PANDANUS WORKFORCE

the Right People

Health & Safety Manual

Contents

Introduction

Purpose & Scope

This Work Health and Safety Management System is to apply to all sites and offices of Remtait Investments Pty Ltd (Pandanus Workforce) and any other sites controlled by the company, along with any project involving Pandanus Workforce workers.

The purpose of this Work Health and Safety Management System is to establish and maintain a structured approach to the management of health and safety so that we can achieve a consistently high standard of safety performance. In addition, Pandanus Workforce will strive to meet its obligations to ensure a safe workplace for all workers by compliance to all relevant work health and safety legislation and industry best practice.

Definitions

WHS– Work Health & Safety
OHS– Occupational Health & Safety
WHSMS–Work Health & Safety Management System
PCBU- a 'person conducting a business or undertaking'. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader.
Worker- A worker is someone who carries out work for a PCBU. A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, subcontractor, and contractor
MAUSWHSMS– MAUS Work Health & Safety Management System

Review of this manual

Pandanus Workforce will review the Work Health &Safety Management System on a two (2) yearly basis. More frequent reviews of the system will take place in response to organisational and legislative changes. Management will undertake the reviews in consultation with workers through the company's consultative arrangements, such as the Health and Safety Committee.
At Pandanus Workforce, the health and safety of our managers, workers and others is of paramount importance and Pandanus Workforce strives for continuous improvement.
The aim of Pandanus Workforce Work Health &Safety Management system is to enable a dynamic and systematic workplace. We aim to protect our workers, clients and our brand.

Management System

Pandanus Workforce will implement in the business the Pandanus Workforce Work Health & Safety Management System (DPWHSMS) as a means of recording, analysing, implementing and maintaining the work health & safety management system.

Company Health, Safety &Environmental Policy

Purpose & Scope

The purpose of this policy is to explain the general commitment to WHS to be adhered to by Pandanus Workforce and all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

Main module used:

WHS System Legislative Matrix

Other modules used:

Policy & Procedure

This policy details how we will manage the health, safety and environment within Pandanus Workforce.

Pandanus Workforce aspires to zero harm to our people, our contractors, our visitors and the community in which we operate. We have an overriding commitment to health and safety, and we will not compromise our safety and environmental values.

Pandanus Workforce will seek to adopt uniform best practices so to assist in eliminating or reducing of non-compliance. Adoption of best practices will also assist in the protection of workers and others' health and safety and the environment and maintain confidence for Pandanus Workforce operations.

Through the systems, Pandanus Workforce shall manage its environmental impact and health and safety by:

- Creating and fostering a positive health and safety culture where health and safety is considered to be an integral part of our business;
- Providing clear expectations to all personnel to engage and comply with the Health and Safety & Environmental Management System;
- Systematically identifying environmental hazards and processes, potential risks and opportunities for improvement and to assess the risks these hazards represent and then establishing methods in order to eliminate or mitigate them;
- Developing and implementing safety & environmental management programs to continually improve performance and realise opportunities for environmentally positive contribution;
- Take all reasonable steps to;
    i. Minimise waste-to-landfill, greenhouse gas emissions and other pollution by applying waste management principals;

ii. Actively promoting and encouraging the adoption of ecologically sustainable work practice initiatives and programs within our organisation, suppliers and the general community using current technical knowledge;

iii. Further reduce our consumption of power, water and natural resources;

iv. Employ environmental considerations in purchasing decisions; and,

v. Communicate regularly with community groups and key stakeholders on environmental issues.

- Identifying, reporting, investigating and resolving all safety and environmental incidents and non-conformance with learning's actioned, implemented and shared.
- Seek continuous improvement in health, safety and the environment through rigorous examination of all activities, practices and incidents;
- Maintaining, monitoring, reporting, reviewing, auditing and continual improvement of the Health, Safety and Environmental Management System;
- Meet all relevant legislative and regulatory requirements;
- Establish and review meaningful and accurate measurable targets and objectives to facilitate continual improvement for safety and environmental and communicating appropriately to our people;
- Educating and training people to continually improve awareness, skills and knowledge of environmental issues and practices;
- Consult openly to enhance the effectiveness of the System and increase awareness;
- Effectively implement this Policy through a process of consultation, communication, continual improvement and culture change and ensure it is available to the public;
- Providing suitable and sufficient resources to implement and maintain the System
- This Policy will be reviewed annually to ensure it remains relevant and appropriate.

Responsibilities are set out in the Pandanus Workforce WHSMS: Assigning Responsibilities Procedure

Peter Remfrey

Managing Director (04/01/2025)
Pandanus Workforce

Quick Reference Guide

The following detailed information is managed in the online registers of the Pandanus Workforce WHS system.

Contractor Register	A current list of all major contractors and their details will be maintained in the Contractor Register.	Pandanus Workforce Contractor Register
SWMS Register	Hazards will be identified through consultation with all site workers, managers and supervisors and will be addressed in the SWMS register.	Pandanus Workforce SWMS Doc Register
Personal Protective Equipment	Where PPE is specified as a control measure in the Safe Work Method Statement, we will ensure that they are manufactured, used and maintained in accordance with the relevant Standard. We will ensure that each employee has been instructed and trained in the correct use of the PPE issued. A list of PPE is contained within the SWMS templates	Pandanus Workforce PPE Register
Training/Licence Register	A list of all current licences and permits held by the workers, contractors and managers will be detailed in this register. This register will also document Toolbox talks, induction training and other training held with all stakeholders.	Pandanus Workforce Training Register
Hazard Goods Register	A list of hazardous substances that exist in the workplace are listed in this register. A copy of the MSDS has been forwarded to the person responsible for First Aid	Pandanus Workforce Hazard Goods register
Electrical Equipment Register	This register lists the electrical equipment that is bought on site and ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.	Pandanus Workforce Electrical Equipment Register
Injury Policy & Register	All injuries are listed in this register. Any significant injuries are reported, and an Injury Management Coordinator has been appointed.	Pandanus Workforce Injury Register
Incident Register	All incidents for this site are recorded in this register.	Pandanus Workforce Incident Register
Corrective Actions	This register lists some of the corrective actions that need to be taken. Note that in some cases corrective actions have been added to the SWMS templates	Pandanus Workforce Account Manager

Planning

Legal & Other Requirements

Pandanus Workforce sets outs its legal requirements in the WHS System Legislative Matrix Procedure. The key legislation governing this area are Work Health and Safety Act, Work Health and Safety Regulation, Workers Compensation Act 1987, Workplace Injury Management and Worker's Compensation Act 1998, as well as the codes of practice.

Objectives and targets

Pandanus Workforce sets specific objectives and targets as part of the WHSMS. These have been developed taking into account the legislative requirements and Pandanus Workforce WHS policy. Pandanus Workforce has developed appropriate performance indicators which are monitored and reviewed in the Pandanus Workforce WHSMS, managed by the Pandanus Workforce. These are outlined in the Pandanus Workforce WHS Policies and Procedures Manual.

WHS Plans

The following plans are produced as part of our commitments: -

Pandanus Workforce WHS Plan: This plan outlines Pandanus Workforce's key focus and commitment including objectives, actions and achievements for the business.

Site Specific Project Safety Management Plan: Depending on the scope of works, if a project has been confirmed in writing, management shall complete an appropriate *Project Safety Site Management Plans* using the **Pandanus Workforce** WHSMS. These management plans shall allocate responsibility to staff, describe how safety is managed on site, and describe what documents to fill out and when to fill these out.

Project Safety Site Management Plans shall be reviewed regularly to ensure that they remain up to date. The frequency of this will be based on risk but typically will be between 1 – 3-month intervals. *Project Safety Site Management Plans* shall be specific to the project / site and address all WHS requirements.

Risk Management

Pandanus Workforce has a documented method for the identification, assessment and control of WHS hazards and their associated risks. The detailed requirements are described in the following procedures: Hazard Identification procedure and the Risk Assessment Control procedure

Risk Management Tools

Pandanus Workforce uses the Pandanus Workforce WHSMS, managed by the Pandanus Workforce to help the business manage risk. The details are described in the following procedures: Hazard Identification procedure and the Risk Assessment Control procedure.

WHS Risk Register

Pandanus Workforce maintains a WHS risk register detailing the WHS risks associated with the business's operations. This management is done both for the business and also for each project/site where applicable. A SWMS document is generated, or a complete project risk assessment is conducted depending on Pandanus Workforces' responsibilities and scope of works.

- The register includes the likely impact of risks, causes and risk rating as well as the treatment strategies in place to minimise identified risks.
- Preventative and corrective actions identified as a result of the risk are then dealt with and implemented. Inspection will be conducted regularly to identify hazards not considered during the initial planning and to verify the effectiveness of the controls implemented. Hazards identified will be included in the Risk/Hazard log of the Pandanus Workforce WHS management system, managed by the Pandanus Workforce.

Systems Review

Management review and Audit

Pandanus Workforce sets outs the internal audit and review procedure in the Internal Audit Procedure. The system shall be reviewed regularly and on an ongoing basis based on relevance and compliance requirements

Implementation and Operation

Resources

Pandanus Workforce is committed to identifying and providing appropriate resources required to implement, maintain and continually improve the WHSMS and company operations.

The need for resources may be identified through various means including employee or client request, internal or external audits and management review. These resources may include human resources, skills equipment, technology and financial.

Responsibility, Accountability, Resources & Authority

The WHS roles and responsibilities for workers and management are detailed in the Assigning Responsibilities procedure.

The Managing Director is the designated legal authority and has the overall accountable for safety matters at Pandanus Workforce and controlled entities. However, the Managing Director may choose to delegate responsibility for specific matters but the overall responsibility for safety remains with them.

Training & Competency

The requirements for training are detailed in the WHS Induction Training Procedure

Consultation, Communication & Reporting

The primary method of consultation will be through direct communication with workers and managers via workshops and toolbox meetings. How WHS issues are raised, communicated and resolved is detailed in the Consultation and Communication Procedure.

This procedure outlines how important information regarding WHS impacts is communicated within Pandanus Workforce. Consultation is required before making any decision that may affect the health, safety or welfare of employees whilst they are at work, with their employees and affected subcontractors / service providers. This may include:

- Discussing the workplace health and safety performance.
- Monitoring the health of workers and the conditions at any Pandanus Workforce workplace.
- Providing health and safety information and training to workers.
- Ratify the election of a Health and Safety Representative as part of a work crew and arrange the training of the same.
- Proposing changes that may affect the health and safety of workers at the workplace. This includes changes to the way which work is to be performed.

- When identifying hazards and assessing risks arising from the work carried out or to be carried out.
- Making decisions about ways to eliminate or minimise those risks.
- Discussing adequacy of facilities and welfare of workers.
- Making decisions about procedures for consulting with workers, resolving H&S issues, monitoring health, monitoring conditions and providing information and training for workers.
- When other parties are consulted with health and safety information that affects those operations.
- When identifying hazards and assessing risks arising from the work carried out or to be carried out.
- When creating a consultation checklist that is regularly monitored.

Documentation

The requirements for the WHS Management System are described in this document. Certain key elements are described in more detail in their specific procedure, which are referenced in this document. These include manual, procedures, forms, records, registers, duty statements, management plans, meeting minutes, audit reports and our WHS policy.

Document Control

All documents and records are controlled and managed in accordance with our defined procedures. This is detailed in the Document Control Procedure.

Hazard Identification & Risk Assessment

The requirements for hazard identification and risk assessment and risk control and the evaluation of the effectiveness of controls is outlined in the following procedures. Hazard Identification procedure, Risk Assessment Control procedure

The results of the risk assessment will be documented through the Pandanus Workforce risk register and SWMS document register and provided to workers and managers. Using our procedures the controls are implemented according to the hierarchy of control.

- Elimination.
- Substitution.
- Engineering controls.
- Administrative (procedural) controls.
- Personal protective equipment.

Design

Safe design is the integration of hazard identification and risk assessment methods to eliminate or minimise the risks of injury throughout the life of a product, structure or project. The safe design approach begins with an emphasis on making choices about design, materials and methods of manufacture or construction or site design to enhance the safety of the finished product. These procedures are outlined in the Design Procedure.

Purchasing

Purchasing and hiring activities involve bringing materials, plant, equipment and services onto the construction work site. Substandard materials or poorly maintained leased plant or equipment may cause serious illness/injury.

MAUS Business Systems has defined and implemented systems to consider risk, health &safety before purchasing and hiring for the work site. All plant, equipment, goods or substances bought or hired must be assessed against required WHS standards (as exist for chemicals and other hazardous substances, for most building materials, such as cement and glass, and for plant and equipment) Before new plant, equipment, goods or substances are introduced into the workplace, WHS hazards must be identified and risks controlled, and consultation with the personnel involved must occur.

This is documented in the Purchasing and Procurement procedure

Emergency & Contingency Plans

Requirements for emergency response are documented.

Resources are provided to respond to actual emergency situations and prevent or mitigate associated adverse WHS consequences.

The project safety management plan includes management procedures specific to the site. A site map showing evacuation route and fire extinguishers shall be developed for each project. This shall be displayed on the site notice board and communicated during induction. An evacuation plan has been developed for head office. This is documented in the Emergency, Contingency and Preparedness procedures

Injury Management & Rehabilitation

The company has injury management and rehabilitation policies documented. This includes an Injury Management & Rehabilitation Procedure. The aim of these policies is to do the following

- Ensure that we comply with WHS, worker's compensation and injury management legislation, associated regulations and standards across Australia.
- Provide and maintain a safe environment, work methods, equipment and substances.
- Achieve effective incident prevention.
- Follow design, elimination, substitution, isolation, engineering, administrative and personal protective equipment risk control strategies.
- Manage risk by continually monitoring, reviewing, investigating and improving standards and procedures.
- Deliver effective health and safety information, instruction and training at all levels.
- Provide capable people to work in and manage the business.
- Provide injury management advice and support to the business and workers.
- Encourage commitment, cooperation and open communication about safety issues.
- Consult workers about changes in the workplace and allow them to contribute when decisions are made that may affect their health and safety at work.
- Establish measurable objectives, targets and key performance indicators

Measurement & Evaluation

Monitoring & Measurement

Pandanus Workforce implements and maintains documented procedures to monitor and measure, on a regular basis, the key characteristics of its operations and activities that can cause illness and injury.

