of the inspection/ testing activities will be maintained on either an internal register, record/report supplied by the tester or in item specific records such as a log book or checklist

Any item failing an inspection/test will be tagged out of service and isolated from use until it has been repaired and deemed safe for use.

Items that cannot be repaired will be disposed of in an appropriate manner.

11.3 REVIEW OF INSPECTION AND TESTING INTERVALS

Inspection and testing intervals will be reviewed as follows:

- at least annually
- after an incident or accident where a failure is attributed to inadequate inspection and testing
- when manufacturer or legislative requirements change
- in response to safety alerts.

11.4 INSPECTION AND TESTING OF REGISTERED PLANT

The Organisation will ensure that the regulatory requirements for the inspection and testing of registered plant and equipment complies with the requirements of the Regulator.

12 DRUGS AND ALCOHOL

12.1 INTRODUCTION

The misuse of drugs or alcohol by workers can affect their health or safety, as well as that of others (including other workers and members of the general public). Drug and alcohol misuse can also have an adverse effect on work performance, behaviour or attendance at the workplace.

The Organisation is committed to ensuring the health, safety and welfare of all workers and to preventing and reducing harm associated with being impaired by drugs or alcohol at work.

The Organisation may require screening for alcohol and drugs. This may include pre-employment testing or onsite testing prior to commencing work or at random intervals. Testing may be conducted based on reasonable suspicion or following an incident or accident. The Organisation reserves the right to carry out random testing across all levels of workers. Testing may include urine and/or swab testing.

12.2 ORGANISATION'S RESPONSIBILITIES

Management will ensure these guidelines are enforced on a day to day basis. Where a Manager suspects or is informed that a worker may be unfit to perform their duties due to drug or alcohol misuse, it is management's responsibility to assess the risk and take appropriate action. This may include:

- directing any worker away from the work area and/or to a medical practitioner nominated by the employer where it is reasonably suspected that they are under the influence of drugs or alcohol
- arrange for on-site testing for workers accused of being under the influence of drugs and alcohol
- arrange for transport home for any worker under the influence of drugs or alcohol
- counsel workers who are found to be in breach of these guidelines
- authorise appropriate assistance for a worker whose performance is affected by drugs and/or alcohol.

Where the worker is deemed to be unfit for work due to the misuse of drugs or alcohol, he or she will usually be required to take leave without pay. In some instances, workers may be allowed to take accrued personal leave instead of leave without pay. In addition, disciplinary action may be taken against the affected worker.

12.3 MANAGER/SUPERVISOR RESPONSIBILITIES

Managers/supervisors are responsible for assessing the risks associated with workers who are under the influence of drugs or alcohol in the workplace and taking appropriate action to ensure these risks are managed. This will include:

- directing any worker reasonably suspected of being under the influence of drugs or alcohol away from the work area and/or to a medical practitioner nominated by the Organisation for the purpose of undertaking a drug and alcohol test
- where necessary, arranging for on-site testing of any worker accused of being under the influence of drugs or alcohol
- arranging transport home for any worker accused of being under the influence of drugs or alcohol
- counselling workers who are found to be in breach of these guidelines
- authorising appropriate assistance for a worker whose performance is affected by drugs or alcohol

- initiating the appropriate disciplinary processes where any breach of this policy is identified
- ensuring day to day compliance with this policy and any other necessary requirements to ensure health and safety in the workplace.

12.4 WORKER RESPONSIBILITIES

Workers are responsible for:

- ensuring they are fit for duty at all times while working
- ensuring they are not under the influence of alcohol, drugs or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently
- complying with statutory limits for blood alcohol and drug content while driving any motor vehicle, or operating any machinery, in or in connection with the performance of their duties
- questioning their doctor or pharmacist as to the potential effects or side effects when using any prescription or over-the-counter medication, and whether they are still able to perform their job safely (including driving, where applicable)
- notifying management when using any prescription or over-the-counter medication that may impair their ability to safely and effectively perform their job
- ensuring they do not use, possess or distribute any alcohol, drugs or medication of any kind while at work, nor use the Organisation's resources to do so at any time
- notifying management if they suspect another worker or visitor to be adversely affected by alcohol, drugs or medication of any kind
- complying with any reasonable request by management, or an authorised tester, to undergo testing and participate in rehabilitation programs in accordance with the Organisation's Policy.

In addition, when working on client sites or at any other place of work, workers must comply with any site-specific drug and alcohol policies.

If a worker in this situation has any doubt about how to comply with both policies, or if the policies are inconsistent, the worker should contact management for clarification as soon as possible. In the interim, the worker should refrain from any conduct which is likely to breach either of the policies.

13 HEALTH AND SAFETY ISSUES RESOLUTION

13.1 INTRODUCTION

Issues may arise anywhere within the Organisation in relation to health and safety matters. Often these can be resolved at the source or where the original issue is raised. However, where an issue cannot be resolved to the satisfaction of any party following consultation and discussion on the matter, an issues resolution process will ensure that the matter is resolved in a fair and equitable manner.

When a health and safety issue arise, the parties must make reasonable efforts to achieve a timely, final, and effective resolution of the issue.

Any party to the issue may inform the other party of the issue as it may relate to:

- work carried out at the workplace
- the conduct of the Organisation.

When informing any other party of an issue, there must be a defined issue to resolve and the nature and scope of the issue must be identified. All parties involved in the issue must make reasonable efforts to come to an effective, timely and final solution of the matter.

13.2 ORGANISATION'S RESPONSIBILITIES

The Organisation will consult with workers to ensure that there is genuine agreement on the Issues Resolution Procedure and will ensure that:

- all workers have sufficient knowledge and understanding of the issue's resolution procedures
- all issues raised are addressed in a timely and effective manner.

Where issues are raised by other parties within the Organisation that have not been resolved at the local level, the Organisation will agree to meet or communicate with all parties to the issue in a genuine attempt to resolve the issue, considering:

- the overall risk to workers or other parties to the issue
- the number and location of workers and other parties affected by the issue
- the measures or controls required to resolve the risk
- the person responsible for implementing the resolution measures or controls.

The Organisation will ensure that their representative to any consultation and communication designed to resolve an issue is sufficiently competent to act on its behalf, has sufficient knowledge and understanding of the issues resolution process and has the appropriate level of seniority in the decision-making process.

13.3 SUPERVISOR'S RESPONSIBILITIES

When presented with a health and safety issue, the supervisor will ensure that the individual reporting the issue has completed a **Hazard Report Form** or an **Incident Report Form**. Where an issue cannot be resolved at the localised level and/or the supervisor is unable to resolve the issue through effective consultation with the worker/s affected, the matter will be escalated to the next level of management.

13.4 WORKER'S RESPONSIBILITIES

Workers are encouraged to resolve minor health and safety issues at the source of the issue, where they are authorised, and it is safe to do so.

Where the issue cannot be resolved at the initial level, the issue should be raised with the supervisor of the area concerned. Every endeavour should be made to resolve health and safety matters at departmental level before referring them to the next level within the Organisation.

Where an issue raised by workers has been considered by all levels within the Organisation and cannot be effectively resolved following genuine consultation and communication, a worker or their representative may refer the health and safety issue to their industrial union, representative association or State or Territory health and safety regulator for assistance with resolution.

13.5 ISSUES RESOLUTION OUTCOMES

Where an issue is resolved, all identified health and safety issues and their subsequent resolution will be recorded to allow the Organisation to identify potential future risks and endeavour to prevent a recurrence.

Where the issue is resolved and any party to the issue requests, details of the issue and the resolution will be set out in a written agreement.

Where a written agreement is prepared:

- all parties to the issue must be satisfied that it accurately reflects the resolution
- the agreement will be provided to all people involved with the issue and/or their representative if requested.

Where an issue remains unresolved following all reasonable efforts being made to resolve it, any party to the issue can ask the regulator to appoint an inspector to assist at the workplace. Such a request can be made regardless of whether or not there is agreement about what is deemed to be reasonable efforts to resolve the issue.

14 HAZARDOUS MANUAL HANDLING

14.1 INTRODUCTION

Hazardous manual handling describes any work requiring a person to lift, lower, push, pull, hold, carry, move or restrain any animate or inanimate object and involves one or more of the following:

- high or sudden force
- awkward posture
- exposure to vibration

Some manual handling and ergonomic activities are hazardous and may cause musculoskeletal disorders. Manual handling injuries are the most common type of workplace injuries across Australia.

The Organisation and particularly the managers and supervisors have a duty to ensure that effective procedures are implemented to identify, assess and control manual handling hazards. Hazardous manual handling tasks in the workplace will be addressed via a risk management approach.

The risk management process is to be carried out in consultation with the workers who are required to perform manual handling. Representatives of workers, such as health and safety committee members or representatives, will also be consulted as required or requested.

14.2 IDENTIFYING MANUAL HANDLING HAZARDS

Manual handling hazards can be identified by:

- observing how workers perform the work
- reviewing injury and incident records
- consulting with the workers performing the manual handling.

14.3 ASSESSING MANUAL HANDLING RISKS

As part of the hazard management approach, the Organisation has an obligation to ensure that any manual handling that poses a risk of injury to workers are assessed to determine the seriousness of these hazards. To assist in accurately assessing manual handling risks a checklist has been developed and needs to be completed for each identified activity. This checklist is on the **Hazardous Manual Handling Risk Assessment Form**.

In assessing risks arising from manual handling, the following factors should be considered:

- the positions, posture, actions and movements adopted by workers in performing manual handling
- the layout of the workplace and workstation
- the duration and frequency of tasks performed by workers
- the location of loads and distances moved manually
- the weights and forces of loads that are manually handled

- the characteristics of loads and equipment available to assist in manual handling tasks
- the skills and experience of workers who are performing manual handling tasks, along with any special needs or requirements they may have
- any clothing (including protective clothing) that is available or worn whilst performing manual handling
- any other factors considered relevant to the workers.

This risk assessment process is to be carried out in consultation with the workers who are required to perform manual handling. Representatives of workers, such as health and safety committee members or representatives, will also be consulted.

In assessing manual handling risks in the workplace, the **Hazardous Manual Handling Risk Assessment** will be used.

In assessing risks arising from manual handling, the following factors should be considered:

- the positions, posture, actions and movements adopted by workers in performing manual handling
- the layout of the workplace
- the duration and frequency of tasks performed by workers
- the location of loads and distances moved manually
- the weights and forces of loads that are manually handled
- the characteristics of loads and equipment available to assist in manual handling tasks
- the skills and experience of workers who are performing manual handling tasks, along with any special needs or requirements they may have
- any clothing (including protective clothing) that is available or worn whilst performing manual handling
- any other factors considered relevant to the workers.

14.4 CONTROLLING MANUAL HANDLING RISKS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with manual handling in the workplace are controlled. The process of controlling manual handling risks will be determined in consultation with the workers who are required to carry out the manual handling.

In the event that manual handling has been assessed as a risk, the Organisation will redesign the manual handling to eliminate or control the risk factors and ensure that workers involved in manual handling receive appropriate training, including training in safe manual handling techniques.