The effectiveness of these measures are evaluated. Where applicable appropriate equipment for monitoring and measurement related to health and safety risks shall be identified, calibrated, maintained and stored as necessary.

Records of this process are retained according to Pandanus Workforces' procedures.

The Monitoring & Measurement Procedure demonstrates the specific processes. Other related procedures include the Review and Corrective Action Procedure, Internal Audit Procedure and the Incident Investigation &Reporting Procedure.

Health surveillance

Pandanus Workforce has procedures to identify those situations where employee health surveillance is required and shall implement appropriate systems.

Where specified by legislation, the health of employees exposed to specific hazards shall be monitored and recorded. These are outlined in the Monitoring and Measurement Procedures

Incident investigation, first aid, corrective and preventive action

In the event of a WHS incident, an emergency or where a non-conforming process has been identified, the Incident investigation & Reporting Procedure and Review of Corrective Actions Procedure are to be followed. The details shall be entered into the Incident Register to track details for future review.

First aid requirements must be in line with the First Aid Policy.

Records and records management

The Records Management Procedure focuses on the records needed for the implementation and operation of the Pandanus Workforce WHSMS system.

Behaviour

For workplace behaviour procedures, refer to the Workplace Behaviour Policy with covers discrimination, harassment and bullying and how to confront inappropriate behaviour informally and formally.

Contractor Management

All tenders, contractors, sub-contractors and employees of contractors engaged to conduct work on Pandanus Workforce premises or sites are required to comply with requirements set out in the Contractor Management Procedure.

Contractors will be reviewed, approved and supervised on a regular basis.

Forklifts and Traffic Management

Forklift requirements must be adhered to as set out in the Forklift Procedure. This includes training and competency checks and inspection of the mobile plant on a regular training.

Traffic management plans are in place and specific procedures for refuelling and charging of forklifts. Additional traffic management requirements are set out in the Traffic Management procedure, where plans are in place for each of Pandanus Workforce site where moving plant and people interact.

Emergencies

There are specific requirements in place for emergencies in the Emergency Contingency and Preparedness Procedure. This includes a requirement to conduct a site assessment to determine the possible scenarios and review and maintenance of the site evacuation plan and emergency response procedures.

Work Safety Site Rules

Pandanus Workforce have developed some Work Safety Site Rules set out in the Policies and Procedures which everyone must follow including visitors.

Chemicals

The Hazardous Chemicals and Dangerous Goods procedure sets out procedures relating to hazardous chemicals and dangerous goods purchasing, labelling, handling, storage and transportation, risk assessments, training, spills, health assessment and health surveillance, gases and dusts and inspections.

Construction

There are specific requirements for the construction industry which are set out in the policies procedures in the form of procedures which including the following:

- Design
- Risk assessments
- WHS Management Plans
- Inductions
- Fencing and barricades
- Signage
- Visitors
- Inspections
- Management review
- Fall from heights
- Scaffolds
- Ladders
- Falling objects
- Abrasive blasting
- Asbestos
- Demolition work
- Excavation and trenching
- Overhead and underground services
- Electrical
- Plant
- Isolation of equipment
- Manual handling
- Slips, trips, falls
- Hand and power tools
- Sun safety

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References

- Work Health and Safety Act
- Work Health and Safety Regulation
- Work Health and Safety Act
- AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use
- AS/NZS 4804:2001 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques
- OHSAS 18001 Occupational Health & Safety Management Systems –Requirements
- OHSAS 18002 Occupational Health & Safety Management Systems – Guidelines for the implementation of OHSAS 1800
- Code of Practice How to Safety Remove Asbestos
- Code of Practice How to Manage and Control Asbestos in the Workplace
- Code of Practice Abrasive Blasting
- Code of Practice Confined Spaces
- Code of Practice Construction Work
- Code of Practice Consultation, Cooperation and Coordination
- Code of Practice Demolition Work
- Code of Practice Managing Electrical Risks at the Workplace
- Code of Practice Excavation Work
- Code of Practice Managing the risk of Falls at Workplaces
- Code of Practice Managing the Work Environment and Facilities
- Code of Practice First Aid in the Workplace
- Code of Practice Managing Risks of Hazardous Chemicals in the Workplace
- Code of Practice Hazardous Manual Tasks
- Code of Practice Managing Noise and Preventing Hearing Loss at Work
- Code of Practice Managing Risks of Plant in the Workplace
- Code of Practice How to Manage Work Health and Safety Risks
- Code of Practice Safe Design of Structures

PLANNING

WHS System Legislative Matrix

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to WHS System Legislative Matrix. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be most likely to be accessed during this procedure

Main module used:
WHS/OHS Policies & Procedures module (version control).

Policy & Procedure

Pandanus Workforce representatives monitor WHS Legislation and disseminate any applicable changes through to the relevant departments and sites. Where there is a variation in the legislative requirements of the States, the highest or most stringent legislative requirements will be implemented across the company.

Any legislative requirement is adopted into company processes, procedures, policies and tools to ensure compliance is achieved.

A detailed listing of the Acts, Regulations and Codes of Practice of each State and Territory is contained within the WHS System Legislative Matrix below.

The WHS Legislative Matrix is reviewed on an ongoing basis, including changes to State/Territory WHS Acts and Regulations that the business operates. Departments and workers that may be affected by the legislative changes will be consulted to identify the most appropriate actions. Consultation may involve departments, team meetings or other forums.

The WHS Representative will advise of any WHS legislative changes, new codes, practices and case law findings. The WHS Representative will interpret these changes and make the appropriate updates to the WHS System, department procedures and work practices. This may involve liaising with external or legal advisers.

The content of this Policy Manual has been aligned with key elements from:

- AS/NZS 4801.
- WH&SAS 18001.
- Work Health and Safety Act.
- Work Health and Safety Regulation.

And the major codes of practice that will be applied where needed include:

- Confined spaces.
- Construction work.
- Cranes.
- Demolition work.
- Excavation work.
- First aid in the workplace.
- Form-work and false-work.
- Hazardous manual tasks.
- Housing construction work.
- How to manage work health and safety risks.
- How to safely manage and control asbestos in the workplace.
- How to safely remove asbestos.
- Industrial forklifts.
- Labelling of workplace hazardous chemicals.
- Managing electrical risks at the workplace.
- Managing noise and preventing hearing loss at work.
- Managing risks of plant in the workplace.
- Managing the risks of falls in the workplace.
- Managing the work environment and facilities.
- Preventing falls in housing construction.
- Safe design, manufacture, import and supply of plant.
- Safe design structures.
- Scaffolding.
- Tilt-up and pre-cast concrete in building.
- Traffic management in workplaces.
- Welding processes.
- Work health and safety consultation, cooperation and coordination.
- Working in the vicinity of overhead and underground electrical lines.

This list is by no means exhaustive. Legislation will only be current and applicable up to the date of the relevant manual version. Workers are encouraged to contact the WHS Representative in relation to current and applicable legislation.

In terms of this manual, some policies and materials have been adapted from Work Cover NSW and Work Cover Tasmania as well as the MAUS Health & Safety Planner.

Objectives & Targets

Purpose & Scope

The purpose of this procedure is to set measurable objectives and targets to help Pandanus Workforce comply with its WHS obligations. This procedure will allocate responsibilities and provides indicators to measure performance. For individuals these objectives should be adjusted and incorporated into position descriptions. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the Pandanus Workforce WHSMS would be likely to be accessed during this procedure -

Main module used:
Training Register – induction
KPI Dashboard – WHS/OHS scorecard

Other modules used:
SWMS Register
Document Register

Policy & Procedure

Pandanus Workforce has set the following objectives and targets that are reviewed as part of the management review meetings.

Ref #	Objective	Target	Responsibility	Time Frame
1	Comply with all relevant legislative requirements	Subscribe to Safework Australia web site to receive updates on legislative changes and WHS/OHS alerts	Managing Director / Project Manager (PCBU)	Review weekly updates
2	Ensure that all employees and contractors are aware of site WHS/OHS requirements	Every person working on site to be inducted, every person working on site to hold a current construction industry induction card.	Managing Director / Project Manager / Foreman (PCBU)	Ongoing
3	Zero WHS/OHS Incidents	Report all near hits Report all injuries Analyses all incidents and develop corrective action to prevent re-occurrence.	All staff and contractors (Workers)	Ongoing
4	Ensure effective response in an emergency	Carry out site evacuation drill on 3 monthly basis Carry out corporate office drill annually	Forman (PCBU, WORKERS)	Every 3 months
5	Employees are provided with regular and up-to-date information on WHS/OHS for the duration of the project.	Conduct regular toolbox meetings. Communicate safety alerts through notice board.	Foreman /Managing Director / Project Manager (PCBU, WORKERS)	Toolbox meetings weekly
6	Employees are familiar with hazards and risks associated with the contracted / agreed works that are assessed as a medium to high risk.	Safe Work Method Statements to be documented for each activity. SWMS to identify all potential risks associated with each activity. SWMS to be reviewed and signed off by staff.	Subcontractors to complete, Foreman to review. (PCBU, WORKERS)	SWMS completed for every activity

Hazard Identification

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Hazard Identification and the guidelines that are to be adhered to by all managers, supervisors, employees &contractors (PCBU's &Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure -

Main module used:
Hazard Risk Register

Other modules used:
Activity Register
Site Register
Incident Module
Corrective Actions Module
SWMS Register
Chemical Register
PPE Register

Policy & Procedure

Documenting identification of hazards and regular work area inspections are an important part of controlling hazards within Pandanus Workforce. A schedule of inspections shall be developed by the WHS Committee at the commencement of each calendar year.

- The manager shall ensure that regular inspections are conducted as per schedule for allocated work areas utilising a specific area inspection checklist, but these may be modified to suit each work area requirement. Any corrective actions required from these inspections shall be documented.
- Should a worker identify a hazard, this should be immediately reported to their manager. The worker should participate in the completion of the Hazard Notification Form. Where the manager is not readily available the worker shall report the hazard to the WHS Representative.

The manager upon implementation of short-term corrective action will then:

- Log the details of the hazard on corrective action register.
- Where required, conduct a risk assessment of the hazard to identify corrective actions and risk level;
- Respond to any outstanding actions required and advise the responsible manager and the WHS Representative.
- The WHS Representative will discuss all reported hazards with the WHS Committee and monitor the Corrective Actions Register to ensure all hazards have been logged and assessed.
- The WHS Committee shall review progress for the hazard(s) corrective action until the hazard has been rectified and escalate if required through the appropriate process.

What happens if the job is too risky?

- In the event that a worker finds themselves in a job they believe is too risky to complete, the following steps should be taken:
    - Do not continue the job and immediately report the problem to your manager.
    - The manager, in consultation with affected workers, shall discuss and assess the risk using the risk assessment form.
    - The risk shall be removed, or if this is not possible then it should be reduced to a safe level using the hierarchy of control. This should be done to everyone's satisfaction prior to the commencement or recommencement of the task.

Assessment of Hazards:

Upon notification of an outstanding hazard, the risk assessment form shall be completed. This will include:

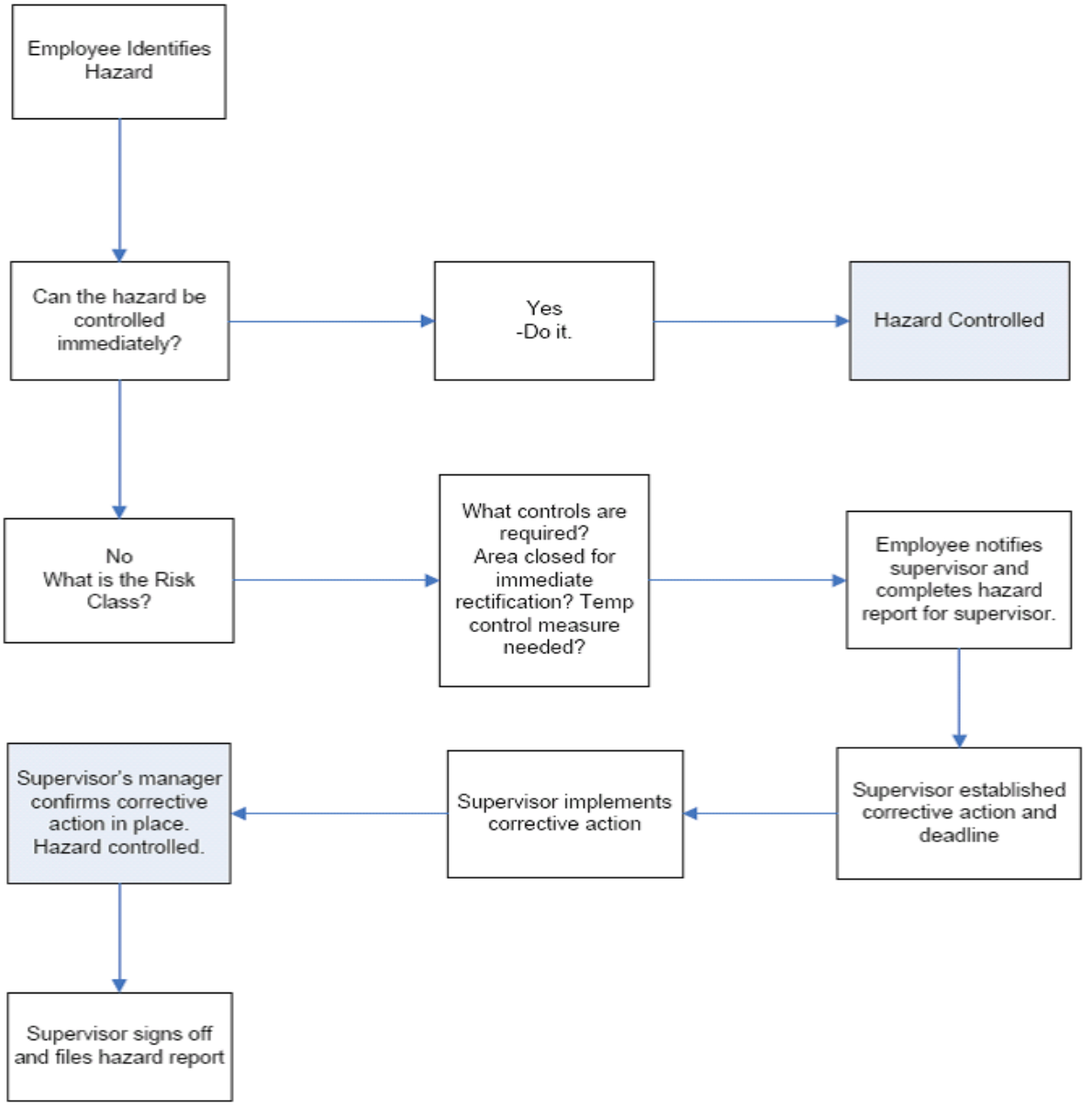
- Inspection/observation of the situation, consultation with relevant workers involved and assistance should be sought from a WHS professional where required.