Where redesign of the manual handling is not possible, the Organisation will:

- provide mechanical aids, personal protective equipment and/or arrange for team lifting in order to reduce the risk
- ensure that workers receive appropriate training in safe methods of manual handling appropriate for the work identified, and in the correct use of mechanical aids, protective equipment and group lifting procedures.

15 HAZARDOUS CHEMICALS

15.1 INTRODUCTION

Hazardous chemicals are chemicals that have the potential to harm the health and safety of any person in the workplace. This procedure will help to ensure that all relevant workers are informed about hazardous chemicals and exposures to prevent disease and injury to the workers involved in using any hazardous chemical.

15.2 SAFETY DATA SHEETS AND REGISTERS

The Organisation will maintain a current Safety Data Sheet (**SDS**) issued within the last five years for all chemicals to be used.

Before a chemical is used for a work activity, the Organisation will review the SDS to determine if the chemical is classified as hazardous.

All workers involved in the use of chemicals classified as hazardous will be provided with information and training to allow safe completion of the required task.

No chemicals will be brought to the workplace without a current SDS. Copies of the SDS will be kept in the area where the chemical is used.

Management will maintain the **Register of Hazardous Chemicals** for all chemicals used by the Organisation and provide notification to the regulator of any manifest quantities if required.

i) Safety Data Sheets and the GHS

Since 2012 Australia has transitioned to the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), an international system used to classify and communicate chemical hazards.

The GHS is a system used to classify and communicate chemical hazards using internationally consistent terms and information on chemical labels and Safety Data Sheets.

Manufacturers, importers and suppliers. Health and safety laws impose a duty on manufacturers and importers of chemicals supplied to a workplace to determine if a chemical is hazardous and to correctly classify the chemical according to the GHS. Manufacturers and importers are also responsible for ensuring that correct labels and SDS are prepared for hazardous chemicals.

Suppliers may continue to supply other workplaces with stock they have on hand after 1 January 2017 providing it was manufactured or imported prior to this date and correctly labelled at that time. From 1 January 2017 suppliers should only accept stock with GHS compliant labels. Suppliers will also need to have GHS compliant SDS available from this date.

15.3 IDENTIFYING HAZARDOUS CHEMICAL RISKS

The manufacturers' SDS and labels of all chemicals will be checked prior to use to determine whether the chemical is either hazardous or dangerous, or both.

Likewise, the risks associated with storing hazardous chemicals will be considered.

15.4 ASSESSING HAZARDOUS CHEMICAL RISKS

As part of the risk management approach, the Organisation has an obligation to ensure that any chemicals that pose a risk of injury to workers are assessed to determine the seriousness of these hazards.

In assessing risks arising from chemicals, the following factors will be considered:

- the nature of the chemical
- the label and/or a current SDS for the chemical
- the uses of the chemical
- the storage of the chemical
- the potential for exposure to the chemical, including through direct skin contact, inhalation

15.5 CONTROLLING HAZARDOUS CHEMICAL RISKS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with hazardous chemicals are controlled. The process of controlling hazardous chemical risks will be determined in consultation with workers.

In the event that chemicals have been assessed as a risk, the Organisation will:

- eliminate the chemical or task if it is not essential
- substitute the hazardous chemical with something less hazardous
- isolate exposure by using barriers or distance
- use engineering controls, such as local exhaust ventilation or automation of the process
- minimise the volumes of hazardous chemicals used
- establish safe work practices, such as restricting access to the area, keeping the area free of clutter, replacing lids on containers, safe storage and disposal of chemicals, being prepared for spills
- provide spill containment systems such as spill kits or bunding appropriate to the type of chemical on site
- ensure that the prescribed signage is in place to inform workers, visitors and emergency personnel of the type of hazard
- provide instruction and supervision appropriate to the level of expertise of the worker involved
- provide PPE such as gloves and safety glasses as a secondary measure to supplement the other controls outlined above.

15.6 STORAGE OF HAZARDOUS CHEMICALS

The Organisation will determine safe storage requirements for hazardous chemicals in conjunction with the SDS and the risk assessment.

In storing hazardous chemicals, the Organisation will ensure that:

- incompatible hazardous chemicals are stored at the appropriate separation distances
- placards and signage are located on the outside of storage areas and site perimeters as required by the relevant health and safety laws and/or Australian Standards
- appropriate fire protection and other emergency equipment are provided (for example, first aid equipment, emergency eye wash and safety showers)
- adequate lighting and ventilation and temperature control is provided in areas where hazardous chemicals are stored and/or decanted
- hazardous chemicals are not used or stored in proximity to any water or where they can potentially be released to water, such as via storm water drains
- all containers of hazardous chemicals are in good condition with no damage/corrosion or leaking contents wherever possible, hazardous chemicals will be stored in their original containers, labelled as supplied. When transferring chemicals or keeping them in other containers, these new containers must be compatible, suitable for the purpose and labelled. Containers, lids, caps and seals will be checked regularly for deterioration and containers replaced when necessary. Food and drink containers will not be used to store hazardous chemicals under any circumstances
- storage requirements for the specific hazardous chemicals will be detailed in the risk assessment.

Some hazardous chemicals may also fall into the classification of dangerous goods and may be subject to requirements under the Australian Code for the Transport of Dangerous goods by Road and Rail.

The Organisation will ensure it is aware of any specific requirements of the Environmental Protection Authority relevant to any hazardous chemicals held on site or used in the conduct of its business.

DANGEROUS GOODS & COMBUSTIBLE LIQUIDS STORAGE COMPATIBILITY CHART

Class or Subsidiary Risk		2	2	2	2	3	3	4	4	5.1	5.2	6	8
FLAMMABLE GASES	2	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
NON TOXIC NON FLAMMABLE GASES	2	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
TOXIC GAS	2	SEGREGATE At least 3m	OK TO STORE TOGETHER	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING GAS	2	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
FLAMMABLE LIQUIDS + COMBUSTIBLE LIQUIDS	3	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 5m	SEGREGATE At least 3m
FLAMMABLE SOLID	4	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 3m	ISOLATE	SEGREGATE At least 3m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES
SPONTANEOUSLY COMBUSTIBLE	4	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	OK TO STORE TOGETHER	SEGREGATE At least 5m	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
DANGEROUS WHEN WET	4	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	OK TO STORE TOGETHER	SEGREGATE At least 5m	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 5m
OXIDIZING AGENT	5.1	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	KEEP APART	SEGREGATE At least 5m	SEGREGATE At least 5m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	ISOLATE	SEGREGATE At least 3m	SEGREGATE At least 3m
ORGANIC PEROXIDE	5.2	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	ISOLATE	OK TO STORE TOGETHER	ISOLATE	SEGREGATE At least 3m
TOXIC SUBSTANCES	6	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 3m	ISOLATE	OK TO STORE TOGETHER	SEGREGATE At least 5m
CORROSIVE	8	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 5m	SEGREGATE At least 3m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES	SEGREGATE At least 3m	SEGREGATE At least 5m	SEGREGATE At least 3m	SEGREGATE At least 3m	SEGREGATE At least 5m	MAY NOT BE COMPATIBLE CHECK MSDS AND NOTES

15.7 LABELLING OF HAZARDOUS CHEMICALS

Since 2012 Australia has transitioned to the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), an international system used to classify and communicate chemical hazards.

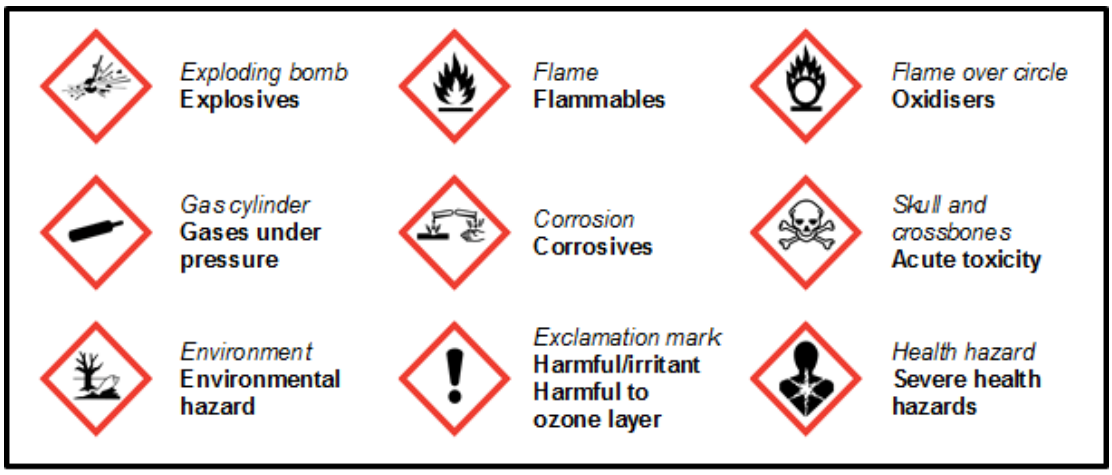
The GHS is a system used to classify and communicate chemical hazards using internationally consistent terms and information on chemical labels and Safety Data Sheets. The GHS provides criteria for the classification of physical hazards (e.g. flammable liquids) health hazards (e.g. carcinogens) environmental hazards (e.g. aquatic toxicity).

The GHS updates the way in which information about chemical hazards is communicated to ensure safe storage, handling and disposal. The GHS uses pictograms, signal words, and hazard and precautionary statements to communicate this information.

It should be noted that Western Australia and the Australian Capital Territory have not yet mandated use of the GHS but do require chemical hazards to be communicated.

i) Pictograms

There are nine hazard pictograms in the GHS which represent the physical, health and environmental hazards.



ii) Signal Words

The GHS uses 'Danger' and 'Warning' as signal words to indicate the relative level of severity of a hazard. 'Danger' is used for the more severe or a significant hazard, while 'Warning' is used for the less severe hazards.

iii) Hazard and Precautionary Statements

Hazard statements are assigned to a class and category that describes the nature of the hazards of a chemical, including, where appropriate, the degree of hazard. For example, the hazard statement 'Toxic if swallowed' is the hazard statement for Acute toxicity category 3 (Oral).

Precautionary statements describe the recommended measures that should be taken to minimise or prevent adverse effects resulting from exposure, or improper storage or handling of a hazardous chemical.

Hazard and precautionary statements replace the 'risk' and 'safety' phrases required under previous laws.

iv) Responsibilities under the GHS

Manufacturers, importers and suppliers. Health and safety laws impose a duty on manufacturers and importers of chemicals supplied to a workplace to determine if a chemical is hazardous and to correctly classify the chemical according to the GHS. Manufacturers and importers are also responsible for ensuring that correct labels and SDS are prepared for hazardous chemicals.

Suppliers may continue to supply other workplaces with stock they have on hand after 1 January 2017 providing it was manufactured or imported prior to this date and correctly labelled at that time. From 1 January 2017 suppliers should only accept stock with GHS compliant labels. Suppliers will also need to have GHS compliant SDS available from this date.

End users of hazardous chemicals. Users of hazardous chemicals are not required to relabel or dispose of existing stock. Hazardous chemicals manufactured or imported after 1 January 2017 must only be received if they are labelled according to the requirements of the applicable health and safety regulations.

v) Decanting and Labelling

The Organisation will ensure that any hazardous chemical decanted at the workplace is decanted into a container which is correctly labelled. The following will be displayed on the label as a minimum:

- the product identifier
- a hazard pictogram or hazard statement consistent with the correct classification of the hazardous chemical.

In addition to the information listed above, the Organisation will aim to provide as much information on the label as possible, pertaining to hazards and safe use of the hazardous chemical.

16 OFFICE SAFETY

16.1 INTRODUCTION

There are a variety of hazards that may arise in an office environment. Controlling these hazards will help to promote the health and safety of workers.

16.2 COMMON HAZARDS

i) Desk/workstation ergonomics

A well-designed desk/workstation can eliminate health and safety hazards.

The Organisation will ensure, as far as reasonably practicable, that the risks associated with desk/workstation ergonomics in the workplace are controlled. The process of controlling desk/workstation ergonomic risks will be determined in consultation with the workers who are required to utilise a desk/work station.

Specific areas of focus will include the workers chair, lighting and noise, the position of the screen and the keyboard.

The attached **Appendix 1** outlines specific guidelines for desk/workstation ergonomics. This will be used in conjunction with the **Ergonomics Checklist** to ensure safe workstation setup.

ii) Furniture

The Organisation will ensure, as far as reasonably practicable, the risks associated with office furniture are controlled. This will include ensuring:

- office furniture is fit for purpose
- protruding keys are not left in filing cabinet locks
- filing cabinet and desk drawers are operated using the handles
- drawers are not left open
- furniture is arranged so as to avoid trip hazards and obstacles.

iii) Passageways and storage

Large objects or groups of people standing around blocking doorways and passageways increases the likelihood of bumps and knocks as vision is blocked and space is tight.

To control these risks, the Organisation will ensure, as far as reasonably practicable, that:

- doorways and passageways are free of obstruction at all times
- emergency access and egress are a minimum of 600mm wide and clear of obstruction
- any area where people walk up and down is sufficiently wide
- fire extinguishers, fire hydrants, fire alarms and emergency exits are kept free from obstruction
- items are stored in appropriate areas
- heavy objects are stored near floor level and appropriate equipment is used to reach objects at height (for example, a stepladder)
- toxic chemicals are not stored in or near the office.

iv) Floors

The Organisation will ensure, so far as reasonably practicable, that floors do not have objects that can cause slips, trips or falls.

Extension cords and other wires that may cause injury will be secured to the floor or relocated to prevent trip hazards.

Likewise, small items (including litter) left lying on the floor will be removed immediately.

v) Kitchen

Kitchens within the workplace should be kept clean and tidy.

The Organisation will ensure, so far as reasonably practicable, that the following will be regularly cleaned, inspected and maintained:

- microwaves
- fridges
- electric kettles and other electrical equipment
- knives and sharp objects.

17 FLOOD POLICY

17.1 INTRODUCTION

Being close to a creek, river, major storm water drain, or in a low-lying area, increases the risk of a flood.

In situations where the Organisation is not inundated by floodwater, there is still a chance of isolation. Access to other areas might be cut, as well as electricity and water.

Floods can cause major damage and disruption to the Organisation's operations and have a significant impact on workers.

17.2 BEFORE A FLOOD

Preparing for floods can prevent loss of life and reduce damage to structures, stock and equipment. The Organisation will do the following to prepare themselves and workers before a flood:

- know the level of flood risk in the area (e.g., find out about the local flood history)
- know where the emergency evacuation areas would likely be located
- know who to call by completing the **General Contact List**
- create a Business Flood Safe Plan
- have an emergency kit prepared
- know the triggers, warning and natural signs of flooding.

The Organisation will identify stock, equipment and possessions that may need special protective measures, and will describe the actions to be taken to prevent their damage in the event of a flood. The Flood Warning Chemical Register will be continuingly updated to account for the location of chemicals, oils or other materials that could be dangerous or contaminate flood water.

17.3 DURING A FLOOD

When a Flood Warning is issued:

- never drive, ride or walk through floodwater
- stack possessions, records, stock or equipment on benches and tables, placing electrical items on top
- secure objects that are likely to float and cause damage
- relocate waste containers, chemicals and poisons well above floor level
- activate the Business Flood Safe Plan
- listen to your local radio station for information, updates and advice
- keep in contact with the Organisation's neighbours

- be prepared to evacuate if advised by emergency services
- act early as roads may become congested or close.

When an Evacuation Order is issued, turn off the electricity, gas and secure any gas bottles. Leave the Organisation and follow the Business Flood Safe Plan.

17.4 AFTER FLOODING

The relevant State Emergency Service will issue an 'All Clear' when it is safe for businesses to return to a flood affected area.

When returning to the Organisation:

- check the structural stability of you're the building before entering. Look for damage to windows, walls and the roof and be especially cautious of potential contaminants including asbestos
- make sure the electricity and gas are turned off before going inside. Use a torch to carry out inspections inside buildings
- have a qualified electrician inspect power points, electrical equipment, appliances or electrical hot water systems if they were exposed to floodwater or water damaged in any way
- inspect gas appliances and gas bottles that have been exposed to floodwater
- be aware of any slip, trip or fall hazards
- never eat food which has been in contact with floodwater
- only use clean utensils and personal items.

17.5 EMERGENCY KIT

An Emergency Kit holds items that might be needed if power is lost. The Emergency Kit should contain the following:

- portable radio with spare batteries
- torch with spare batteries
- first aid kit
- candles and waterproof matches
- important papers including emergency contact numbers
- copy of the Business Flood Safe Plan
- waterproof bag for valuables.

Keep the Emergency Kit in a waterproof storage container. On a regular basis, check the Emergency Kit (remember to check the used-by dates on batteries and gloves) and restock items if needed.

18 CONSTRUCTION WORK

18.1 INTRODUCTION

Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

When undertaking or commissioning construction work the Organisation will eliminate or control hazards via a risk management approach. The policies and procedures contained within this Health and Safety Manual will be adhered to for this purpose.

18.2 HEALTH AND SAFETY ARRANGEMENTS

Prior to undertaking or commissioning construction work, the Organisation will consider arrangements for:

- securing the workplace from unauthorised access
- first-aid
- emergency response
- the storage of hazardous chemicals
- the storage, movement and disposal of construction materials and waste at the workplace
- the storage at the workplace of plant that is not in use
- traffic in the vicinity of the workplace that may be affected
- essential services at the workplace.

18.3 CONSULTATION

The Organisation will ensure that when conducting construction work, consultation is undertaken in accordance with the Consultation Policy.

Where the Organisation commissions construction work it will consult with the designer about how to ensure that risks to health and safety are eliminated or controlled. Furthermore, the designer must give the Organisation a written report that states the hazards relating to the design.

18.4 HIGH RISK CONSTRUCTION WORK

The Organisation will eliminate or control hazards via a risk management approach in accordance with the Risk Management Process Policy. Furthermore, the Organisation will ensure that additional requirements relating to High Risk Construction Work are adhered to.

'High Risk Construction Work' means construction work that:

- involves a risk of a person falling more than 2m
- is carried out on a telecommunication tower

- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near:
    - a shaft or trench with an excavated depth greater than 1.5m
    - a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving work.

A risk assessment in the form of a safe work method statement (SWMS) will be prepared for any situation where the Organisation intends to carry out high risk construction work.

The Organisation will decide to comply with the requirements of the SWMS. If the high-risk construction work is not carried out in accordance with the SWMS, the work will be stopped immediately or as soon as it is safe to do so resumed only in accordance with the SWMS.

A ‘’Construction Project’’ means a project for which the cost of the construction work is $250 000 or more or involves the demolition or refurbishment of a structure containing loose-fill asbestos insulation. If the Organisation carries out high risk construction work in connection with a Construction Project, the SWMS will be prepared with consideration of the Principal Contractor’s Safety Management Plan and provided to the Principal Contractor before the high-risk construction work commences.

The Organisation will keep a copy of the SWMS until the high-risk construction work is completed.

18.5 GENERAL CONSTRUCTION INDUCTION CARD

The Organisation will ensure that all workers involved in the construction work have received general construction induction training. This will be achieved by checking and retaining copies of all worker's general construction induction training cards.

The **Skills Matrix** will be used to track this requirement.

19 CONSTRUCTION WORK – PRINCIPAL CONTRACTOR

19.1 INTRODUCTION

Construction work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

When undertaking or commissioning construction work the Organisation will eliminate or control hazards via a risk management approach. The policies and procedures contained within this Health and Safety Manual will be adhered to for this purpose.

19.2 HEALTH AND SAFETY ARRANGEMENTS

Prior to undertaking or commissioning construction work, the Organisation will consider arrangements for:

- securing the workplace from unauthorised access
- first-aid
- emergency response
- the storage of hazardous chemicals
- the storage, movement and disposal of construction materials and waste at the workplace
- the storage at the workplace of plant that is not in use
- traffic in the vicinity of the workplace that may be affected
- essential services at the workplace.

19.3 CONSULTATION

The Organisation will ensure that when conducting construction work, consultation is undertaken in accordance with the Consultation Policy.

Where the Organisation commissions construction work it will consult with the designer about how to ensure that risks to health and safety are eliminated or controlled. Furthermore, the designer must give the Organisation a written report that states the hazards relating to the design.

19.4 HIGH RISK CONSTRUCTION WORK

The Organisation will eliminate or control hazards via a risk management approach in accordance with the Risk Management Process Policy. Furthermore, the Organisation will ensure that additional requirements relating to High Risk Construction Work are adhered to.

'High Risk Construction Work' means construction work that:

- involves a risk of a person falling more than 2m
- is carried out on a telecommunication tower

- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near:
    - a shaft or trench with an excavated depth greater than 1.5m
    - a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving work.

A risk assessment in the form of a safe work method statement (SWMS) will be prepared for any situation where the Organisation intends to carry out high risk construction work.

The Organisation will make arrangements to comply with the requirements of the SWMS. If the high-risk construction work is not carried out in accordance with the SWMS, the work will be stopped immediately or as soon as it is safe to do so resumed only in accordance with the SWMS.

A ‘’Construction Project’’ means a project for which the cost of the construction work is $250 000 or more or involves the demolition or refurbishment of a structure containing loose-fill asbestos insulation. If the Organisation carries out high risk construction work in connection with a Construction Project, the SWMS will be prepared with consideration of the Principal Contractor’s Safety Management Plan and provided to the Principal Contractor before the high-risk construction work commences.

The Organisation will keep a copy of the SWMS until the high-risk construction work is completed.

19.5 GENERAL CONSTRUCTION INDUCTION CARD

The Organisation will ensure that all workers involved in the construction work have received general construction induction training. This will be achieved by checking and retaining copies of all worker's general construction induction training cards.

The **Skills Matrix** will be used to track this requirement.

19.6 CONSTRUCTION PROJECTS AND THE PRINCIPAL CONTRACTOR

Where a Principal Contractor is required to be appointed a to a construction project, the Principal Contractor is either:

- the person that commissions the construction project (e.g., owner of the land/premises)
- another Organisation or person who has been engaged as the Principal Contractor
- if the owner of a residential premises engages an Organisation for the construction project, the Organisation is engaged is the Principal Contractor.