Corrective Action:

- Using the 'hierarchy of control' the site shall identify the most appropriate control measure.
- The manager shall ensure that, where possible, the identified hazard is controlled at its source rather than trying to make the worker work safety in a dangerous environment or having the worker wear unnecessary protective equipment or clothing.
- The manager may select a short-term solution (i.e. personal protective equipment such as respirator) as well as a long-term solution (i.e. engineering controls such as investment in a ventilation system) as a method of corrective action.

The manager notes in the hazard notification, Risk Assessment Form and Corrective Action Register, the appropriate control measures and the person responsible for implementation of the corrective action. This should include the date for corrective action completion to control the hazard.

Hazard Reporting Procedure



Risk Assessment Control

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Risk Assessment Control. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Hazard Risk Register

Other modules used:
Activity Register
Site Register
Incident Module
Corrective Actions Module
SWMS Register
Chemical Register
PPE Register
Training register

Policy & Procedure

Pandanus Workforce shall evaluate the level of risk associated with each hazard and control all risks to whatever extent is practically possible, once they have been identified. The consequence (severity) and probability (likelihood) of harm occurring in relation to existing risk and controls shall be determined.

Pandanus Workforce shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard.
- Substituting the hazard.
- Isolating the hazard.
- Engineering controls.
- Implementing administration controls.
- Using a combination of controls.
- Using back up controls, such as personal protective equipment.

In addition, Pandanus Workforce shall:

- Consult throughout the risk management process with relevant workers, including relevant contractors.
- See that all controls identified in an investigation are authorised with signed documentation;
- Allocate responsibility against each control, to ensure everyone is aware of what is required of them. Any lack of response shall be tracked to the responsible person.
- Ensure controls have a time frame allocated to them for completion.
- Ensure all workers concerned have received sufficient training, or arrange for retraining, as deemed necessary by the findings of the investigation.

After implementing controls, ensure they are evaluated within a designated time-frame. (This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event.)

All controls shall be formulated in consultation with the workers of the area associated with the risk.

IMPLEMENTATION & OPERATION

Assigning Responsibilities

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Assigning Responsibilities. The following guidelines are to be adhered to by all employers and workers.

Worker – anyone who conducts work, such as employees, contractors, volunteers, work experience, casuals.

Employer – defined as a 'person conducting a business or undertaking'.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
KPI Management
Document Management –Job Descriptions

Other modules used:
User Maintenance

Senior Management Responsibilities

In addition, Pandanus Workforce shall:

- Consult throughout the risk management process with relevant workers, including relevant contractors.
- See that all controls identified in an investigation are authorised with signed documentation.
- Allocate responsibility against each control, to ensure everyone is aware of what is required of them. Any lack of response shall be tracked to the responsible person.
- Ensure controls have a time frame allocated to them for completion.
- Ensure all workers concerned have received sufficient training, or arrange for retraining, as deemed necessary by the findings of the investigation.

After implementing controls, ensure they are evaluated within a designated timeframe. (This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event).

All controls shall be formulated in consultation with the workers of the area associated with the risk. Pandanus Workforce senior managers have objectives and targets based on market and work trends, legislative and corporate requirements and recommendations. These metrics are detailed within each department's Key Performance Indicators and business plans.

All employers & workers are stakeholders in the implementation of the Work Health and Safety Business Plan. The objectives are also linked to individual role objectives and targets and are applicable to individuals that facilitate the implementation and contribute to the achievement of Key Performance Indicators.

Objectives and targets are monitored and reported on by the WHS Representative to senior managers on a monthly basis. Key Performance Indicators are detailed in the business plans and those related to WHS are tracked and measured by the WHS Representative.

Senior Managers must ensure:

- The development, implementation and maintenance of the Work Health and Safety Policy and the WHSMS documentation.
- Implementation of the duty of care principle, which means planning for the prevention of workplace accidents, injuries and illnesses is the responsibility of Senior Managers, as is the general duty of care to ensure the health, safety and welfare of all workers at all premises controlled by the employer.
- All reasonably practicable measures have been taken to control risks against all possible injuries arising from the workplace.
- WHS is integrated into the organisation’s corporate planning and implementation strategies.
- Reviewing health and safety performance and monitoring the implementation of the WHS strategic plan
- Participate in driving the implementation of the WHS strategy.
- Support, communicate and demonstrate the importance of safety through actions and all communication methods.
- Ensure the constant promotion of safety as a principle value in each location.
- Allocate funds and resources to effectively address health and safety.
- Authorise the management team to act on matters relating to WHS.

Supervisors Responsibilities

This includes the middle management team and workers who are responsible for managing workers and contractors working under their supervision, or in areas under their control.

Supervisor responsibilities and accountabilities include:

- Appropriate strategies are implemented to improve the WHS performance of the department.
- Implementing and maintaining the WHS system in their area of responsibility.
- Ensuring workers under their control have specific, achievable and measurable WHS objectives.
- Adequate resources are provided to meet the department health and safety objectives, targets and WHS plan requirements.

- WHS performance is an integral component of the department's operating and financial plans.
- Mechanisms are provided to regularly monitor and report on health and safety performance.
- Annual WHS plans are developed and implemented to meet health and safety objectives.
- Actively participating in the development of Return-to-Work plans and supporting workers returning to suitable duties after an incident.
- Ensuring all workers under their control are:
  i. Fully informed about the hazards associated with their work activities.
  ii. Adequately trained and instructed in safe work procedures.
  iii. Appropriately supervised (where practicable).

- Conducting the following activities (in consultation with WHS Teams):
  i. Ensure regular inspections are carried out.
  ii. Identify and report hazards.
  iii. Evaluate risks.
  iv. Develop and implement appropriate control measures.
  v. Investigate WHS incidents.
  vi. Develop controls to prevent their recurrence.

- Participate where required in the resolution of safety issues.
- Encourage workers and contractors to report all injuries, potential hazards or any 'near misses'.

Workers Responsibilities

Workers (including contractors or subcontractors working for or on behalf of the company or any associated companies) responsibilities and accountabilities include:

- Comply with the requirements identified in this document and other WHS related policies, procedures, rules and instructions.
- Obey all reasonable WHS instructions and safe working procedures.
- Identify and report any hazards, risks or unsafe practices.
- Participate in drills, training and instruction as deemed necessary by management.
- Participate in evaluation and development of controls or other preventive measures, in relation to hazards within their workplaces.
- Actively participate in Return-to-Work programs as agreed upon by the treating medical practitioner, rehabilitation coordinator and company.

WHS Officer Responsibilities

WHS Officer (the person responsible for conducting day to day WHS activities) responsibilities and accountabilities include:

1. Develop and coordinate the implementation and review of a WHSMS that meets legislative and best practice standards.
2. Provide WHS expertise to resource and support all workers.
3. Communicate amendments to relevant WHS legislation (including new legislation) to managers and workers (as appropriate).
4. Ensure legal requirements relating to WHS are identified.
5. Coordinate auditing of the WHSMS.
6. Report on WHS performance and the performance of the WHSMS, including providing recommendations for improvement.
7. Represent the company as a point-of-reference for WHS statutory authority inspectors.
8. Providing assistance to Managers to enable them to comply with the policies and procedures set out in this and related manuals.

9. Consider the hazards and risks when considering the type of WHS training required for that person.
10. Promoting and encouraging WHS commitment and consultation among the workforce.

Injury Management Responsibilities

We have appointed an Injury Management Facilitator to facilitate implementation of business procedures and provide advice and support. Their role is to:

- Commence the injury management process as soon as possible, consistent with medical advice.
- Encourage the reporting of any work-related injury or illness.
- Promote a workplace culture where it is the normal practice and an expectation that an injured/ill worker will either remain at work or attempt to return to work at the earliest opportunity.
- Provide suitable/modified or alternate duties where practicable.
- Develop an individual Return to Work Plan for any worker unable to return to their pre-injury duties or when an absence is likely for 7 days or more.
- Encourage a multi-disciplinary treatment approach and facilitate access to accredited rehabilitation providers as required.
- Make every effort to resolve any disagreements regarding the injury management process through consultation and the dispute resolution process.
- Ensure that no injured/ ill worker is prejudiced by participating in a return-to-work plan/program and confidentiality of information is maintained.

Training & Competency

Purpose & Scope

Training is vital to assist workers to perform their work safely. In addition to initial Induction training, Pandanus Workforce will arrange training which covers health and safety issues related to specific tasks being performed, as well as training in the overall approach to health and safety taken by our organisation when required. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Procedure

Pandanus Workforce will:

- Conduct training needs analysis across the organisation.
- Develop formal training needs and competencies for position requirements at all levels, including management.
- Provide formal induction programs for new workers.
- Use Registered Training Organisations (RTO) and appropriately accredited and approved courses/trainers where required.
- Ensure training is competency based.
- Record all training.
- Review effectiveness of training.
- Provide training for languages other than English and other relevant learning barriers should they be required.

All managers and supervisors will be provided with additional training to ensure that they are aware of their responsibilities under the WH&S Management System. Training will include:

- All work health and safety policies and procedures for the organisation.
- Licenses and competencies to perform tasks.
- Specific hazards, conduct of risk analysis and implementation of risk controls.
- Consultation and communication arrangements.
- Incident reporting and corrective actions.
- Emergency response.
- Legislative responsibilities for Managers and Supervisors.
- Risk management.

Training will be provided to all workers to enable them to perform tasks safely and to assist them in supporting the WHSMS in accordance with their areas of responsibility.

All new workers and contractors shall receive appropriate induction training prior to the commencement of work, using the Induction Checklist.

The WHS Officer shall review the training needs of worker and address issues such as when:

- New skills and skills gaps are identified.
- New workers are inducted.
- Safety requirements have changed.
- Changes occur in the organisational structure which could affect specific worker.
- Responsibilities of workers change.

WHS training needs of workers will be assessed, as a minimum, in the annual performance appraisal of workers.

Supervisors shall advise the WHS Officer when the requirements for additional skills training arise within their area of responsibility.

Supervisors shall arrange for the appropriate training of all workers within their area of responsibility.

The WHS Officer shall maintain all documentation relating to training activities including the Training Register, records of course content and course evaluation material.

At the completion of each course the WHS Officer shall evaluate the suitability of the course.

Consultation and Communication

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Consultation and Communication. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

Main module used:
Training Register – Toolbox Talks
KPI Dashboard Module
Meeting Minutes Register
Document Module – Training Documents - Induction
SWMS register
Injury Register

Other modules used:
Corrective Actions Module
PPE Register
KPI Performance Register
Audit Checklist Register

Policy & Procedure

When to Consult

Consultation shall occur for all/any of the following reasons:

- Discussing (including resolving) health and safety issues, that affect the workplace.
- Discussing the workplace health and safety performance.
- Monitoring the health of workers and the conditions at any Pandanus Workforce workplace.
- Providing health and safety information and training to workers.
- Ratify the election of a Health and Safety Representative as part of a work crew and arrange the training of the same.
- Proposing changes that may affect the health and safety of workers at the workplace. This includes changes to the way which work is to be performed.
- When identifying hazards and assessing risks arising from the work carried out or to be carried out.

- Making decisions about ways to eliminate or minimise those risks.
- Discussing adequacy of facilities and welfare of workers.
- Making decisions about procedures for consulting with workers, resolving H&S issues, monitoring health, monitoring conditions and providing information and training for workers.
- When other parties are consulted with health and safety information that affects those operations.
- Consultation checklist in place that is regularly monitored.

How to Consult:

- Consultation includes relevant work health and safety information shared with workers.
- Consultation includes giving workers reasonable opportunity to express their views and to raise health and safety issues.
- Consultation includes giving workers reasonable opportunity to contribute to the decision-making process relating to the health and safety matter.
- Consultation includes views of workers being taken into account.
- Consultation includes that workers are advised of the outcome of consultation in a timely manner.
- Information is presented in a way that is easy for workers to understand, taking into account literacy and culture.
- There are reasonable opportunities to express views and contribute.
- Workers' views are taken into account.
- Workers are advised of outcomes of consultation.
- See also Appendix A ‘setting up a committee’ in this procedure.