Additional duties apply to a Principal Contractor. Where the Organisation takes on the role of the Principal Contractor, it will meet the general duties in relation to construction work as well as the additional duties associated with a Principal Contractor. These additional duties include the following:

- ensuring that signs are installed in the appropriate position with the relevant information
- preparing a written safety management plan for the workplace, before work on the project commences, which includes the following:
    - names, positions and health and safety responsibilities
    - arrangements in place for consultation, co-operation and the co-ordination of activities
    - arrangements in place for managing any health and safety incidents that occur
    - site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules
    - arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.
- making each person aware of:
    - the content of the safety management plan
    - any revision made to the safety management plan
    - their right to inspect the safety management plan.
- reviewing and revising the safety management plan to ensure that it remains up-to-date and that a copy of the safety management plan is kept and made available for the period required
- taking all reasonable steps to obtain a copy of the safe work method statements relating to high-risk construction work before the high-risk construction work commences
- putting in place arrangements to ensure compliance with the applicable sections of the regulations relating to:

- general working environment
- first-aid
- emergency plans
- personal protective equipment
- managing risks from airborne contaminants
- hazardous atmospheres
- storage of flammable or combustible substances
- falling objects
- falls.

- putting in place arrangements to ensure compliance with the following:
  - the storage, movement and disposal of construction materials and waste at the workplace
  - the storage at the workplace of plant that is not in use
  - traffic in the vicinity of the workplace that may be affected by construction work
  - essential services at the workplace.

20 PLANT AND EQUIPMENT

20.1 INTRODUCTION

Plant is any machinery, equipment, appliance, implement or tool and any component or fitting used within the workplace.

Plant is machinery that processes material by way of a mechanical action which:

- cuts, drills, punches or grinds
- presses forms, hammers, joins, or moulds material
- combines, mixes, sorts, packages, assembles, knits or weaves material.

Plant also includes lifts, cranes, tractors, earth moving equipment, pressure equipment, hoists, powered mobile plant, plant that lifts or moves people or materials, chisels, chainsaws, photocopiers, desks, filing cabinets and temporary access equipment.

Risks associated with plant and equipment in the workplace will be addressed via a risk management approach.

20.2 IDENTIFYING PLANT AND EQUIPMENT HAZARDS

Hazard means the potential to cause injury or illness. Examples of potential harm that plant or associated systems of work may cause to people at work include, but are not limited to:

- injury from entanglement
- crushing by falling or moving objects, or plant tipping over
- crushing from people falling off or under plant
- cutting or piercing due to sharp or flying objects
- burns (friction, heat, chemical)
- injury from high-pressure fluids
- injury from electricity
- injury from explosion
- slips trips and falls
- suffocation
- ergonomic requirements
- dust, vibration, noise, or radiation.

20.3 ASSESSING PLANT AND EQUIPMENT HAZARDS

As part of the risk management approach, the Organisation has an obligation to ensure that any plant or equipment that may pose a risk of injury to workers is assessed to determine the seriousness of these hazards.

When assessing potential risks and hazards associated with specific plant and equipment considerations should be given to the following throughout the life of the plant:

- design and construction
- installation or erection and positioning plant in the workplace
- commissioning and operation
- electrical, radiation and thermal energy
- emergency procedures
- hazardous substances and dangerous goods
- machine guarding for plant with moving parts
- maintenance, repairs, servicing and cleaning requirements
- manual handling issues
- noise and vibration
- Personal Protective Equipment requirements
- work environment including lighting, ventilation, interaction with others
- safe work procedures and auditing
- decommissioning, demolition and disposal of plant
- the relevant Australian and international standards.

20.4 CONTROLLING PLANT AND EQUIPMENT HAZARDS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with plant and equipment are controlled from purchase through to disposal.

i) Installation, erection and commissioning

Commissioning is a process of verification. This involves an extensive check carried out during the trial phase, prior to the plant being accepted for use. It ensures that the plant performs according to the design criteria and is a process, agreed to by the manufacturer or supplier. The extent and complexity of the commissioning will vary between items of plant.

Plant installation, erection and commissioning must be performed by a competent person who has access to any necessary health and safety information, including any instructions from the designer or manufacturer.

Commissioning methods should:

- be in accordance with the manufacturer's/supplier's specifications
- not impose stresses which exceed the limitations of design capabilities include tests to ensure that the plant will perform to its design specifications
- include typical maintenance checks used by the operator and service personnel
- be documented
- ensure the location is suitable for the type of plant and provide sufficient clear space for the plant to be operated, maintained, and repaired safely.

The results of the commissioning should include:

- information about any problems identified during commissioning that suggest the plant cannot be operated safely
- confirmation that the plant will perform the task for which it has been purchased.

Specified High Risk Plant needs to be assessed if there is a requirement for the plant to be registered.

ii) Usage and competency

The Organisation may control a wide variety of plant and equipment in the workplace with workers performing a range of activities and tasks with this equipment. To ensure these activities are conducted in a safe manner, the following processes should be adopted:

- workers must only use plant when it is capable of performing safely within the design criteria and manufacturer's instructions
- workers are to be appropriately trained to use/operate the plant and equipment in a safe manner
- specific work instructions will be developed for the operation of each piece of plant and equipment
- maintenance and manufacturer's manuals will be kept for all relevant plant and equipment
- appropriate information that states the use for which the plant or equipment has been designed and tested and the conditions that must be followed to ensure the safe use of that plant, will be made available to workers
- plant and plant equipment are to be used and maintained according to manufacturer's guidelines, inspected, and checked for any faults
- items of heavy plant and machinery need to be checked regularly and recorded in a logbook (a daily pre-start checklist is required)
- specific inspection checklists may need to be designed for items of plant, such as overhead cranes
- any incident associated with plant or equipment will be reported to the person's supervisors and they are required to complete an **Incident Report Form**
- workers are to be advised of the reporting requirements through conducting a toolbox talk
- supervisors are to regularly check if plant is being operated correctly.

Some plant and equipment and their use and operation are considered to be high risk work and as such any person who operates or uses the plant or equipment must hold a current National Certificate of Competency or recognised equivalent. The Organisation will maintain a register of licenced operators. Examples of high-risk work include:

- scaffolding
- dogging and rigging
- crane and hoist operation (tower cranes, self-erecting tower crane, derrick crane, portal boom cranes, bridge and gantry crane, vehicle loading crane, non-slewing mobile crane, slewing mobile cranes, materials hoist, personnel and materials hoist, boom-type elevating work platform, vehicle-mounted concrete placing boom)
- forklift operation
- pressure equipment operation (boilers, turbine, reciprocating steam engine operation)
- load-shifting equipment (front-end loader/backhoe, front-end loader – skid steer type, excavator)
- formwork
- explosive-powered tools
- operation of motor vehicles requiring the relevant driver's licence.

iii) Modification of plant

As part of the risk management approach, the Organisation will consider all safety issues when considering any alterations to plant and equipment, by:

- consulting with the designer and manufacturer
- where the original designer or manufacturer cannot be contacted, the alterations will be carried out by a competent person in accordance with the relevant technical standards.

A competent person is one who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

The Organisation will, so far as is reasonably practicable:

- ensure that the design and construction of the plant is such that persons who use the plant properly are not, in doing so, exposed to risks to their health and safety
- ensure that adequate information is supplied about any dangers associated with the plant and about conditions necessary to ensure that persons using the plant properly are not exposed to risk to their health and safety.

Modifications to protective systems, such as drilling holes or welding, may destroy the integrity of the protective structure. Modifications will not be undertaken unless they have been assessed and specified by a competent person.

iv) Decommissioning and disposal

When decommissioning and planning for the disposal of plant, the Organisation will:

- identify and control hazards involved in the process of decommissioning and dismantling the plant
- dismantle plant in accordance with the designer's and manufacturer's instructions if available
- if re-selling, ensure that the plant is safe to load, transport, unload and store. Any available information relating to the plant design, registration, installation, operation and maintenance will be provided with the plant
- if scrapping, ensure that the plant is safe to load, transport, unload and dispose of /or
- inform the receiver of the scrap or spare parts (in writing) that they are not to be used as plant in their present form.

21 ASBESTOS

21.1 INTRODUCTION

Asbestos is a mineral which was used as a construction and insulation material until bans were placed on its manufacture and use in the late 1980s. The use of asbestos was only completely prohibited on 31 December 2003. The mineral asbestos was commonly added to building materials, which are given the general term asbestos-containing material (ACM). There are two main types of material used in building construction that contain asbestos: non-friable (bonded) and friable (loosely bound).

Exposure to asbestos fibres has been linked to asbestosis, mesothelioma and lung cancer. Each of these diseases can emerge from between 10- and 50-years following exposure and can be fatal.

Risks associated with asbestos in the workplace will be addressed via a risk management approach by a competent person. A competent person is someone who has acquired knowledge and skills to carry out the tasks through training and a qualification. If there is not a person who holds the appropriate qualifications, an external person will be engaged who is competent in the identification of asbestos who include:

- occupational hygienists who have experience with asbestos
- licensed asbestos assessors
- asbestos removal supervisors
- individuals who have a statement of attainment in the unit competency for asbestos assessors.

21.2 IDENTIFYING ASBESTOS

The identification of asbestos is undertaken with a stereo and a polarised light microscope. There is no 'in field' device which can identify asbestos. In some situations, a competent person, may decide to presume that asbestos is present within a building material. In these situations, the material must be treated as an asbestos-containing material and included within the asbestos register until it can be proven that the material does not contain asbestos.

If a material is suspected to contain asbestos, a competent person must ensure a sample is appropriately taken of the suspected material and have it analysed at a NATA accredited laboratory. The NATA accredited laboratory will provide a report detailing whether the material contains asbestos.

To ensure that all proposed asbestos work areas are clearly identified, the Organisation will clearly indicate the asbestos removal area and ensure that the area is appropriately isolated taking into consideration:

- the type of asbestos present
- the activity around the proposed removal area
- the proposed method of asbestos removal
- the quantity of asbestos to be removed
- the type of barrier/s to be used.

The following are a number of factors that can be considered to identify or assume that asbestos is present:

- the building was built before the mid-1980s

- the building had any refurbishments before 1990, even if the original parts of the building did not contain asbestos
- cement sheet is present and was installed up until 1990 and areas of building that are prone to wet conditions.

21.3 ASBESTOS REGISTER

An asbestos register is a document that lists all asbestos identified or presumed to be present at the workplace by a competent person. The asbestos register must include the location, type and condition of the asbestos, quantity, the date of identification, activities that may disturb the asbestos and may include a risk assessment. If the competent person knows that no asbestos is identified or is likely to be present from time to time at the workplace, this is to be stated in the asbestos register.

The asbestos register is to be maintained and made readily accessible to workers and others who may be affected by asbestos at the workplace. If a building has an asbestos register, workers need to review the register to be aware of the location and risks associated prior to commencing work.