Recommended Consultation Meeting Schedule:

It is recommended consultation should occur in accordance with the matrix below:

Name Of Meeting	Recommended frequency	Agenda for H&S	Attendees
Site Safety Committee Meetings.	Minimum every three months.	To discuss general and raised H&S issues and agree on relevant actions that may be necessary Formal - Minutes issued.	Management and Health and Safety Representatives.
Monthly Meeting.	Monthly.	Raise and address any safety concerns from the previous week. Inform of any areas with significant risk for the coming week. To be a forum to raise WHS issues. To discuss daily site activities. To co-ordinate works and interfaces such minimizing hazards. Weekly meeting minutes shall be kept.	All workers.
Toolbox Meeting.	Monthly.	WHS topic to be determined by the manager. Toolbox meeting minutes are to be kept and distributed.	All workshop workers.

Scheduling of Site Communication Meetings:

The Safety Representative or nominated person is responsible for ensuring that the schedule of meetings is developed in consultation with the manager.

Weekly Meeting:

The purpose of the monthly meeting is to:

- Raise and address any safety concerns from the previous week.
- Inform of any areas with significant risk for the coming week.
- To be a forum to raise WHS issues.
- To discuss daily site activities.
- To co-ordinate works and interfaces to minimize hazards.

Site Safety Committee:

The Site Safety Committee will be established in accordance with Health and Safety Committees/Representatives and the relevant WHS Legislation. A committee shall be set up if requested by 5 or more workers or by a HSR. At least half of the members are workers who are not nominated by management. The committee meetings are held at least every 3 months.

Meetings of the Safety Committee will be held as per the committee's constitution. It will normally comprise:

- Nominated management representatives.
- Major contractor's nominated Safety Representative/s as appropriate.
- Elected Health and Safety Representative/s (who may have deputies).
- Safety Representatives.

Sub-contractors, suppliers and consultants may be represented by an appointed member of the workforce at the regular Site Safety Committee Meetings. These meetings shall be held at a minimum of every three months and minutes will be taken for action and distribution.

The agenda of the meeting shall be followed as per the WHS Committee agenda and minutes shall be recorded on the same document. The minutes of this meeting shall be displayed on the site's communication notice board.

Upon request Health and Safety Representatives are elected. Negotiation occurs to determine work group composition and number of representatives.

To establish a work group, the WHS Act requires that you:

- Take all reasonable steps to commence negotiations with the workers within 14 days of a worker making the request.
- Negotiate with a worker's representative if a worker asks you to do so.
- Notify the workers of the outcome of the negotiations and of any work groups determined by agreement as soon as practicable after negotiations are complete.
- If negotiations fail, you or a work group member can ask the regulator to appoint an inspector to assist negotiations and determine certain matters if negotiations remain unresolved.

Toolbox Meetings:

The schedule of Toolbox Meetings will be detailed in the Site Safety Plan. The manager is responsible for developing this schedule. The Toolbox Meeting agenda and minutes template shall be used for the meeting.

Sub-contractors, suppliers and consultants (where appropriate) will ensure that safety toolbox meetings are held on site.

Information that is required to be presented at Toolbox Meetings includes, but is not limited to, the following:

1. Relevant safety alerts.
2. Monthly safety topics.
3. General and urgent safety information from Pandanus Workforce and the relevant Government or external agencies.

A record of each Toolbox Meeting, listing those who attended, must be maintained. This record shall be displayed on the site's communication notice board. The Toolbox Meeting agenda and minutes may be audited at any time.

WHS Notice Boards:

It is a requirement that all workplaces have a WHS notice board positioned in a clearly visible and prominent position. These notice boards are a vital tool in communicating safety information to the workforce.

The site manager or nominated person is responsible for ensuring the site WHS notice board is kept up to date.

Induction:

All workers new to the site, including contractors, shall attend an induction prior to commencing work. The induction will include information on the consultative processes that operate on the site including the names the Health and Safety Representatives.

Site Training:

The manager or nominated person is responsible for ensuring that the key people who manage communication on site are trained in and aware of this procedure.

Training of Safety Representatives:

Those workers who are elected/nominated to Health and Safety Representatives shall attend the required training as per the State's WHS Consultation Legislative requirements.

WHS Issue Resolution Procedure:

Whenever a WHS or Injury Management issue arises workers will report the issue to his or her direct supervisor or manager for resolution. Should the worker wish to have a Health and Safety Representative involved, he or she (or the immediate supervisor) will request the Health and Safety Representative' s involvement.

Note: if there is an immediate threat to the health and safety of a worker, the work shall be stopped until the risk is reduced through the introduction of appropriate controls. Assistance can be sought from the WHS Representative where deemed appropriate.

Where matters cannot be rectified they shall be escalated to the site manager.

In the event that the matter cannot be resolved at a site level then the matter may be raised to the senior manager for resolution.

When the matter is unable to be resolved at the national level then the senior manager will enlist the support of additional external resources, including, where applicable, the relevant State legislative authority for assistance and resolution.

Safety Alerts:

Safety alerts will be forwarded to relevant areas that the bulletin refers to raise awareness of issues that have been identified. It is a requirement of the site manager to communicate the safety alerts and action any relevant corrective actions following this and post the bulletin on the WHS notice board.

Record Keeping:

Consultation is documented and shall include:

- Who is involved.
- What the safety matter is.
- What decision has been made.
- Who is to take action and by when.
- When the action has been completed.

Setting up Health and Safety Representatives:

If a worker requests the election of Health and Safety Representatives to represent them, work groups must be established to facilitate an election.

Negotiations shall occur to determine:

- The number and composition of work groups to be represented by Health and Safety Representatives;
- The number of Health and Safety Representatives and Deputy Health and Safety Representatives (if any) to be elected;
- The workplace or workplaces to which the work groups will apply;
- The areas to which the work groups will apply.

A work group is established by:

- Taking all reasonable steps to commence negotiations with workers within 14 days after a worker makes the request;
- Negotiate with a worker's representative if a worker requests this;
- Notify the workers of the outcomes of the negotiations and of any work groups determined by agreement as soon as practicable after negotiations are complete;
- If negotiations fail, you can ask Work Cover to appoint an inspector to assist negotiations and determine certain matters if negotiations remain unresolved.

The Health and Safety Representatives election must include:

- Notify and invite workers within the work group to the election and when and where it will occur;
- Display the notice of the pending election in a prominent place in the work area at least 2 weeks prior to the date. It must also state the closing date for nominations and location, dates and times of the election.
- The election must not intentionally be delayed by management.

Where Health and Safety Representatives have been elected, they must always be included in any consultation that affects, or is likely to affect, the health and safety of members of their work group.

Health and Safety representatives are entitled to attend an initial course of 5 days, and a 1-day refresher training every year after the initial year.

The majority of the members of a work group may remove a Health and Safety Representative for the work group if they make a written resolution that the Health and Safety Representative should no longer represent the work group and inform the members of the work group and the site manager.

Setting up Health and Safety Committees:

- If requested to do so by 5 or more workers, or by a Health and Safety Representative, a committee must be set up.
- The Health and Safety Representatives may choose to be members of the committee. In total, at least half of the members of the committee must be workers who are not nominated by management.
- Health and Safety Committees must meet at least every three months.

Document Control

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to document control. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module(s) used:

SWMS Register (version control)
WHS/OHS Policies & Procedures module (version control)

Policy & Procedure

This Work Health and Safety Management System will be released as a controlled document. The controlling authority shall be the Managing Director.

Documents will be maintained in a detailed hierarchy to assist users in identifying the system structure and linked documents. A master list of approved WHS Management System documents will be maintained in accordance with the Document Management Procedure.

The WHS Management System will share some procedures and policies with the Quality Management System as there are many activities that are common to both, such as Document Control, Records Management, Training, Audits and Corrective Action.

Documents will therefore be managed under the Quality Control System currently maintained by the Pandanus Workforce Work Health & Safety Management software. Non-controlled copies of the system's documents are not authorised for distribution or use within Pandanus Workforce.

Purchasing & Procurement

Purpose & Scope

The purpose of this policy is for Pandanus Workforce to implement and maintain a system that minimizes the potential risk to the Health and Safety of persons created by the purchasing of plant, equipment, goods, services and substances as well as the hiring of subcontractors.

The following guidelines are to be adhered to by all managers, supervisors, employees &contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:

Contractor Register
Supplier Register
Checklist & Audit
Logbook
Chemical register

Policy & Procedure

Pandanus Workforce shall ensure the following for all purchases:

The Purchase Decision

A risk assessment be carried on all purchasing of plant and equipment that is new, and a risk assessment has not previously been conducted on that make/model. The risk assessment must consider:

i. Whether the purchasing complies with the appropriate design standards.
ii. Whether it is appropriate for the task for which it is intended.

The assessment should ensure that this purchase represents the lowest potential risk using the risk hierarchy. The company should as part of this, ensure that there is no alternative product that represents a lower risk.

The assessment should review the supplier in terms of reliability, consistency and conformity of product. Any supplier issues will be logged in the MAUS WHSMS logbook module.

The Delivery

Pandanus Workforce will ensure the following in terms of delivery:

- That the goods and services will be delivered to the correct area of the site with appropriate documentation being signed off.
- Review for completeness.
- Stored in a safe place.
- Ensure any MSDSSDS information is received logged and updated. (Registered in the MAUS WHSMS – Chemical Register).

- Ensure that any chemicals or hazardous substance are correctly registered. (Registered in the MAUS WHSMS – Chemical Register).

Plant, Equipment & Training

If the purchase involves equipment that requires licensing or training, ensure that this has been put in place prior to use. When purchasing plant and equipment, all information regarding the safe use of the equipment shall be secured from the supplier/manufacturer prior to installation, commissioning or use. Licensing and training requirements will also be reviewed prior to commissioning or use. (Registered in the MAUS WHSMS – Training & Licenses Register, Contractor Register).

Subcontractors

If the purchase involves the procurement of subcontractor, Pandanus Workforce will review valid license, insurance and organisational details. Pandanus Workforce will also review any reference checks, your past experiences with the subcontractor, the resource and financial capability of the contractor to perform the work and the commitment of the contractor to comply with WHS. (MAUS WHSMS – Logbook, Contractor Register).

Injury Management & Rehabilitation

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Injury Management &Rehabilitation. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main modules used:
Injury Register
Corrective Actions
Hazard Risk Register

Policy & Procedure

Rehabilitation: Every Australian worker's compensation jurisdiction places an obligation on employers to provide rehabilitation and suitable duties for employees injured in the workplace. The company's policy, and programme and procedures, are detailed in the Rehabilitation Manual. In general, the company aims to return the employee to work promptly. Research has shown that injured employees generally return to normal duties faster if they are encouraged to return to work as soon as possible. When they initially return to work, the employee may be assigned to light or restricted duty roles if they are unable to recommence normal duties.

REHABILITATION MANUAL (Sample)

CONTENTS:

- Introduction.
- Rehabilitation Checklist.
- The Rehabilitation Procedure.
- Rehabilitation Coordinator.
- Communicating the Rehabilitation Program to Employees.

Introduction

This manual has been prepared to assist management in the implementation of cost-effective rehabilitation through the development of a sound return to work management programme.

This programme will be consistent with current legislation in all states and territories where the company operates and will be developed through meaningful consultation with both management and employees.

It is emphasised that the particular circumstances relating to any particular case will vary, and that each case should be dealt with on its own merits. This document is prepared as a guide to the effective return to work of injured employees. However, specific decisions and actions taken in each case should also consider information and advice of the employee's treating doctor, the company consultant doctors, the rehabilitation/return to work coordinator, the insurance company or its agents and the rehabilitation advisers.

Rehabilitation Checklist
The following checklist can be used to self-audit the Return-to-Work Injury Management Programme:

Rehabilitation Checklist		
Name of Employee:		
Please tick the appropriate response.	**Yes**	**No**
Are suitable duties provided to employees on a case-by-case basis?		
Are all injured employees contacted by line management within 48 hours of being absent?		
Are all injured employees required to attend the company referral doctor within 72 hours?		
Is a rehabilitation/return to work meeting held within one week of absence?		
Is a written return to work plan coordinating the treatment, rehabilitation and retraining of the injured employee, developed with the injured employee? This will detail suitable duties in accordance with the employee's treatment as stated by the doctor's recommendations to commence as soon as medically appropriate. Has a confidential rehabilitation/return to work file in accordance with current legislative requirements been created and maintained?		
Has a Rehabilitation/Return to Work Coordinator been nominated and trained?		
Assessor Name: …….. Signature: …….. Date: ……..		

The Rehabilitation / Return to Work Procedure

The following procedure is to be adopted for all employees injured in the course of their employment:

All injured employees are to be visited or contacted within 48 hours of their absence, by their supervisor or departmental manager. Following this initial contact:

- A letter from the manager confirming an appointment with the company's consultant physician.
- A Worker's Compensation claim form for the employee to complete.
- The accident investigation report form, so that the supervisor can complete the accident investigation report.

NB: In New South Wales there is a requirement to advise the worker's compensation insurer within 48 hours of any work injury where the employee will be unable to undertake their normal employment for a period of seven days or more. The insurer has a responsibility to assist in the development of an injury management programme for the employee. These procedures meet that requirement, but it is still essential that the insurer be advised by telephone.

All injured employees are to see the company's consultant doctor unless they have returned to work before an appointment can be arranged.

After the injured worker has seen the company consultant doctor, a meeting is to be held on company premises, chaired by the departmental manager. The following people are to attend:

- The injured employee.
- The supervisor.
- The company consultant doctor.
- The nominated rehabilitation/return to work coordinator.

The purpose of this meeting is to arrange a programme of suitable duties under medical guidance. It is the responsibility of the company's consultant doctor to advise management on the medical constraints within which suitable duties can be performed. It is the responsibility of the manager, guided by the rehabilitation/return to work coordinator and in consultation with the supervisor, the doctor and the injured employee to determine appropriate suitable duties. If the injured employee fails to attend this meeting, it is to be held without them. The employee should be given the job offer in writing, prior to commencement.

In the event that an employee is employed and or resides in a remote location, the rehabilitation/return to work coordinator will take into consideration, the employee’s reasonable ability to attend formal meetings or visit with the company consultant doctors. In such cases the rehabilitation/return to work coordinator will make a determination and advise management as to the employee’s suitability, under reasonable circumstances, to participate in a suitable duties programme.

However, specific decisions and actions taken in each case should also consider information and advice of the employee's treating doctor, the company consultant doctors, the rehabilitation/return to work coordinator and the insurance company or its agents and the rehabilitation advisers.

All partially incapacitated employees are to be found suitable duties. No effort is to be spared in ensuring that suitable duties are provided, even if this means providing transport for the injured employee; time off to attend physiotherapy or treatment; or if modifications need to be made to the workplace.

Having developed a return-to-work plan and established a regime of suitable duties for the injured worker, the rehabilitation/return to work coordinator will arrange regular meetings with the departmental manager, injured employee, supervisor and the company consultant doctor.

All steps in the rehabilitation/return to work process should be carefully documented and all interested parties involved in this process kept fully aware of the situation. In any subsequent proceedings there should be no doubt as to the progress of the injured employee and the return-to-work plan or the nature of the suitable duties offered.

The company consultant doctor should refer injured employees to appropriate specialists as required. Such action is to be fully supported and encouraged by management.

Under no circumstances should any employee be terminated, while on worker's compensation, until all avenues of rehabilitation have been exhausted. Termination should only be considered in circumstances where the employee has shown a consistent refusal to cooperate in their rehabilitation, and this has been thoroughly documented. Prior to termination each claim should be discussed with the insurer, the insurer's solicitor, and the insurance broker to determine whether this is in the best financial interests of the company.

NB: No employee should be terminated during the first 6 months of absence without first seeking legal advice.

The rehabilitation/suitable duties procedure should be adopted in circumstances where employees have reported minor sprains or strains but have yet to lose time. Such a rehabilitation programme can frequently avoid any absence occurring.

It is essential that management treat each case on its own merits and make considered decisions in light of the financial interests of the company and the welfare of the injured employee.

Rehabilitation/Return to Work Coordinator

Some jurisdictions require the appointment of a Rehabilitation/Return to Work Coordinator. This is usually a part-time appointment. The role of the rehabilitation/return to work coordinator is to:

- Overview the rehabilitation programme and ensure it is implemented in a timely and thorough manner.
- Create and maintain a rehabilitation/return to work file.
- Liaise with medical providers including the employee's treating doctor.
- Advise management, as appropriate, on the rehabilitation/return to work programme.

Implementation of the rehabilitation/return to work programme is an operational management responsibility and cannot be delegated to the Rehabilitation/Return to Work Coordinator.

NB: In Queensland, a rehabilitation coordinator is required for each location with more than twenty employees.

Communicating the Rehabilitation/Return to Work Program to Employees

The purpose of the Rehabilitation/Return to Work Programme is to promote the welfare of employees, minimise time lost and minimise the associated costs of employee injuries to the company. A workplace-based rehabilitation/return to work programme is a requirement of most State or Territory Worker's Compensation Acts. The policy and procedures statement should be given the widest promulgation. They should be discussed with the WHS Committees, promoted at staff training courses and the policy should be displayed on notice boards at workplaces throughout the organisation.

MEASUREMENT EVALUATION & SYSTEMS REVIEW

Monitoring & Measurement

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Injury Management & Rehabilitation. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Injury Register
Corrective Actions
Hazard Risk Register
Document Management module – health surveillance form

Policy & Procedure

Health and Safety legislation requires that a system be implemented which monitors and reviews the effectiveness of the WHS system.

Pandanus Workforce has developed the following system that will ensure the systematic identification and monitoring of safety issues at Pandanus Workforce controlled workplaces.

Regular Inspections. This will take the form of:

- Management informal walk-throughs. Any non-conformance will be immediately addressed, and any incidents or corrective actions will be recorded in the MAUS WHSMS.
- Specific formal checklists. Formal inspection and checklists will be the regular auditing of health and safety will be done from checklists.
- Review of worker practices.

Annual Management & Site Reviews

- Review of incidents. All incidents are recorded in the MAUS WHSMS. The reports from this module, frequency, type and scale of incident will be reviewed.
- Review of Injuries. All injuries are recorded in the MAUS WHSMS. The reports from this module, frequency, type and scale of injuries, treatment and processes will be reviewed.

- Review of Corrective Actions. All corrective actions are recorded in the MAUS WHSMS. The reports from this module will be reviewed to make sure that tasks have been completed. We will also review this module to ensure that the same issues are not constantly being addressed. If this is occurring,.0.0. we will develop either better training or compliance procedures.
- Review of training and compliance. All training is recorded in the MAUS WHSMS. We will ensure that we have adequately training and consulted with our staff on WHS issues.
- Review of checklist compliance. We will review and monitor the checklist results and quality of adherence to WHS. If there are issues that commonly arise by workers not adhering to the standards of Review of incidents. All incidents are recorded in the MAUS WHSMS. The reports from this module, frequency, type and scale of incident will be reviewed.
- Review of Injuries. All injuries are recorded in the MAUS WHSMS. The reports from this module, frequency, type and scale of injuries, treatment and processes will be reviewed.
- Review of Corrective Actions. All corrective actions are recorded in the MAUS WHSMS. The reports from this module will be reviewed to make sure that tasks have been completed. We will also review this module to ensure that the same issues are not constantly being addressed. If this is occurring, we will develop either better training or compliance procedures.
- Review of training and compliance. All training is recorded in the MAUS WHSMS. We will ensure that we have adequately training and consulted with our staff on WHS issues.
- Review of checklist compliance. We will review and monitor the checklist results and quality of adherence to WHS. If there are issues that commonly arise by workers not adhering to the standards of Pandanus Workforce then we will develop pro-active strategies to improve safety.
- Then we will develop pro-active strategies to improve safety.

Health Surveillance

- The continuous risk assessment procedures will determine if health surveillance is required for any given hazard, based on cross referencing the relevant safety data sheets and exposure standards.
- If exposure is close to or over exposure standards set out in the WHS regulation, monitoring of the exposure must occur as set out in legislation and controlled to an acceptable level.
- Note that health surveillance will not be used as an alternative to the implementation of control measures.
- When health surveillance is required, the worker/employer must contact their Site Safety Representative or managing director to make the appropriate arrangements.

Typical Hazards that may require Health Surveillance include:

Asbestos

Health monitoring is only required for workers exposed to asbestos removal work or other ongoing asbestos work. Health monitoring for asbestos shall include:

- Demographic, medical and occupational history.
- Respiratory questionnaire (available from medical practitioner).
- Review and recording of employee's personal exposure and;
- If indicated by medical history a physical examination with emphasis on the respiratory system which may include an x-ray could be included.

Health surveillance for asbestos work shall occur every two years. All personal information including occupational history and previous exposure shall be managed confidentiality by the medical practitioner and in accordance with Workplace Health and Safety Asbestos Monitoring Guidelines.

Noise

- The hearing of workers exposed to noise can be monitored through regular audiometric observations. Audiometric testing shall be provided to employees exposed to acoustic shock or hazardous noise exposed areas.
- All audiometric testing shall comply with AS1269 and shall occur to all employees who may be exposed to hazardous noise during pre-employment and every two years. Any identified shift in the threshold of hearing of an employee shall be managed under the direction of the medical provider.

Biological hazards

- Biological hazards are recorded and reviewed every two years by an Occupational Hygienist to ensure controls are in place to mitigate the exposure of biological hazards, this includes a review of the immunisations required for those at risk.

Records Management

Purpose & Scope

This purpose of this policy is to ensure that documents and records are maintained as necessary to conform to the WHS guidelines. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Document Module including access to site safety management plan, emergency procedures and minutes
SWMS register

Policy & Procedure

The WHS Officer is responsible for the following:

- Ensuring that the document management system complies with the WHS regulations and that the company assists all managers and workers to capture records, protect their integrity and authenticity, provide access through time.
- Approve the project site safety plans and other relevant documentation.
- Ensure that official records and documents are routinely captured and subjected to the relevant retention and disposal authority.
- Updating the documents register for all corporate documentation.
- Ensure that access to records and documents is managed according to authorised access and appropriate retention times.
- Records and documents are protected from unauthorised alteration or deletion.
- Documents are version controlled as required.

All Personnel:

- Should ensure that they use the latest version of required documents.
- Know how to retrieve and update records where required.

Incident and Investigation

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Incident and Investigation. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Incident Register
Injury Register

Other modules used:
Hazard Register
Training Register

Policy & Procedure

Injury, illness or incident occurrence:

- Any injury, illness or incident must be reported to the First Aider (or manager).
- The Incident Notification Form shall be completed and first aid or medical assistance sought.
- The manager completes the incident investigation upon notification (wherever possible the injured or ill worker should be involved in this process). The manager updates the WHS Corrective Action Register to include corrective action identified from the investigation.

NB: This must be completed within 24 hours.

Authority Requirements:

In addition to the injury, illness or incident reporting procedure outlined it is expected that the State Authority Reporting Requirements be undertaken. These are legislative requirements and reporting of these will be the responsibility of the WHS Representative. All questions regarding incidents should be initially directed to the appropriate WHS Representative.

All notifiable incidents including a serious incident or dangerous occurrence needs to be reported to the Government Authority.

What is a serious injury or illness?

- The death of a person.
- Immediate treatment as an in-patient in the 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 his or her skin from an underlying tissue (de-gloving, scalping).
    - A spinal injury.
    - A loss of bodily function.
    - Serious laceration.
    - Medical treatment within 48 hours of exposure to a substance.

What is a dangerous incident?

- 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 pressurised substance.
- Electric shock.
- The fall or release from 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 the WHS 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.

How and when do you notify the government authorities?

- Immediately after becoming aware of a notifiable incident the government authority shall be notified. If by telephone, it must be followed up by a notification in writing within 48 hours.
- If a notifiable incident occurs, the details of that incident shall be kept for at least 5 years from the date of the notice, and safe work method statements and associated risk assessments must be reviewed.

Preservation of Site:

If there is a notifiable incident, the site where the incident occurred shall not be disturbed until an inspector arrives at the site or any earlier time that an inspector directs. This includes any plant, substance, structure or thing associated with the notifiable incident, but it shall not prevent any action to assist an injured person, remove a deceased person, take action that is essential to make the site safe or to minimise the risk of a further notifiable incident or associated with a police investigation or for which an inspector or the regulator has given permission.

Incident Investigation:

Incident investigation is to focus on 'root cause' of the incident and not apportion blame. All incidents are caused by contributing factors, under which lies the root cause. Typical root causes of an incident include:

- Inadequate or ineffective operating procedures.
- Operating procedures which are not used effectively.
- Operating procedures that are not properly understood.
- Operating procedures that are not properly reinforced or supervised.
- Design of plant which is less than adequate.
- Manufacture or installation which is less than adequate.
- Maintenance which is less than adequate.
- Modifications which are less than adequate.
- Safeguarding which is less than adequate.
- Training which is less than adequate.

In order to find the root, cause the following steps are to be considered when investigating workplace incidents.

- Establish the facts - This is not designed to apportion blame but to assist in identifying factors which may have caused or contributed to the incident. This can be achieved through observation, inspection, testing, sampling, review of systems and interviewing to discover who, what, when, why, where and how.
- Environment - Examination of the work environment will determine factors that may have influenced the behaviour of people who may have contributed to the incident i.e. noise, ventilation, lighting, weather conditions, hazardous substances, etc.
- Human behaviour - In examining people's behaviour it is necessary to look not only at the person(s) involved in the incident but the actions of other people in the work area i.e.:
    - Lack of knowledge.
    - Information overload/under load.
    - Risk taking.
    - Fatigue/stress.
    - Failure to follow safe work procedures.
    - Inexperience.
    - Non-compliance with rules.

- Design - The design aspects of the workplace are many and varied and will influence people as to the way in which work is carried out i.e. machines, tools and equipment, work methods and practices, etc.
- Safe systems - Safe systems of work are the key to providing a workplace that is free from risks to the individual. Breakdown in these systems will generally provide the basis for damage to people, property or production i.e. planning, training, purchasing, maintenance, cleaning, storage, monitoring, inspections, PPE, etc.
- Draw conclusions - Conclusions are drawn from the established facts i.e. the most likely cause is identified.

- Make recommendations - The prime aim of investigation is to identify causes and make recommendations for action that will prevent a recurrence in accordance with the hierarchy of controls:
    - Eliminate the hazard.
    - Substitute the hazard with a less hazardous option.
    - Engineer out the hazard.
    - Administrative controls such as training or signage.
    - Personal Protective Equipment (PPE).

All reporting and investigations should be carried out within 1 week of the manager becoming aware that an incident has occurred and 24 hours for notifiable incidents.

Review of Corrective Actions

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Review of Corrective Actions. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Corrective Actions Module
Hazard Risk Register
Incident Register
Injury Register

Other modules used:
SWMS Register
Chemical Register
PPE Register

Policy & Procedure

Pandanus Workforce shall review corrective actions by taking the following steps:

- Defining the scope of the activity that is to be assessed.
- Identifying the hazards and associated risks.
- Assessing the risks.
- Controlling the risks.
- Monitoring and reviewing the process.
- Evaluation of the results against predetermined benchmarks.

Pandanus Workforce shall implement all controls using the following hierarchy of hazard control:

- Eliminating the hazard.
- Substituting the hazard.
- Modifying the process.
- Isolating the hazard.
- Implementing engineering controls.
- Implementing administration controls.
- Using a combination of controls.
- Using back up controls, such as personal protective equipment.

In addition, the following shall occur:

- See that all corrective actions identified in an investigation are authorised with signed documentation.
- Allocate responsibility against each corrective action, to ensure everyone is aware of what is required of them. Any lack of response shall be tracked to the responsible person.
- Ensure any corrective actions have a time frame allocated to them for completion.
- Ensure all employees concerned have received sufficient training, or arrange for retraining, as deemed necessary by the findings of the investigation.