21.4 ASSESSING ASBESTOS HAZARDS

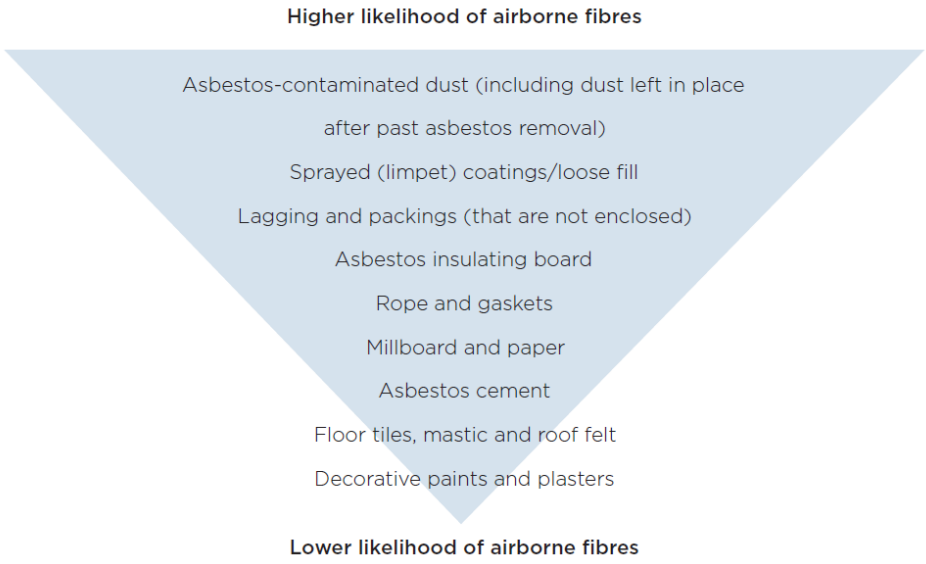
As part of the risk management approach, the Organisation will ensure that any risks posed to workers by asbestos removal work are assessed to determine the seriousness of these hazards.

A risk assessment must be undertaken by a competent person, who will consider whether the asbestos or ACM is

- in poor condition
- likely to be further damaged or to deteriorate
- likely to be disturbed due to work practices carried out in the workplace (for example, routine and maintenance activities and their frequency)
- in an area where workers are exposed to the material.

If an asbestos-containing material is in good condition and left undisturbed, the risk to health is extremely low. It is usually safer to leave it and review its condition over time. However, if the asbestos-containing material has deteriorated, has been disturbed, or if asbestos-contaminated dust is present, the likelihood that airborne asbestos will be released into the air is increased.

The following diagram shows different types of asbestos according to the likelihood that airborne asbestos can be released into the air if it has deteriorated or been disturbed.



21.5 CONTROLLING ASBESTOS HAZARDS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with asbestos in the workplace are controlled. When undertaking asbestos removal work, the Organisation will ensure that all required certification and licences are obtained prior to undertaking the work and that all applicable external notifications are undertaken. The Organisation will also ensure that it has all the necessary and required information to develop a removal control plan and/or safe work procedures and to remove the asbestos in a safe manner to eliminate or minimise any risk to workers or the environment.

To ensure that risks associated with the removal of asbestos are controlled as far as reasonably practicable, the Organisation will ensure

- that all persons undertaking asbestos removal or associated works have sufficient skills, knowledge, and level of competence to undertake the proposed work and where required, are appropriately trained and qualified (class A and/or B licence)
- that all persons undertaking asbestos removal work are appropriately supervised whilst undertaking the work
- that all air monitoring, clearance inspections and clearance certificates are undertaken by persons with the appropriate skills, knowledge, competence and/or licence (asbestos assessor licence)
- that the proposed work area is clearly identified and appropriately isolated
- that appropriate decontamination facilities are in place before asbestos removal work is undertaken, including the decontamination of clothing, tools and personal protective equipment
- that appropriate waste containment and disposal procedures are in place prior to the removal work commencing, including the waste containment and/or disposal of clothing, tools and PPE
- that all tools used in the removal of asbestos are designed to capture or suppress respirable dust or are used in a way that is designed to capture respirable dust
- that all tools and equipment required to complete the removal process or particular task are on-site prior to that work commencing
- that all work ceases and control measures reviewed whenever the exposure monitoring results exceeds 0.05 f/ml or control monitoring results exceeds 0.01 f/ml

- that only asbestos vacuum cleaners complying with Class H requirements of Australian Standard AS/NZ 60335.2.69 *Industrial vacuum cleaners* and with filters conforming to AS 4260-1997 *High efficiency particulate air (HEPA)* filters are used during any asbestos removal project.

21.6 PERSONAL PROTECTIVE EQUIPMENT

The Organisation will provide all workers undertaking asbestos removal work with PPE that is suitable and appropriate for the work being undertaken as determined by undertaking a risk assessment. The Organisation will also ensure that all workers undertaking asbestos removal work wear a respiratory protective device that complies with the requirements of Australian Standard AS/NZ 1716:2012 *Respiratory Protection Devices* and is appropriate for the nature of the work being undertaken.

21.7 HEALTH MONITORING

The Organisation will ensure that health monitoring is provided to all workers carrying out asbestos removal or any associated works and will ensure that workers are informed of the provision of such monitoring before workers carry out such work. Health monitoring will be conducted prior to the work commencing and periodically based upon the potential for exposure to asbestos as well as the frequency and duration of potential exposure but at least once every two years.

The costs associated with health monitoring will be met by the Organisation and will be undertaken under the supervision of a medical practitioner with the relevant competencies.

The reports from health monitoring will include all the relevant and appropriate information related to the details of the worker, the medical practitioner, the date of monitoring, the outcomes from the monitoring and any necessary remedial action. The report will be made available to the relevant worker, remain confidential and be maintained as a record for 40 years.

22 ASBESTOS REMOVAL

22.1 INTRODUCTION

Asbestos is a mineral which was used as a construction and insulation material until bans were placed on its manufacture and use in the late 1980s. The use of asbestos was only completely prohibited on 31 December 2003. The mineral asbestos was commonly added to building materials, which are given the general term asbestos-containing material' (ACM).

Exposure to asbestos fibres has been linked to asbestosis, mesothelioma and lung cancer. Each of these diseases can emerge from between 10- and 50-years following exposure and can be fatal.

The removal of asbestos presents as a significant risk to workers undertaking such work.

22.2 IDENTIFYING ASBESTOS HAZARDS

The identification of asbestos is undertaken with a stereo and a polarised light microscope. There is no 'in field' device which can identify asbestos. In some situations, a competent person may decide to presume that asbestos is present within a building material. In these situations, the material must be treated as an asbestos-containing material and included on the asbestos register until it can be proven that the material does not contain asbestos.

If a material is suspected to contain asbestos, a competent person being a Licenced Asbestos Assessor must ensure a sample is appropriately taken of the suspected material and have it analysed at a NATA accredited laboratory. The NATA accredited laboratory will provide a report detailing whether the material contains asbestos.

In identifying asbestos hazards, the Organisation will consider all direct and indirect hazards that are associated with the proposed work activity and the environment, for example

- working in confined spaces
- fall hazards
- heat stress
- working in and around electrical equipment

To ensure that all proposed asbestos work areas are clearly identified, the Organisation will clearly indicate the asbestos removal area and ensure that the area is appropriately isolated taking into consideration:

- the type of asbestos present
- the activity around the proposed removal area
- the proposed method of asbestos removal
- the quantity of asbestos to be removed
- the type of barrier to be used.

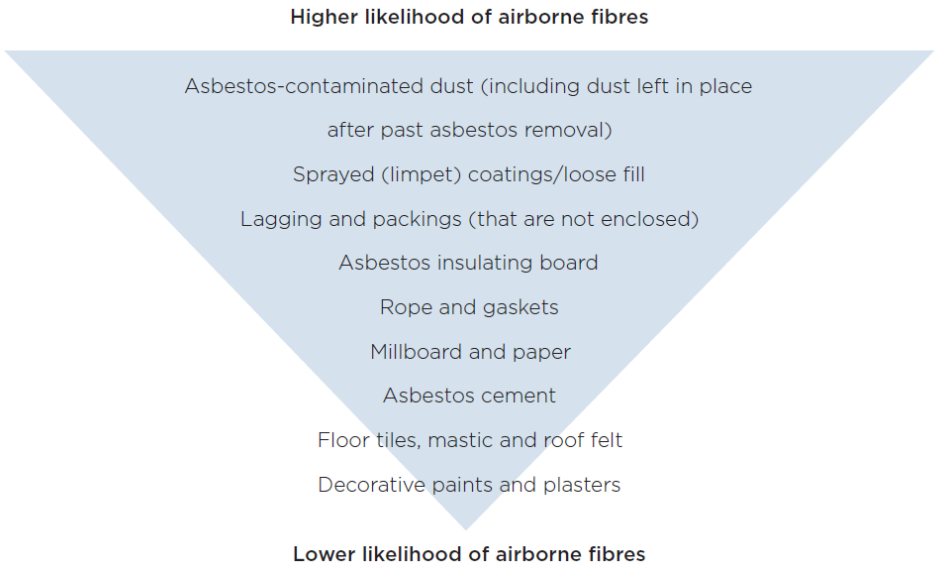
22.3 ASSESSING ASBESTOS HAZARDS

As part of the risk management approach, the Organisation will ensure that any risks posed to workers by asbestos removal work are assessed to determine the seriousness of these hazards.

A risk assessment will be undertaken by a competent person being a Licenced Asbestos Assessor, to assess the risks arising from asbestos. In assessing risks, the following factors will be considered

- the overall condition of the asbestos containing material
- the work to be undertaken
- the impact upon the workplace, workers, others at the place of work and the environment.

The following diagram shows different types of asbestos according to the likelihood that airborne asbestos can be released into the air if it has deteriorated or been disturbed. The potential risk to health is greater for items higher up the list if people are exposed to airborne asbestos, but any of the materials listed can produce asbestos fibres if they are disturbed.



22.4 CONTROLLING ASBESTOS HAZARDS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with the removal of asbestos in the workplace are controlled. When undertaking asbestos removal work, the Organisation will ensure that all required certification and licenses are obtained prior to undertaking the work and that all applicable external notifications are undertaken. The Organisation will also ensure that it has all the necessary and required information to develop a removal control plan and/or safe work procedures and to remove the asbestos in a safe manner to eliminate or minimise any risk to workers or the environment.

To ensure that risks associated with the removal of asbestos are controlled, as far as reasonably practicable, the Organisation will ensure:

- that all persons undertaking asbestos removal or associated works have sufficient skills, knowledge, and level of competence to undertake the proposed work and where required, are appropriately trained and qualified
- that all persons undertaking asbestos removal work are appropriately supervised whilst undertaking the work

- that the workplace's asbestos register has been obtained and an appropriate asbestos removal control plan and or safe work procedures are developed and implemented
- that all air monitoring, clearance inspections and clearance certificates are undertaken by persons with the appropriate skills, knowledge, competence and/or license
- that the proposed work area is clearly identified and appropriately isolated
- that appropriate decontamination facilities are in place before asbestos removal work is undertaken, including the decontamination of clothing, tools and personal protective equipment
- that appropriate waste containment and disposal procedures are in place prior to the removal work commencing, including the waste containment and/or disposal of clothing, tools and personal protective equipment
- that all tools used in the removal of asbestos are designed to capture or suppress respirable dust or are used in a way that is designed to capture respirable dust
- that all tools and equipment required to complete the removal process or particular task are on-site prior to that work commencing
- that all work ceases and control measures are reviewed whenever the exposure monitoring results exceed 0.05 f/ml or control monitoring results exceed 0.01 f/ml
- that only asbestos vacuum cleaners complying with Class H requirements of Australian Standard AS/NZ 60335.2.69 *Industrial vacuum cleaners* and with filters conforming to AS 4260-1997 *High efficiency particulate air (HEPA)* filters are used during any asbestos removal project.

22.5 PERSONAL PROTECTIVE EQUIPMENT

The Organisation will provide all workers undertaking asbestos removal work with personal protective equipment (PPE) that is suitable and appropriate for the work being undertaken as determined by undertaking a risk assessment. The Organisation will also ensure that all workers undertaking asbestos removal work wear a respiratory protective device that complies with the requirements of Australian Standard AS/NZ 1716:2012 *Respiratory Protection Devices* and is appropriate for the nature of the work being undertaken.

22.6 HEALTH MONITORING

The Organisation will ensure that health monitoring is provided to all workers carrying out asbestos removal or any associated works and will ensure that workers are informed of the provision of such monitoring before workers carry out such work. Health monitoring will be conducted prior to the work commencing and periodically based upon the potential for exposure to asbestos as well as the frequency and duration of potential exposure but at least once every two years.

The costs associated with health monitoring will be met by the Organisation and will be undertaken under the supervision of a medical practitioner with the relevant competencies.

The reports from health monitoring will:

- include all the relevant and appropriate information related to the details of the worker, the medical practitioner, the date of monitoring, the outcomes from the monitoring and any necessary remedial action
- be made available to the relevant worker
- remain confidential

- be maintained as a record for 40 years.

22.7 ASBESTOS REMOVAL WORKERS TRAINING

The Organisation will ensure that all workers undertaking asbestos removal work on behalf of the Organisation have sufficient training, skills, competence, certification, instruction, and supervision to undertake the planned work taking into consideration:

- the nature of the work to be carried out
- the nature of the risks associated with the work
- the control measures being implemented.

Records of all training undertaken by workers will be maintained while the worker is undertaking work and for a minimum of five (5) years after completion of work.

22.8 ASBESTOS CONTROL PLAN

The Organisation will prepare an asbestos removal control plan for all licensed asbestos removal work it is commissioned to undertake.

The control plan will:

- be prepared before any licensed asbestos removal work commences
- identify specific control measures that will be implemented to ensure that workers and other persons are not at risk when asbestos removal is undertaken
- address the specific situation requirements for each proposed removal work and will detail how the removal will be carried out, including the methodology, tools, equipment and personal protective equipment to be used
- be made available to the person or persons commissioning the work, workers and/or their health and safety representatives and the regulator.

23 ELECTRICAL SAFETY

23.1 INTRODUCTION

Electrical risks are risks of death, electric shock or other injury caused directly or indirectly by electricity and may include:

- electric shock causing injury or death
- arcing, explosion or fire causing burns
- toxic gases from burning and arcing associated with electrical equipment
- falls from ladders, scaffolds or other elevated work platforms after contact with electricity
- fire resulting from an electrical fault.

23.2 IDENTIFYING THE RISK

The Organisation will consult with workers to identify electrical hazards arising from electrical equipment or installations. The following will be considered to assist in the identification of electrical risk:

- the design, construction, installation, maintenance and testing of electrical equipment or electrical installations
- inadequate or inactive electrical protection, for example no or damaged safety switches
- where and how electrical equipment is used, for example electrical equipment may be at a greater risk of damage if used outdoors or in a factory or workshop environment
- electrical equipment being used in an area in which the atmosphere presents a risk to health and safety from fire or explosion, for example using grinders in areas where flammable fumes may be present
- type of electrical equipment, for example 'plug in' electrical equipment that is moved from site to site, including extension leads, are particularly liable to damage
- the age and condition of electrical equipment and electrical installations
- work carried out on or near electrical equipment or electrical installations such as electric overhead lines or underground electric services
- reviewing incident reports.

23.3 ASSESSING THE RISK

The Organisation will consult with workers to assess the risk associated with electrical hazards considering the following:

- the conditions under which the electrical equipment is used, for example wet conditions outdoors or at construction sites
- work practices and procedures, for example using electrical equipment in flammable atmospheres
- the capability, skill and experience of relevant workers.

23.4 CONTROLLING THE RISK

The Organisation will consult with workers to determine control actions for eliminating or minimising electrical risks.

Where the hazard cannot be eliminated, for example by using hand tools in place of power tools in flammable atmospheres, or de-energising equipment and circuits prior to conducting work, the Organisation will minimise the risk associated with electrical equipment and installations considering the following:

- replacing a power tool that is plugged into mains electricity with an extra-low voltage battery-operated tool
- using safety switches (portable or fixed) to minimise the risk, for example installing residual current devices to reduce the risk of receiving a fatal electric shock
- administrative controls and safe work practices, for example determining electrical and gas lines prior to the use of tools to penetrate walls, floors and ceilings, use of permits and warning signs.

Unsafe electrical equipment must be disconnected or isolated from its electricity supply. It must not be reconnected unless it is repaired by a competent person or tests by a competent person have confirmed it is safe to use. Alternatively, it could be replaced or permanently removed from use.

Unsafe electrical equipment should be labelled indicating it is unsafe and must not be used. This is to prevent inadvertent use before the electrical equipment can be tested, repaired or replaced.

Serious injuries and fatalities may be prevented by the use of properly installed and maintained residual current devices (RCDs), commonly referred to as ‘safety switches’. An RCD is an electrical safety device designed to immediately switch off the supply of electricity when electricity ‘leaking’ to earth is detected at harmful levels. RCDs offer high levels of personal protection from electric shock.

23.5 ELECTRICAL EQUIPMENT TESTING AND TAGGING

Electrical equipment used in lower-risk operating environments does not require inspection and testing or tagging if connected to a fixed safety switch. However, where electrical equipment is:

- supplied with electricity through an electrical socket outlet (‘plug in’ equipment), and
- used in an environment in which its normal use exposes the equipment to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span, for example moisture, heat, vibration, mechanical damage, corrosive chemicals or dust

the Organisation will ensure that the electrical equipment is regularly inspected and tested by a competent person. The exact frequency of inspection and testing required will vary depending on the environment in which the equipment is operated, and accordingly the Organisation will consult with a competent person to determine the frequency of this. The below indicates the maximum recommended intervals between inspection and testing.

Portable electrical equipment: appliances, flexible cords, cord extension sets, portable socket outlet assemblies (eg powerboards), generators, inverters		Residual Current Devices (Safety Switches)			
		Push button test by user		Operating time/ current test	
Environment	**Portable electrical equipment**	**Fixed**	**Portable**	**Fixed**	**Portable**
Construction work	3 months	monthly	daily	12 months	3 months
Manufacturing work: factories, workshops, places of manufacture, assembly, maintenance or fabrication.	6 months	6 months	N/A	12 months	N/A
Service work: environments where the equipment or flexible cord is subject to flexing in normal use OR is in a hostile environment.	12 months	6 months	3 months	12 months	12 months
Residential type areas: hotels, residential institutions, motels, boarding houses, halls, hostels, accommodation houses, and the like	2 years	6 Months	6 months	2 years	2 years
Office work: environments where the equipment or cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment.	5 yearly	6 months	3 months	2 years	2 years
Rural industry work (all plug in equipment)	visual examination before each use	N/A	N/A	N/A	N/A
Commercial cleaning equipment	6 months	daily	N/A	6 months	N/A

24 EXCAVATION WORK

24.1 INTRODUCTION

Excavation work generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives. Excavation risks are broad and include potential soil/ground failures, which may occur very quickly limiting the ability of workers and others to escape, to the contamination of the soil or atmosphere in or around the excavation. Risks may also arise from activities such as the use of mobile plant and equipment commonly used on excavation sites.

24.2 IDENTIFYING EXCAVATION HAZARDS

The first step in the risk management process will be to identify the hazards associated with excavation work on site. Examples of excavation specific hazards include:

- underground essential services - including gas, water, sewerage, telecommunications, electricity, chemicals and fuel or refrigerant in pipes or lines. Information about the location of these and other underground services, such as drainage pipes, soak wells and storage tanks, in and adjacent to the workplace, must be established before directing or allowing excavation work to commence
- the fall or dislodgement of earth or rock
- falls from one level to another
- falling objects
- inappropriate placement of excavated materials, plant or other loads
- the instability of any adjoining structure caused by the excavation
- any previous disturbance of the ground including previous excavation
- the instability of the excavation due to persons or plant working adjacent to the excavation
- the presence of or possible inrush of water or other liquid
- hazardous manual tasks
- hazardous chemicals that may be present in the soil
- hazardous atmosphere in an excavation
- vibration and hazardous noise
- overhead essential services and ground mounted essential services.

24.3 ASSESSING EXCAVATION HAZARDS

As part of the risk management approach, the Organisation has an obligation to ensure that any excavation works that pose a risk of injury to workers are assessed to determine the seriousness of these hazards.

In assessing risks arising from excavation work, the following factors should be considered:

- Identification of workers who may be at risk
- determining what sources and processes are causing the risk
- identifying what control measures should be implemented
- the effectiveness of existing control measures
- local site conditions, including access, ground slope, adjacent buildings and structures, water courses and trees
- depth of the excavation
- soil properties, including variable soil types, stability, shear strength, cohesion, presence of ground water, effect of exposure to the elements
- fractures or faults in rocks, including joints, bedding planes, dip and strike directions and angles and clay seams
- the need for specialised plant or work methods required
- the method(s) of transport, haul routes and disposal of material, whether spoil or not
- what exposures might occur, such as to noise, ultra violet rays or hazardous chemicals
- the number of people involved
- the possibility of unauthorised access to the work area
- local weather conditions
- the length of time that the excavation will be open.

24.4 CONTROLLING EXCAVATION HAZARDS

The Organisation will ensure, as far as reasonably practicable, that the risks associated with excavation work in the workplace are controlled. The process of controlling these risks will be determined in consultation with the workers who are required to carry out the task.

In the event that excavation works have been assessed as a risk, the Organisation will:

- choice of excavating plant used
- stockpiling arrangements
- material placement
- dewatering equipment, if required, and the system to be used

- transportation of the excavated material.

24.5 MOBILE PLANT

Where excavation is to be carried out with mobile plant, the selection of plant to be used will take into consideration:

- site access and restrictions
- site hazards such as overhead power lines and underground services
- the ground conditions
- the type and depth of excavation
- the volume of material to be excavated and transported
- where the excavated material is to be located and/or stored.