After implementing corrective actions, ensure they are evaluated within a predetermined time. This is to ensure that the controls have not caused any further hazards, and that they are in fact appropriate to reducing the likelihood of a recurrence of the same event.

Internal Audit Procedure

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Audit of WHS Management System. The following guidelines are to be adhered to by all managers, supervisors, employees & contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Audit Module

Other modules used:
All other modules

Policy & Procedure

The WHS Management System of Pandanus Workforce shall be subject to regular and ongoing reviews of progress, relevance and compliance.

Audits of the WHS Management System including site/task specific safety plans shall be conducted in accordance with the internal quality assurance auditing system of Pandanus Workforce and will take into account the following:

- Legislative requirements.
- Expectations and requirements of interested parties.
- Changes in products or activities.
- WHS incidents since previous audit.
- Market preferences.
- WHS audits and inspection reports.
- Feedback and communication received of the system since previous audit.
- Proposed future direction of health and safety.

Reports from each audit will be tabled and presented at the management team meeting and at the Work Health and Safety Committee meeting for Pandanus Workforce.

OTHER POLICIES

Workplace Behaviour Policy

Purpose & Scope

Pandanus Workforce recognizes the risk to worker health and safety from exposure to bullying and intimidation and has adopted a ***ZERO tolerance*** policy.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Employee log
Training Register

Policy & Procedure

You must treat colleagues, clients and all other individuals in a fair, respectful and equitable manner regarding all aspects of our business. Workers must ensure they contribute positively to an environment free of discrimination and harassment. This requires the implementation of fair and transparent practices and decisions, as prescribed by anti-discrimination legislation.

Discrimination

Unlawful discrimination is where someone is treated less favourably than someone else because of one or more of the following reasons:

- Race.
- Age.
- Sex.
- Sexual preference or orientation.
- Inter-sex status.
- Transgender or trans-sexuality.
- Gender identify/gender history.
- Disability or impairment.
- Pregnancy or potential pregnancy.
- Breastfeeding.
- Marital status.
- Religious belief or lack thereof.
- Political belief or lack thereof.
- Membership or non-membership of a trade union or union activity.
- Family/ parental responsibilities, including status as a Support Worker.
- Irrelevant medical records.

- Physical features.
- Criminal record.

It is also unlawful discrimination to treat someone less favourably because they are associated with someone who has one of these attributes.

Harassment

Harassment is any uninvited or unwelcome behaviour directed at another person that offends, intimidates or humiliates that person. This can be in the form of writing, email, text messaging, verbal, physical behaviour or through social media. Examples of harassment may include:

- Unwelcome physical contact.
- Offensive or demeaning comments or statements based on a person's attributes.
- Jokes or offensive gestures based on a persons' attributes.
- Offense communication (i.e. social media, texting).
- Displaying offensive material (i.e. pornography).

Sexual harassment is any unwanted, unwelcome or unreciprocated conduct or behaviour that is of a sexual nature which offends, humiliates or intimidates. Sexual harassment is illegal. Examples may include:

- Inappropriate jokes or gifts that are sexual in nature.
- Requests for sexual favours.
- Leering, staring or offensive gestures.
- Unwelcome remarks about a person's appearance, sexual activities or private life or your own private life.
- Display of offence material, including in electronic format.
- Touching or any unwelcome physical contact.

Harassment can occur even if it is unintentionally harmful such as practical jokes, and it doesn't have to be repeated behaviour to be classified as harassment.

Bullying

Bullying is generally repeated, unreasonable behaviour directed towards a colleague, Client or group of people which could impose a risk to their health and safety. Bullying may include:

1. Abusive, insulting or offensive language or comments.
2. Spreading misinformation or malicious rumours.
3. Behaviour which belittles or humiliates.
4. Making threats or intimidation.

You have a responsibility to behave appropriately, if you see or hear anything inappropriate report it.

Confronting Behaviour

If you experience or see inappropriate behaviour, you should act immediately by advising the person concerned that this type of behaviour is offensive and unacceptable. If you don't feel comfortable discussing your concerns with them directly, contact your manager directly. All matters will be treated with the utmost confidentiality.

The issue can be resolved informally or formally.

Informal resolution may include:

- Accompanying you to talk to the person informally and see if the situation can be resolved.
- Speak to the person on your behalf to explain how their behaviour is impacting on you and asking that the behaviour stops

Formal resolution may include:

- The business will conduct a formal investigation; if the concern is criminal in nature the Police may be informed.
- Generally, the investigation will involve raising the issue with the person about whom the complaint is made who will be given the opportunity to provide a response.
- The investigator will aim to keep you informed about the stage at which the investigation is at and the proposed completion time of the investigation process.
- The process will be kept as confidential as possible, conducted in an impartial matter and you will have an opportunity to bring a support person with you if you wish.

You must be aware that disciplinary action may be taken for making vexatious or fictitious claims or if complaints are found to be motivated by malice and without intent.

Contractor Management

Purpose & Scope

All tenderers, contractors, sub-contractors and employees of contractors engaged to perform work on Pandanus Workforce premises, or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice, Pandanus Workforces' WH&S policies, procedures and programs and to maintain current public liability and workers compensation insurance.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Contractor Register
Site register
Training Register
SWMS Register

Policy & Procedure

(Option 1)

Contractor Documentation:

As a minimum, all contractors hired by Pandanus Workforce shall submit the following:

- Worker's compensation insurance or self-insurance if self-employed.
- Public liability insurance of no less than $10 million.
- Safe work method statements for all works undertaken.
- Appropriate licenses.

Sub-contractors

Where sub-contractors are hired by contractors to carry out works for Pandanus Workforce it is the responsibility of the contractor to ensure they comply with WHS requirements.

When working on Pandanus Workforce sites, sub-contractors shall also undertake Pandanus Workforce induction.

WHS systems and operating procedures:

In developing their SWMS, contractors may be required to have in place systems of work which comply with specified MAUS policies, procedures and systems. If required, the specified WHS policies, procedures and systems or relevant parts, therefore, shall be identified and requested by MAUS prior to commencing work.

Review WHS Information:

When reviewing the WHS information submitted by tenderers, the manager should ensure that documentation can be verified if necessary.

Some questions or documentation requested may not be relevant or applicable to a specific tenderer. For example, if a tenderer uses different technology or methodology to other tenderers. The manager may exclude those requirements from their assessment of that tender and record the reason for doing so.

Safe Work Method Statements:

All work activities shall be addressed in Safe Work Method Statements (SWMS) or equivalent documents (such as Job Safety Analysis) that provide information on the hazards associated with the task/activity and how these will be managed.

The key elements of a SWMS typically include:

- An overall description of the work.
- Identification of potential hazards associated with the work, and the risks posed by these hazards.
- The step-by-step sequence involved in doing the work (may reference other information).
- The safety controls that will be in place to minimise the hazards at each stage.

Contractors shall ensure that their sub-contractors' SWMS(s) also satisfy the requirements of Pandanus Workforce. The manager will review SWMS(s) prior to the contractor commencing the activities for which the SWMSs have been prepared. The purpose of the review is to be satisfied that the SWMSs are adequate for the nominated activities. The review will not relieve the contractor of responsibility for complying with WHS legislation and the contract.

Depending upon the activity, contractors may develop generic SWMSs ahead of time for planned activities. In such instances, an on-site pre-commencement hazard check shall be undertaken to establish if, and to what extent, conditions have changed. Where conditions have changed, SWMSs shall be modified accordingly at the site prior to commencement of work and the manager advised accordingly.

An on-site risk assessment will be required for any unplanned work activities for which SWMSs do not exist. Where the new activity is hazardous, a SWMS shall be prepared and submitted to the manager for review prior to work commencing.

SWMSs shall be prepared and maintained to record the status of preparation, submission and approval of each SWMS.

WHS Management Meeting:

The WHS Management Meeting may be initiated by the manager for long-term contactors with the time and venue agreed with the contractor. The meeting will be chaired by the manager and may be attended by relevant stakeholders. This meeting will review current performance and SWMS.

Site-specific WHS induction:

For all contracts, irrespective of who owns and/or controls the site, Pandanus Workforce will provide a site-specific WHS induction to the contractor.

The content of the induction should be included in Pandanus Workforce Induction Checklist. The formal induction will provide an opportunity to review and reinforce the requirements of the contract.

The manager will provide or facilitate the induction by using the Contractor Induction Checklist. The manager shall maintain a record of the WHS induction of the contractor.

Reporting:

Contractors are also required to immediately inform Pandanus Workforce of:

- Any significant near miss or lost time injury (LTI) related to workers including employees, sub-contractors or members of the public and to cooperate in any subsequent incident investigation and/or debrief conducted by Pandanus Workforce.
- All other incidents including those resulting in medical treatment (MTI), near misses and property damage within 24 hours. Contractors will be requested to provide a written report on these incidents.
- Government Authority Inspections (such as WorkCover) of the site irrespective of the issue of a notice.

Contractors will be required to have in place an incident investigation process that investigates all incidents and provide an incident report to the contract manager.

Pandanus Workforce may also conduct its own investigation of serious incidents and contractors will be required to cooperate with this process.

All contractor incidents will be recorded in Pandanus Workforces'Incident Recording System within 48 hours of the incident.

Contractor non-conformance:

Where WHS non-conformance is identified it shall be brought to the attention of the contractor/contractor's representative immediately by way of verbal instruction.

If an oral instruction is issued, the manager shall keep a written record of the instruction in a diary or on the project file. The record shall detail the nature of the non-conformance, the person responsible for the non-conformance and the person to whom the instruction was given. If the non-conformance is repeated following an earlier oral instruction, a written instruction to contractor/contractor's representative shall be issued.

The manager shall follow up all non-conformances to confirm that satisfactory action has been taken by the contractor. A record of the satisfactory closure of a non-conformance shall be recorded on the project file.

The contract manager shall escalate the issue if:

- The contractor fails to take satisfactory action in response to an instruction to the contractor or the contractor/contractor's representative refuses to accept or acknowledge receipt of an instruction to the contractor.
- Repeat non-conformance by an employee or sub-contractor of the contractor.
- A need for application of a sanction arises.

The status of corrective and preventive actions shall be regularly reviewed and reported at Contract Meetings.

Where immediate rectification of a non-conformance is required, the manager may suspend the relevant part of the work (with concurrent advice to senior managers) until the non-conformance has been resolved.

Prior to the completion of the contract the manager shall ensure that all corrective actions have been completed.

If the contractor fails to rectify the non-compliance, or if the contractor's performance has involved recurring breaches of WHS requirements, Pandanus Workforce may terminate the contract in accordance with the relevant contract provisions.

Accident and Incident Reporting:

Contractors are required to immediately notify Pandanus Workforce and the regulatory authorities of any notifiable incidents. Contractors are also required to immediately inform Pandanus Workforce of any lost time injury or significant near miss to workers or sub-contractors and to cooperate in any subsequent incident investigation and/or debrief conducted by Pandanus Workforce.

Emergency Work:

A hazard identification and risk assessment shall be carried out prior to any emergency or miscellaneous minor works commencing. Safe Work Method Statements shall be developed for all hazardous risk emergency or miscellaneous minor work activities.

(Option 2):

Stages in the Contractor Management System.

There are eight stages in Pandanus Workforce Contractor Safety Procedure:

1. Inclusions on a contractor register.
2. Classification of contract works by risk level.
3. Contract specification and expression of interest.
4. Selection and evaluation of tender/expressions of interest.
5. Contractor approval.
6. Contractor appointment and induction.
7. Contractor management.
8. Contractor review.

These are explained throughout the balance of this document.

Development of the Contractor Compliance Register:

This section shall be implemented upon commencement of this procedure and will be updated to reflect all new contractors appointed post commencement of this procedure.

- The manager will review the requirements of this procedure and appoint a Contract Management Team to review all contracts currently in operation at the site.
- Upon appointment of this team, the team will record all contract companies currently performing work on the site on the Contractor Compliance Register.

This database shall include:

- Contractor's company name.
- The contractor's ABN.
- The principal contact for the contract, including their address and phone details.
- The tasks the contractor performs.
- The date of expiry of their:
    i. Worker's Compensation Policy or Accident Insurance Policy.
    ii. Public Liability Insurance Policy.
    iii. Driver's License.
    iv. Vehicle Insurance (if applicable).
    v. The assessed risk level of the contract (selected based on tasks performed for Pandanus Workforce).
    vi. Date of induction where applicable.
- All new contractors appointed post-procedure implementation will be added to the site Contractor Compliance Register at Pandanus Workforce reception immediately upon appointment.

NB: In the event of emergency work being required at a Pandanus Workforce premises after hours and a suitable contractor is not identified on the Contractor Compliance Database or is not available to perform the work, the manager should consider the level of risk involved in the emergency task to be performed and shall implement appropriate control measures to mitigate that risk prior to allowing the work to proceed without applicable forms, etc. Once these risks have been mitigated the contractor should be informed and provided with all necessary information to perform the emergency work. Post-completion the contractor should be requested to complete relevant forms, etc. in accordance with their deemed risk level.

Classification of Contract Works by Risk Level:

This section shall be implemented upon commencement of this procedure and will be updated to reflect all new contractors appointed post-commencement of this procedure and any existing contractor currently used by Pandanus Workforce.

Upon updating of the Contractor Compliance Register the Contract Management Team will assess each contractor to determine their risk level based on the tasks they perform for Pandanus Workforce. The risk level will be in accordance with the table below.

Upon completion of selection of tasks in the Contractor Compliance Register the contract's risk level shall be updated on the database.

Once the risk level of the contract has been determined the manager shall implement the required contract process according to the risk level of the contract below.

Contract Management for High-Risk Tasks:

The following tasks should be carried out for all new high-risk contracts identified by Pandanus Workforce. Upon identification of proposed contractors, the manager shall:

- Update the job specification and contract materials to include the WHS and Environment Contract Requirements appropriate for high-risk tasks in the contract tender material.
- Issue the Expression of Interest letter.
- Issue the Contract Evaluation Scoresheet.
- Issue the minimum guidelines for preparing Site Safety Management Plans.