The Organisation will ensure that an appropriate traffic management arrangement will be implemented at the workplace to prevent collision with pedestrians or other mobile plant. In addition, where mobile plant is to be used at the workplace, an effective system of communication based on two-way acknowledgement between mobile plant operators and ground workers will be established before work commences. Relevant workers will be trained in the procedures involved prior to the work commencing. Mobile plant operators and ground workers will be supplied with high-visibility clothing.

The Organisation will ensure that regular planned inspection and adequate maintenance will be carried out on all mobile plant in accordance with the manufacturer's recommendations to ensure safe operation of mobile plant used on excavation work, whether leased, hired or owned. This will include both mechanical and electrical testing.

25 WORKING AT HEIGHTS

25.1 INTRODUCTION

Falls are a major cause of death and serious injury in Australian workplaces. Fall hazards are found in many workplaces where work is carried out at heights (for example, stacking shelves, working on a roof, or unloading a large truck). Fall hazards may also arise at ground level, for example trenches or service pits. Predominantly, fall hazards pose a risk to the individual worker, however hazards may also arise for workers on ground level where the risk of falling objects is a concern.

Any Organisation performing work from heights using harness - fall arrest systems, Elevated Work Platforms, Scissor Lifts or Man Cage (Forklift) - MUST have a rescue plan in place and all workers performing tasks must be trained in the plan.

Risks associated with falls in the workplace will be addressed via a risk management approach.

25.2 IDENTIFYING WORKING AT HEIGHTS HAZARDS

The Organisation, in consultation with workers, will identify working at heights risks in the workplace by:

- reviewing tasks that are carried out, including those that are carried out:
    - on plant or structures at an elevated level or to gain access to an elevated level
    - on or in the vicinity of an opening, void or fragile surface through which a person could fall (for example, cement sheeting roofs, rusty metal roofs, fibreglass sheeting roofs and skylights)
    - on or in the vicinity of an edge over which a person could fall
    - on or in the vicinity of a slippery, sloping or unstable surface
    - on or in areas where there is restricted and or limited access
    - on any structure or plant, including those being constructed, installed, demolished, dismantled, inspected, tested, repaired or cleaned
- observing how workers perform their tasks
- reviewing plant and equipment in the workplace and any documentation regarding the use of fall prevention, fall arrest and Personal Protective Equipment provided by the equipment manufacturer or that is otherwise available
- checking workplace specific documentation regarding the work area or task
- consulting with the workers carrying out the tasks
- considering the risk of falling objects when working at heights.

25.3 ASSESSING WORKING AT HEIGHTS RISKS

When assessing the risks arising from working at heights, the Organisation will consider the following:

- the design and layout of elevated work areas, including the distance of a potential fall

- the number and movement of all people at the workplace
- the adequacy of inspection and maintenance of plant and equipment (for example, scaffolding)
- the adequacy of lighting for clear vision
- the nature of the work area and the potential impact of weather conditions, including rain, wind, extreme heat or cold
- the suitability of worker footwear and clothing for nature and location of work being performed
- the suitability and condition of any plant or equipment (for example, ladders) used to access heights or whilst working at heights, including where and how they are being used
- the level of knowledge of workers working at heights, and any training required to allow the worker to perform the task safely, particularly for young, new or inexperienced workers
- the adequacy of procedures for all potential emergency situations, and any amendments that may be required for workers working at heights
- the proximity of Overhead Power Lines and the movement of workers, plant and equipment around the work site and
- work practices where goods, materials and tools must be carried whilst ascending or descending stairs ramps and walkways

In addition, the Organisation will consider the proximity of workers to elevated working areas (for example, loading docks) where loads are placed, and areas where work is carried out above people, to assess the risks associated with falling objects.

25.4 CONTROLLING WORKING AT HEIGHTS RISKS

The Organisation will ensure, as far as reasonably practicable, that the risks of falls and falling objects associated with working at heights are controlled. The process of controlling these risks will be determined in consultation with workers.

In the event that falls and falling objects have been assessed as a risk, the Organisation will wherever practicably eliminate the need to work at heights by carrying out work on the ground or on a permanent structure that complies with legislative requirements.

Where the above controls are not practicable, the Organisation will do the following where necessary and reasonably practicable:

- provide and maintain fall prevention devices (for example, guard rails)
- provide a work positioning system (for example, an industrial rope access system)
- provide a fall-arrest system, for example a harness
- provide appropriate PPE (for example, gloves and footwear)
- ensure that workers required to work at heights have any required licenses/certificates
- provide task specific training to workers required to work at heights, for example on the use of fall arrest devices, elevated work platforms or scaffolds.

26 SCAFFOLDING WORK

26.1 INTRODUCTION

A scaffold is a temporary structure erected to support access or working platforms. Scaffolds are commonly used so workers have a safe, stable work platform when work cannot be done at ground level or on a finished floor of a construction site.

A scaffold is constructed of scaffolding which are the individual components, for example tubes, couplers or frames and materials that when assembled form a scaffold. Scaffolding is classified as plant.

Scaffolding work is the erecting, altering or dismantling of a temporary structure erected to support a platform and from which a person or object could fall more than four metres from the platform or the structure.

Scaffolding work must be undertaken by a person holding the appropriate class of high-risk work licence.

A primary objective of scaffold planning and design is to prevent scaffold collapse before, during and after placement of the scaffold. The collapse of a scaffold can cause death or significant injury to workers or passers-by and damage to structures.

26.2 IDENTIFYING SCAFFOLDING RISKS

The Organisation, in consultation with workers, will identify any scaffolding risks in the workplace and will ensure that the scaffolding is safe to assemble and is used for the purpose it was designed for. All scaffolding work will be undertaken by a person competent to do so and where necessary will hold the relevant license to undertake the work required. Controlling the risks

The following will be taken into consideration whenever scaffolding is required:

- the intended use of the scaffold
- the need for a safe work method statement
- hazards and risks for people who erect, dismantle, use or are near the scaffold
- the foundations including ground conditions
- the load bearing capacity of the surface where the scaffold is to be erected or the suspension systems for hung or suspended scaffolds
- dead loads, for example resulting from the size and weight of the scaffold
- live loads, for example workers, plant and material on the scaffold
- environmental loads for example wind loads
- bracing, tying and anchors for example, where anchors will be placed on the supporting structure and types of anchors to be used
- supporting structures
- edge protection
- protection against falls and falling objects

- emergency arrangements
- the need for containment sheeting
- safe entry and exit
- the need for exclusion zones
- the need for a permit-to-work system
- the need for fall arrest systems
- inspection and maintenance of the scaffold.

Where necessary, improved scaffold stability will be achieved by:

- tying the scaffold to a supporting structure
- guying to a supporting structure
- increasing the dead load by securely attaching counterweights near the base
- adding bays to increase the base dimension
- worker competency and licensing requirements.

Where scaffolding is to be erected above two meters in height, a Safe Work Method Statement will be prepared that establishes the method to safely erect, use and dismantle a scaffold.

The potential for powered mobile plant and/or vehicular traffic may at times also be present in and around where scaffolding is constructed or where scaffolding work is being undertaken and may potentially affect worker safety and the structural integrity of the scaffold. Therefore, additional control measures that will need to be considered to minimise the risks associated with moving plant and traffic include:

- re-routing vehicles and mobile plant away from where the scaffold is located e.g. by using traffic controllers to redirect traffic
- using barricades, signs, posts, buffer rails, guards, concrete or timber kerbs to prevent mobile plant and traffic from coming into contact with a scaffold, and
- ensuring the scaffold does not have unnecessary protrusions e.g., over-length transoms, putlogs, tie tubes or over-height standards.

27 CONFINED SPACES

27.1 INTRODUCTION

Confined spaces pose dangers because they are usually not designed to be areas where people work. They often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one entry into the confined space to the next.

The risks of working in confined spaces include:

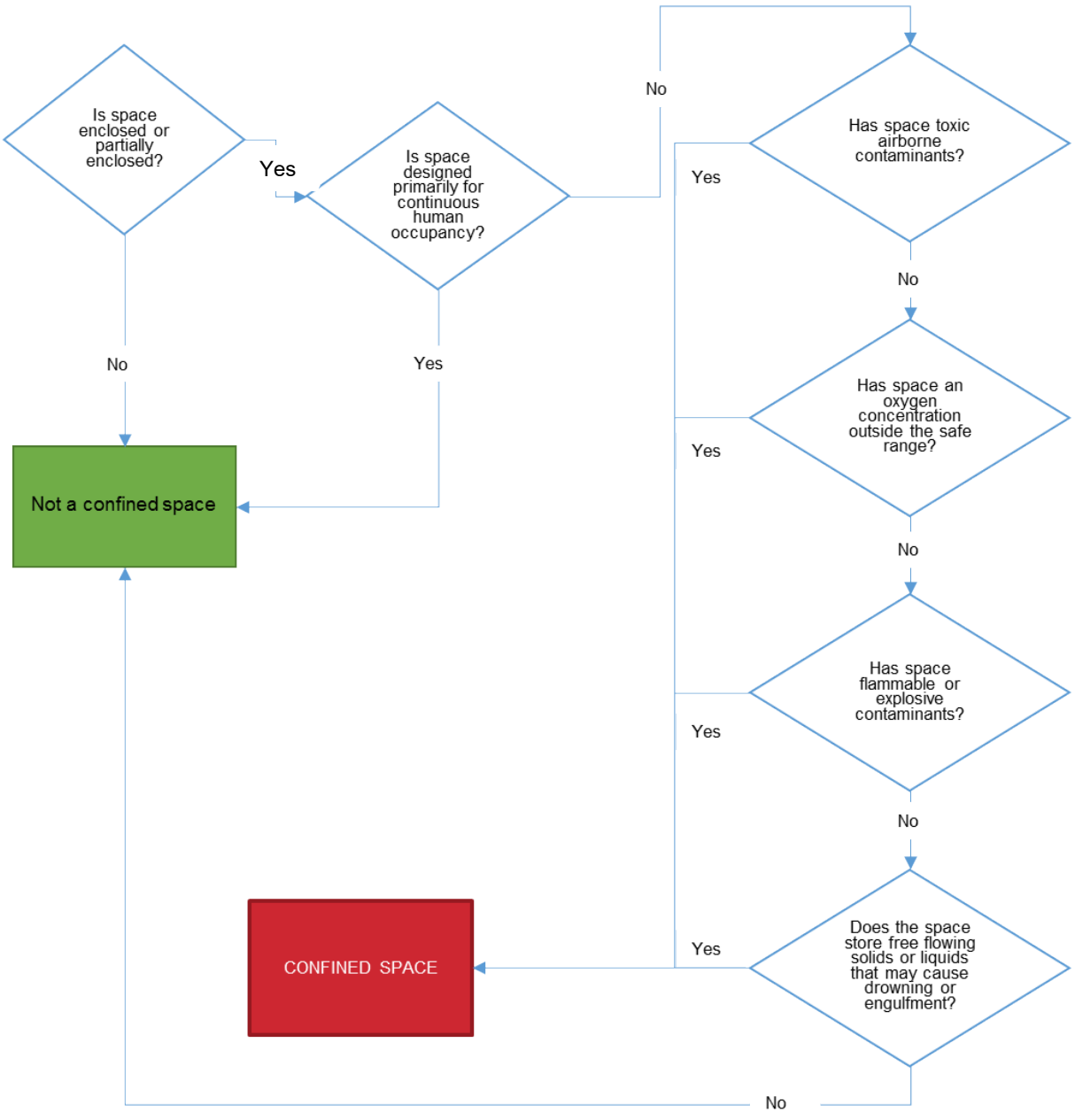
- loss of consciousness, impairment, injury or death due to the immediate effects of airborne contaminants
- fire or explosion from the ignition of flammable contaminants
- difficulty rescuing and treating an injured or unconscious person
- asphyxiation resulting from oxygen deficiency or immersion in a free-flowing material, such as liquids, grain, sand, fertiliser or water.