Selection and evaluation of expressions of interest/tender documentation for high-risk contracts:

Upon return of information, the manager, with the assistance of the contract management team or WHS Officer (where appointed), shall review all returned documentation supplied by prospective contractors and evaluate the documentation received. This evaluation shall be recorded on the Contract Evaluation Scoresheet.

Once all evaluations are completed the contractor who meets or exceeds Pandanus Workforces' WHS standards shall be selected by the Contract Management Team. When deemed required by the Contract Management Team the contractor may be requested to supply a Safety Management Plan to support the Contract Evaluation Scoresheet.

Approval of a new contractor for – high risk contracts:

Once the successful contractor is identified the manager shall negotiate contract activities and pricing.

Once negotiated and appointed the manager shall register the contractor on the Contractor Compliance Register and record all contract details on the register.

The manager shall review the task to be performed by the contractor, ensuring that all identified risks are removed or controlled prior to appointment and commencement of the contract and issue the contractor with the following documents for completion and return:

- Letter to contractor, Induction Handbook, induction log on details and acceptance form.

NB: The mail out date of the above documentation should be noted on the Contractor Compliance register for later follow-up.

The contractor completes all required forms and returns them to the manager who updates the Contractor Compliance Database.

NB: Under no circumstances is the contractor to commence work without worker's compensation or Accident Insurance Policy coverage. Where the contractor is a sole employee then accident insurance coverage shall be obtained. Under no circumstance will Pandanus Workforce cover a contractor for worker's compensation under Pandanus Workforces' policy (unless a prior agreement already exists at the time of implementation of this procedure).

Following acknowledgement of insurance coverage and return of all forms, (including the completion of a Safe Work Method Statement by the contractor), the manager coordinates a contract start date with the contractor and arranges for the completion of the contractor induction by all contract personnel who will be performing work on Pandanus Workforce premises.

NB: The contractor is required to provide details of the risk assessment undertaken and details of any control measures implemented to reduce these risks prior to commencement of the job. This may be completed on the Safe Work Method Statement or on documentation supplied by the contract firm. A copy of all risk assessments are to be maintained on the Contract File.

Long term projects extending beyond 12 months require annual attendance at the induction by the contractor.

Once completed the manager shall:

- Add the induction date to the Contractor Compliance Register.
- Complete the Contractor Approval Checklist.
- File all related documentation on the contract file for future reference and,
- Continue management and ongoing contractor management.

Where applicable, upon appointment of the contractor and receipt of all documents the Environmental Management Risk Assessment shall be signed off by the WHS Officer.

Contract Management for Medium Risk Tasks:

The following tasks should be carried out for all new Medium Risk contracts identified by Pandanus Workforce management.

Upon identification of proposed contractors, the manager shall:

- Update the job specification and contract materials to include the WHS Contract Requirements in the contract tender material where applicable.
- Complete the Safe Work Method Statement.
- Select and evaluation the expressions of interest/tender documentation for Medium Risk Contracts.

NB: In the event that a tender process does not apply the manager should proceed to Approval of a New Contractor.

Upon return of information, the manager, with the assistance of the Contract Management Team or WHS Officer (where appointed), shall review all returned documentation supplied by prospective contractors and evaluate the documentation received.

Once all evaluations are completed the contractor who meets or exceeds Pandanus Workforces' WHS standards shall be selected by the Contract Management Team.

Once the successful Contractor is identified the manager negotiates contract activities and once negotiated the manager registers the contractor on the Contractor Compliance Database and records all contract details on the database.

The manager reviews the task to be performed by the contractor, ensuring that all identified risks are removed or controlled prior to appointment and commencement of the contract and issues the contractor with the following documents for completion and return:

- Letter to Contractor, Contractor Induction Handbook and Acceptance Form.
- A copy of the Work Method.
- Completed Environment Risk Assessment and Environmental Mitigation Plan (where deemed applicable as per Work Method Statement).

NB: The mail out date of the above documentation should be noted on the Contractor Compliance Register for later follow-up.

The contractor completes all required forms and returns them to the manager who updates the Contractor Compliance Register.

NB: Under no circumstances is the contractor to commence work without Worker's Compensation or Accident Insurance Policy coverage. Where the contractor is a sole employee then Accident Insurance coverage shall be obtained. Under no circumstance will Pandanus Workforce cover a contractor for worker's compensation coverage under a Pandanus Workforce policy (unless a prior agreement already exists at the time of implementation of this procedure).

Following acknowledgement of insurance coverage and return of all forms, (including the completion of a Work Method Statement by the contractor), the manager co-ordinates a contract start date with the contractor and completes the contractor induction by all contract personnel who will be performing work on Pandanus Workforce premises.

NB. The principal contractor or contractor is required to provide details of the risk assessment undertaken and details of any control measures implemented to reduce these risks prior to commencement of the job. This may be completed on the Safe Work Method Statement or on documentation supplied by the contract firm. A copy of all risk assessments are to be maintained on the Contract File.

Long term projects extending beyond 12 months require annual attendance at the induction by the contractor.

Once completed the manager shall:

- Add the Induction date to the Contractor Compliance Database.
- Complete the Contractor Approval Checklist.
- File all related documentation on the contract file for future reference.
- Continue management and ongoing contractor management.

Where applicable, upon appointment of the contractor and receipt of all documents the Environmental Risk Assessment shall be signed off by the WHS Officer.

Contract Management for Low-Risk Tasks:

The following tasks should be carried out for all new Low Risk contracts identified by Pandanus Workforce.

Upon identification of proposed contractors, the manager shall:

- Update the Job Specification and Contract materials to include the Contract Specification Flowchart applicable for low-risk tasks in contract tender material to identified contractors, requesting completion and return by the contractor.
- In the event that the manager deems the low-risk task to be performed as a specific risk then the manager will also request the completion of a Safe Work Method Statement for that task.
- Selection and evaluation of expressions of interest/tender documentation for low-risk contracts

NB: In the event that a tender process does not apply the manager should proceed to Approval of a New Contractor.

Upon return of information, the manager, with the assistance of the Contract Management Team or WHS Officer (where appointed), shall review all returned documentation supplied by prospective contractors and evaluate the documentation received.

Once all evaluations are completed the contractor who meets or exceeds Pandanus Workforces' WHS standards shall be selected by the Contract Management Team.

Approval of a New Contractor for low-risk contracts

Once the successful contractor is identified the manager negotiates contract activities and pricing.

Once negotiated the manager registers the contractor on the Contractor Compliance Database and records all contract details on the database.

The manager reviews the task to be performed by the contractor, ensuring that all identified risks are removed or controlled prior to appointment and commencement of the contract and issues the contractor with the following documents for completion and return:

- Letter to Contractor, Contractor Induction Handbook and Acceptance Form.

NB: The mail out date of the above documentation should be noted on the Contractor Compliance Database for later follow-up.

The contractor completes all required forms and returns them to the manager who updates the Contractor Compliance Database.

NB: Under no circumstances is the contractor to commence work without Worker's Compensation or Accident Insurance Policy coverage. Where the contractor is a sole employee then Accident Insurance coverage shall be obtained. Under no circumstance will Pandanus Workforce cover a contractor for worker's compensation coverage under a Pandanus Workforce policy (unless a prior agreement already exists at the time of implementation of this procedure).

Following acknowledgement of insurance coverage and return of all forms, (including the completion of a Safe Work Method Statement by the contractor where deemed applicable by the manager), the manager co-ordinates a contract start date with the contractor and arranges for the completion of the Contractor Induction by all contract personnel who will be performing work on Pandanus Workforce premises.

Long term projects extending beyond 12 months require annual attendance at the Induction by the contractor.

Once completed the manager shall:

- Check that the induction has been completed.
- Complete the Contractor Approval Checklist.
- File all related documentation on the contract file for future reference.
- Continue management and ongoing contractor management.

Where applicable, upon appointment of the contractor and receipt of all documents the Environmental Risk Assessment shall be signed off by the WHS Officer.

Existing Contractors:

This section relates to procedural requirements for all existing contractors who have already commenced or are undertaking activities on behalf of Pandanus Workforce at the time of implementation of this procedure.

The manager identifies by name and address, all existing contractors acting for, or on behalf of Pandanus Workforce and notes their details on the site Contractor Compliance Register.

The manager issues the existing contractor with:

- Letter to Contractor, Contractor Induction Handbook and Acceptance Form;
- A copy of the Work Method Statement for completion for medium and high-risk contractors and records the mail out date on the Contractor Compliance register.

The manager collates all returns, completes the Contractor Approval Checklist and records contractor information i.e. insurance expiry dates, etc. on the Contractor Compliance Register.

The manager files this information on the contract file for future reference and co-ordinates the Contractor Induction.

In the event of non-return of information, the manager will issue the contractor with the Follow-up Letter to Contractor.

In the event that the information is subsequently not returned all future services will be withheld until the information is received and a notation made against the contractor’s details on the Contractor Compliance Register.

The manager continues day to day management of the contractor.

Appointment, Commencement and Ongoing Management of New Contractor:

Once all completed forms are received, the manager shall file all returned documents associated with the contract on the contract file and co-ordinate completion of the Contractor Induction for all contract personnel.

Once completed the induction date shall be noted on the Contractor Compliance Register and a start date agreed with the Contractor.

The manager shall monitor all work performed by the contractor to ensure the contractor performs work in accordance with legislative requirements. Reviews of contractor performance shall be noted by the Contract Manager, filed on the Contract File and non-conformance advised and programmed for correction.

NB: Monitoring will be determined by the manager and will be based on risk, location and task to be performed.

All accidents and incidents involving contractor personnel shall be reported and investigated using Pandanus Workforces' incident reporting process and corrective action agreed with the contractor and implemented.

In the event of non-compliance to Pandanus Workforce standards or legislative requirements the manager shall advise the contractor of corrective action required and dependent on the severity of the breach may cease the activities of the contractor concerned until the matter is rectified.

The contractor shall be responsible for rectifying any non-compliance of any contractors he/she appoints.

Where a non-compliance is not rectified to Pandanus Workforces' satisfaction then a note shall be recorded in the compliance section of the Contractor Register about the incident/non-compliance, and the Contract Manager should note the recommendation to no longer use the contractor. Should the contractor rectify the non-conformance then the Contract Manager shall update the rectification note in the Contractor Compliance Database and select matter rectified.

Long Term Contract Appointment:

This section applies to all contractors appointed post-procedural implementation and to all existing long-term contractors working at Pandanus Workforce at the time of procedural implementation. These are in addition to the above procedural requirements.

The manager will annually re-issue the long-term contractor (a contractor who performs work for Pandanus Workforce longer than 11 months) with:

- Insurance/License Details Form for review and completion. Returned updated details shall then be recorded on the Contractor Compliance Database.

Following return of information, the manager and contractor shall co-ordinate a date for completion of the Contractor Induction. This shall be no longer than two years after the initial induction date. Once completed updated information shall be noted on the Contractor Compliance database and all documents filed on the Contract File for future reference.

Contractor work performed on a Pandanus Workforce premises or on behalf of Pandanus Workforce where a contractor appoints additional contract personnel (e.g. principal contractor arrangements):

- Where the appointed contractor identifies a need to appoint a series of contractors to perform different or additional tasks (e.g. refurbishment, construction work) to assist him/her perform their contracted role, the contractor (principal contractor) shall advise the manager prior to appointment.
- Upon receipt of this advice the manager shall request the:
    - Principal contractor to complete a revised Safe Work Method Statement (as a minimum) which illustrates control of sub-contractors and all other alternate methods of engagement and their associated risks.
    - Upon receipt of this document the manager shall review the plan and approve the appointment of additional contractors.
- Once approved the principal contractor shall be advised of approval and shall request all proposed sub-contractors to:
    - Complete a Safe Work Method Statement prior to the commencement of work.
    - Provide details of insurance.
    - Read the Letter to Contractor, Contractor Induction Handbook and Acceptance Form and return the Acceptance Form at the rear of the document.

Upon completion and receipt of the above the principal contract manager shall complete the Contractor Approval Checklist and forward all returned documentation to the manager for review.

The manager shall review all completed documentation to ensure compliance to contractor safety procedure requirements and update the Contractor Compliance Database.

NB: In the event that a sub-contractor task is identified as high or medium risk the principal contractor will request the completion of a Work Method Statement by the sub-contractor. The Safe Work Method Statement shall ensure that all tasks can be performed in accordance with their legislative requirements and are free from any health and safety risks inherent to the task to be performed prior to the commencement of work.

Once the Contractor Compliance Register is updated the principal contractor and Pandanus Workforce manager shall co-ordinate dates for completion of the Contractor Induction by the sub-contractors. Upon completion these dates shall be added to the Contractor Compliance Database and a start date agreed.

Once appointed the principal contractor shall issue all sub-contractors with a copy of the Safe Work Method Statement to ensure work is performed in compliance to this statement.

Once appointed the sub-contractors shall be advised of site-specific induction requirements by the principal contractor and will then commence and perform work in accordance with legislative requirements.

The manager shall monitor all work performed by the principal contractor and their contractors for legislative compliance.

Contractor Inductions:

A comprehensive program of induction training (including emergency procedures) shall be conducted for all contractor personnel prior to commencing work with Pandanus Workforce. Where contractors are used for periods longer than two years a bi-annual refresher induction will be conducted.

Equipment, Materials and Work Permits Used by Contractors:

All equipment, materials and work permits used by contractors shall be supplied by the contractor and shall meet legislative requirements unless otherwise arranged by the responsible Pandanus Workforce manager.

Contractors Undertaking New Work:

In the event that an existing contractor is deemed appropriate to undertake additional/new work, prior to any new work tasks taking place the manager shall request:

- A Safe Work Method Statement (as a minimum).
- Determine that insurance details are still current for the life of the new contract and if not provide new insurance details.