The Organisation is committed to ensuring the health, safety and welfare of all workers and to preventing and reducing harm associated with any work or works required in confined spaces.

27.2 ASSESSING CONFINED SPACES RISKS

In the first instance the Organisation will, in consultation with affected workers, identify confined spaces in the work place. The flow chart on the next page can be used to assist in determining if a space is a confined space.

Once a space has been classified as a confined space the Organisation will undertake a risk assessment in consultation with workers.


Is space enclosed or partially enclosed?
Yes
Is space designed primarily for continuous human occupancy?
No
Has space toxic airborne contaminants?
Yes
No
Has space an oxygen concentration outside the safe range?
Yes
No
Has space flammable or explosive contaminants?
Yes
No
Does the space store free flowing solids or liquids that may cause drowning or engulfment?
Yes
No
No
Yes
Not a confined space
CONFINED SPACE

In assessing risks arising from confined space work, the following factors should be considered:

- the atmosphere in the confined space, including whether testing or monitoring is to be undertaken
- the risk of engulfment of a person
- all proposed work activities, particularly those that may cause a change to the conditions in the confined space
- the number of persons occupying the space
- the soundness and security of the overall structure and the need for lighting and visibility
- the identity and nature of the substances last contained in the confined space
- any risk control measures needed to bring the confined space to atmospheric pressure
- the number of persons required outside the space to maintain any related equipment, communications and to initiate any emergency response
- risks associated with other hazards, such as noise or electricity
- arrangements for emergency response, for example first aid and resuscitation
- the demands of the task and the competency of persons involved in the tasks or emergency response duties
- the adequate instruction of persons in any required procedure and the use and limitations of any personal protective equipment and other equipment to be used
- the availability and adequacy of appropriate personal protective equipment and emergency equipment for all persons likely to enter the confined space
- the need for additional risk control measures such as prohibiting hot work, smoking, naked flames and the use of machinery
- whether purging or cleaning in the confined space is necessary
- conditions that could impede entry and exit or the conduct of the tasks in the confined space, for example, plant layout, dimensions, manual handling and ergonomic aspects of the task activity.

27.3 CONTROLLING RISKS IN CONFINED SPACE WORK

The Organisation will ensure, as far as reasonably practicable, risks associated with confined space work are controlled. Entry of a worker into a confined space can only occur following a risk assessment and the provision and sign off of a confined space entry permit.

In the event that confined space work has been assessed as a risk, and entry into a confined space is necessary, the Organisation will:

- ensure, so far as is reasonably practicable, that a worker does not enter a confined space until all the duties in relation to the confined space have been complied with including a documented risk assessment and completion of a confined space entry permit
- establish first aid and rescue procedures to be followed in the event of an emergency in the confined space
- implement risk control measures

- ensure workers who are involved in carrying out work in or near a confined space are consulted during the process of identifying hazards, assessing risks and implementing control measures
- ensure that those workers required to work in or around confined spaces in the course of their employment have the skills and knowledge to understand:
    - the hazards associated with working in a confined space
    - the contents of any confined space entry permit
    - the control measures implemented for their protection
- review risk control measures.

28 SUN SAFETY

28.1 INTRODUCTION

Australia has one of the highest rates of skin cancer in the world. Despite being an almost entirely preventable disease at least two in every three Australians will develop skin cancer before they reach the age of 70. Of all new cancers diagnosed in Australia each year, 80 percent are skin cancers.

Workers who work outdoors for all or part of the day have a higher than average risk of skin cancer. This is because ultraviolet radiation in sunlight or 'solar UVR' is a known carcinogen.

All skin types can be damaged by exposure to solar UVR. Damage is permanent and irreversible and increases with each exposure.

As part of the risk management approach, the Organisation has an obligation to ensure that any risks associated with exposure to solar UVR are eliminated or controlled. Through adopting a hierarchy of controls and as far as reasonably practicable, the Organisation will eliminate or minimise the risks from exposure to solar UVR for outdoor workers.

28.2 ORGANISATIONS RESPONSIBILITIES

The Organisation will:

- assess the risks in consultation with workers to identify those workers who have a high risk of exposure to solar UVR and work situations where exposure to solar UVR occurs
- minimise, so far is reasonably practicable, workers' exposure to solar UVR by consulting with workers and ensuring workers use sun protection control measures during sun protection times and at all times when working outdoors for extended periods
- actively supervise outdoor workers and monitor their use of sun protection control measures
- ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to solar UVR occurs in the workplace
- provide training to workers to enable them to work safely in the sun
- ensure training is provided as part of induction for new workers
- ensure workers are provided with information to effectively examine their own skin
- ensure managers and supervisors act as positive role models
- promote the use of sun protection control measures 'off the job'
- recognise that a combination of sun protection control measures provides the best protection to workers from exposure to solar UVR.

28.3 CONTROL MEASURES

In accordance with the Risk Management approach and using the hierarchy of controls, where possible, the Organisation will:

- provide shaded areas or temporary shade.
- encourage workers to move jobs to shaded areas.

- modify reflective surfaces.
- identify and minimise contact with photosensitising substances.
- provide indoor areas or shaded outdoor areas for rest and meal breaks.
- schedule outdoor work tasks to occur when levels of solar UVR are less intense e.g. earlier in the morning or later in the afternoon.
- schedule indoor and shaded work tasks to occur when levels of solar UVR are strongest e.g., in the middle part of the day.
- encourage workers to rotate between indoor, shaded and outdoor tasks to avoid exposure to solar UVR for long periods of time.
- provide personal protective equipment (PPE), including:
    - sun protective work clothing such as long-sleeved shirts with collar and trousers or knee-length shorts
    - sun protective hats covering the face, head, ears and neck
    - sunglasses meeting Australian Standards, and
    - broad-spectrum, SPF 30 or higher, water resistant sunscreen.

29 PERSONAL PROTECTIVE EQUIPMENT (PPE)

29.1 INTRODUCTION

Exposure and injury can be prevented with the use of PPE where preventative measures for a hazard require additional control. Use of PPE is only to be considered when more effective control measures have been ruled out.

Hearing protection, eye protection, skin protection, respiratory protection and other personal protection can be achieved by wearing specific items developed to prevent injury.

Risks associated with PPE in the workplace will be addressed via a risk management approach.

29.2 ORGANISATION'S RESPONSIBILITIES

The Organisation shall:

- ensure they supply suitable PPE and protective clothing
- that PPE and protective clothing meets relevant legislative, Australian Standard and/or industry requirements or guidelines
- ensure that information and training is provided in the correct use, wear and maintenance of PPE and protective clothing supplied
- ensure tasks are assessed to determine correct level of PPE required
- ensure that PPE and protective clothing being used are in an appropriate condition for the works being performed
- replace damaged or worn PPE and protective clothing
- ensure their workers wear and use such items supplied to them.

29.3 WORKER RESPONSIBILITIES

Workers have a responsibility to:

- wear and use PPE and protective clothing provided as instructed
- maintain and care for the PPE and protective clothing supplied
- report damaged or worn PPE to your manager.

29.4 DETERMINATION OF PPE AND PROTECTIVE CLOTHING

Determination of whether PPE and/or specific protective clothing are required will be based on a risk assessment of a hazard or task and, where relevant:

- information contained in the SDS for chemicals and dangerous goods
- operating procedures for plant,

- SWMS, and
- safe operating or work procedures.

29.5 SELECTION OF PPE AND PROTECTIVE CLOTHING

All PPE selected shall conform to the appropriate legislative, Australian Standard and/or industry requirements or guidelines.

PPE supplied by the Organisation remains the property of the Organisation.

Before any PPE is used it should be inspected to ensure:

- a good fit on the user
- it is appropriate for the task and will protect the user from the hazards it is intended to control
- it does not introduce any new hazards
- is in good condition
- the user understands the correct usage of the equipment.

If there are any defects or deficiencies found with the PPE after inspection it must be taken out of service immediately and reported to the manager

New products are continually being developed and made available this may mean an item that has been in use may be superseded and no longer available.

If new equipment requires selection, the most effective PPE should be chosen according to the risk assessment or SDS information.

29.6 PROTECTION

Where defined by signage on plant, entrances to buildings/rooms or work sites all identified PPE must be worn.

30 APPENDIX 1 - DESK/WORKSTATION ERGONOMICS

In the event that desk/workstation ergonomics have been identified as a risk, the Organisation should implement the below control measures.

i) Chair

Seat height should be adjusted so the worker's feet rest firmly on the floor at a right angle and take the weight through the feet. Thighs should be fully supported except for a two-finger width space behind the knee. Thighs should be parallel or slightly inclined towards the floor. The worker should maintain a relaxed posture where the:

- shoulders are relaxed
- elbows are by their side
- forearms and hands are parallel to the ground, with an angle of approximately 90 degrees at the elbow
- wrists are not bent or cocked when using the keyboard
- seat is at a comfortable distance from the keys, approximately the length a forearm away
- back rest is adjusted to enable the worker to sit upright for typing.

ii) Computer screens

The top of the screen should be approximately at eye level and about 35 -70cm from the worker's eyes.

iii) Keyboard

The worker should be able to maintain the recommended seating position when using the keyboard. A fixed keyboard surface that is too high will require the worker to raise the seat height to attain the correct position. A suitable foot rest should be used to support their feet in this instance.

The keyboard should be placed 6-7cm from the edge of the desk to allow the workers forearm/wrist to rest when not typing.

iv) Mouse

Ensure there is no overreaching to the mouse and that the worker can manipulate the mouse with both hands. Workers should also be educated on the user 'shortcut' keys on the keyboard.

v) Documents

The document and screen should be placed the same distance from the worker's eyes. A document holder should be provided to allow the worker to place the documents in the most convenient position.

Documents should be placed:

- on a level position beside the screen when the keyboards are in a central position
- directly below the screen just above the keyboard.

vi) Glare

Altering the angle of the worker's screen by a maximum of 5 degrees may overcome problems with glare and reflection.

Generally, the best position for the screen is at right angles (side on) to the windows. Where this is not possible, reflection and glare can be controlled by blinds.

vii) Breaks

When typing, workers should take short, frequent breaks of 30-60 seconds. They should relax their hands away from the keyboard.

viii) Layout

Ensure all frequently used items are within easy reach and that there is sufficient space for large documents, completed work or writing.

Ensure the workstation is designed to prevent undue twisting of the neck or trunk.