EMERGENCY & FIRST AID

First Aid Procedure

Purpose & Scope

The purpose of this procedure is to outline the first aid requirements at Pandanus Workforce. The following guidelines are to be adhered to by all persons.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Policy & Procedure

Pandanus Workforce will ensure the provision of a prompt, coordinated First Aid response in the following ways:

- Meet and/or exceed legislative requirements.
- Identify and assess the potential for an injury/incident occurring by:
    11. Observing tasks/work performed/work environment.
    12. Consulting with workers and nominated Health and Safety Representatives.
    13. Reviewing near misses and past injury reports.
    14. Other means as necessary.
- Determine suitable resources based on the nature of the work, hazards, size and location and number and composition of persons at the workplace.
- Specify minimum requirements based on risk, for example:
    - Type, contents and number of kits.
    - Number and location of FAOs (including remote locations where applicable).
    - Provision of First Aid rooms and specialist kits.
- Advertise location of First Aid Kits, rooms.
- Advertise location and contact details for FAOs.
- Regularly audit contents of kits and contact details.
- Document all treatment, injuries and illness.
- Appointing, training and replacing FAOs as required.
- Ensure FAOs:
    - Receive adequate training from a Registered Training Organisation.
    - Are able to perform First Aid duties.
    - Are willing to provide First Aid treatment as required.

A map showing location of First Aid kits will be placed on the site notice board.

Emergency Contingency and Preparedness

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Emergency Contingency and Preparedness. The following guidelines are to be adhered to by all managers, supervisors, employees &contractors (PCBU's & Workers).

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:
Hazard Risk Register
Site Safety Plan
Emergency Procedures
Corrective Actions Register

Other modules used:
Site Register

Emergency Policy & Procedure

Site Assessment
The manager and WHS Representative shall carry out a risk assessment of all locations to determine the likely emergency risks to which the location may be exposed. This assessment will include:

- The identification of critical machinery or processes which could cause a problem if disrupted for any reason. The results of this assessment will form the basis for all future site-specific emergency procedures, and all corrective actions will be noted on the site corrective action register for completion.
- A review of all emergency equipment (including, but not limited to, emergency power, emergency devices and lighting) to ensure it is provided, maintained and adequately meets the site requirements.
- A review of emergency response team training records to determine if all personnel are adequately instructed in the use of emergency equipment.
- A review of the numbers of wardens to ensure there are an adequate number of trained fire wardens to meet the requirements of Pandanus Workforces' plan.

- An assessment of the emergency response team and key role appointment e.g. chief fire warden
- Review and identification of a minimum of two (2) assembly points for the location of personnel in the event of an evacuation.
- Review of persons responsible and processes for notifying neighbours and the public in the vicinity in the event of an emergency.
- Review of display of site wardens and site emergency process on all notice boards.

These reviews shall be conducted annually to ensure there is adequate resourcing and equipment and meet the site's emergency requirements.

- Following this assessment the manager and WHS Representative will obtain quotes or otherwise resource the development of an evacuation plan and procedure. Each quote shall include the provision of training for the fire team and general building occupants.
- Upon approval and completion of the emergency procedure and emergency response plans the site emergency evacuation plan will be displayed throughout the location in visible positions and personnel shall be trained.

Liaison with news media:

- If there is any reason for the news media to become interested in any emergency in which Pandanus Workforce is involved, no one may comment on any aspect of the emergency to the news media.
- All responses to media queries will be handled by the Managing Director who is the person with the authority to make any comments to the media on such occurrence or authorise any other person to do so.

Review and maintenance of the site evacuation plan and emergency response procedures:

- The WHS Representative with the assistance of the manager will schedule and run monthly fire drills for Pandanus Workforce locations, in conjunction with the building owners/landlord.
- Following completion of the drill the fire response team will meet with the WHS Representative to review the effectiveness of the evacuation and complete corrective action which result from the drill.
- In the event of an emergency this review meeting will take place no later than 72 hours after the emergency evacuation.
- The WHS Representative will record any corrective actions identified on the site WHS Corrective Action Register and table for review with the manager and fire team at a team meeting.
- The WHS Representative shall monitor corrective action implementation until its completion.

- Upon completion the WHS Representative shall be responsible for:
    - Updating the WHS corrective action register
    - Filing a copy of the evacuation corrective action report on the WHS supporting documents file for future verification.

Notification of emergency procedures:

The emergency procedures and emergency response team will be developed and noted in the emergency plan and communicated. This shall be reviewed by the WHS Representative on an annual basis to ensure ongoing relevance and completeness.

Inspection and maintenance of emergency equipment:

Emergency equipment shall be inspected once a month and maintained to ensure it is in proper working order and a state of readiness.

Inspections shall be carried out by qualified personnel, in accordance with controlled inspection check sheets. Full records of inspections and testing of emergency equipment shall be filed for future verification.

Notification of emergencies to authorities:

The relevant emergency services (e.g. fire brigade, police, ambulance etc.) must be notified immediately in the event of an emergency.

EMERGENCY CONTACT NUMBERS
AMBULANCE/POLICE/FIRE SERVICE
EMERGENCY CENTRE **Name:** **Address:** **Phone:** **Operating hours:**
LOCAL INFORMATION **Police Station:** **Poisons Information Centre:** **Telstra:** **Local Council:** **Electrical Emergency:** **Dial before you dig:** **Gas Emergency:** **Water Emergency:** **Workplace Standards:** **Professional Association:** **Union:**
INTERNAL INFORMATION **Principal contractor:** **Contact details:** **Site supervisor:** **Contact details:**

WORK SITE SAFETY RULES PROCEDURES

Work Safety Site Rules

Purpose & Scope

All tenderers, contractors, sub-contractors and employees of contractors engaged to perform work on Pandanus Workforce premises, or other nominated locations, are required to comply with the work safety site rules.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Document Management – Site Safety Plan

Policy & Procedure

The following set of work site safety rules applies to all workplaces that Pandanus Workforce controls.

All site visitors must abide by the following rules:

- Comply with reasonable direction from the principal contractor or any PCBU on site.
- Comply with the WHS Management Plan.
- All workers and contractors must complete a site safety induction prior to starting work.
- Do not walk through barricaded areas.
- Keep work areas clean and tidy at all times.
- No smoking anywhere on site.
- No fighting, bullying or aggressive behaviour.
- Use personal protective equipment in accordance with manufacturer's instructions and where directed by the principal contractor and in accordance with site signage.
- No illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must advise the principal contractor.
- Report any incidents, dangerous events, serious bodily injuries or work-caused illnesses to the principal contractor.
- Maintain all site amenities in a clean, tidy and hygienic state.
- Follow safe lifting procedures at all times.
- Place all rubbish in bins provided.

Site Amenities:

- Toilets and drinking water will be provided on site.
- All workers are to have good hygiene standards and clean up after themselves.
- Workers will be assigned an eating area in the signed nominated area.

Site Security:

The principal contractor will, so far as reasonably practicable, secure the site by:

- Keeping the building secure during the project.
- Erecting a fence to prevent unauthorised access.
- Locking gates to the site outside normal hours of operation.

Workers and contractors are expected to keep the site secure, for example by closing or locking gates.

Site Signage:

The following signs will be shown upon entrance to the site:

- The principal contractor's name, contact details and after-hours telephone number.
- The location of the site office.

All signage will be clearly visible from outside the site.

Personal Protective Equipment:

All personal protective equipment (PPE) will be provided to workers at the workplace, unless the PPE has been provided by another contractor.
The person providing the PPE must ensure that the PPE is:

- Suitable for the nature of the work and any hazard associated with the work
- A suitable size and fit and reasonably comfortable for the worker who is to use or wear it
- Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by:
    15. Ensuring it is clean and hygienic.
    16. Ensuring it is in good working order.
    17. Ensuring it is used or worn by the worker, so far as is reasonably practicable.

The person supplying the PPE must also:

- Provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE.
- Ensure that any other person at the workplace (such as homeowners, clients or inspectors) is appropriately provided with PPE to wear as required.
- Workers must: follow all instructions to wear and use PPE take reasonable care of PPE.
- <INSERT ANY OTHER REQUIREMENTS>

Forklift

Purpose & Scope

The purpose of this procedure is to outline the forklift requirements at Pandanus Workforce. The following guidelines are to be adhered to by all forklift drivers and persons managing forklift drivers.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Policy & Procedure

Workers Certification – Existing Operators
The following steps shall be commenced upon implementation of this procedure:

- The Manager will obtain copies of all certificates and licenses from all workers authorised to operate a forklift on site.
- Upon receipt of certificate/license copies the Manager will file the certificate/license copy on the workers' personnel file.
- The Manager will provide all existing licensed operators with a copy of the forklift risk assessment.
- One month prior to certificate or license expiry the Manager will schedule training, retesting and re-certification for the workers.
- Upon completion of training, retesting and re-certification the Manager will update the license and file.
- Upon identification of the need for additional forklift operators the Manager will elect or employ a suitable candidate and commence the training and the external certification/licensing process. This will include the forklift risk assessment.

Thereafter training shall be scheduled and conducted on an annual basis. Training records shall be noted and maintained in accordance with the training procedure.

All forklift operators shall hold an appropriate license/certificate of competency in accordance with the National Guidelines for WHS Competency Standards for the Operation of Loads-shifting Equipment and Other types of Specified Equipment.

Forklift operators shall:

- Use the forklift only for the purpose for which it is intended
- Not use the forklift to lift persons, unless the forklift is specifically designed and equipped for this purpose.
- Wear appropriate PPE and seat belts
- Operate the forklift safely and observe all operation instructions including speed limit and traffic management requirements of the site.

All forklifts will be operated in strict accordance with the requirements noted in the risk assessment. Compliance with risk assessment will be monitored and corrected by the Manager as required.

Areas where forklifts operate shall undergo risk assessments to ensure the areas are:

- Clearly marked and sign posted
- Kept free of obstructions
- Posted with site speed limits and other traffic signs
- Assessed for traffic blind spots and provided with safety mirrors where necessary.

All workers who work on sites where forklifts operate shall be instructed to, stay away from forklift operational areas. Personnel who are required to be present in areas where forklifts operate frequently shall be issued with and wear high visibility safety vests.

All forklift operations must read, understand and comply with the forklift risk assessment completed. The risk assessment shall include as a minimum:

- Evidence of risk assessment completion at least every 5 years.
- Evidence of risk assessment completion when the forklift or practices change or when there is an incident.

When developing the forklift risk assessment the following will be considered:

- Potential to fall into excavations, pits, falling off ramps or down.
- Embankments.
- Potential for collisions with other mobile plant, structures, objects etc.
- Personnel being hit by forklifts.
- Personnel falling off the forklift or unsafely disembarking.
- Loads falling off the forklift.
- Unattended or incorrectly parked forklifts.
- Consideration of smart technology to control forklift operation.

All forklifts will be serviced and maintained by competent, responsible, authorised workers and will be conducted in accordance with manufacturer standards.

The manager will be responsible for obtaining a copy of the service record from the authorised maintainer of the forklift. N.B. Maintenance records shall be kept for the life of the forklift.

Should a fault be identified during daily operation or through the preparation safety check then the forklift is not to be used

Pre Operational Safety Checks

- Pre-operational safety checks shall be conducted at daily start up requirement and shall be conducted prior to use.
- Work shall not commence unless the forklift is in proper working order and the work area is clear of obstacles. Any deficiencies noted in the inspection shall be recorded, the forklift tagged and immediately reported to the Manager. Where a forklift is reported deficient it should be reviewed by the Manager prior to commencement of work to determine whether the equipment is safe to continue to operate.
- All operators will be trained and tested in the accurate completion of preoperational safety checks to ensure that all checks are being carried out in an appropriate and detailed manner.
- Copies of the pre-operational safety checks will be maintained on a supporting documents file for future verification for 1 year prior to being archived.

Traffic Management Plans

- Sites which operate forklifts and other powered mobile equipment in the vicinity of cars, trucks and people shall review and develop a traffic management plan using the traffic management template to ensure that:
    18. People and forklift interaction is conducted and maintained at a minimum and only where deemed safe by risk assessment (where people and forklift interaction is deemed essential to operation then an assessment of all risks shall be undertaken and appropriate controls implemented to reduce or remove the risks identified this may include the replacement of forklifts with pallet lifters in high risk areas, the use of exclusion zones, etc.
    19. Pedestrian walkways are clearly marked.
- Upon completion of the traffic management plan:
    - All workers and forklift operators will be provided with a copy of the plan and trained in the requirements for the site.
    - The plan will be displayed clearly throughout the site.

Refuelling and Charging

Specific risk assessments shall be prepared and issued for the refuelling of each type of forklift used on the site. These risk assessment shall be sign posted at all refuelling stations and provided to operators as part of their training.
All gas and diesel refuelling stations shall be designated as hazardous areas and signposted accordingly.

Speed Limits

All sites will display placards, limiting the onsite speed limit to ##km/hr. All forklift operators are required to follow the site speed limits of ##km/hr at all times.

Seat Belts
All forklift operators are required to wear a seat belt at all times when operating a forklift.

Cleaning and Parking
All sites shall designate appropriate areas for the cleaning of forklifts, taking into account environmental issues for protecting storm water drains. All sites shall identify and mark parking areas for forklifts to be left in.

Traffic Management

Purpose & Scope

The purpose of this procedure is to describe the traffic management requirements at each site. This procedure applies to all sites including but not limited to car parks, driveways and internal buildings/workshops.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Policy & Procedure

20. A risk assessment must be conducted on the risks of pedestrians and moving plant, including vehicles at each site in consultation with relevant workers.
21. Following completion of the risk assessment the rules and maps must be developed.
22. Include requirements outlined in the design standards set out in this procedure when writing the traffic management plan.
23. When development the traffic management plan the following must be considered:
    - Safe work practices, for example right of way, speed limits, exclusion zones, PPE requirements.
    - Line marking, for example pedestrian walkways, vehicle exclusion zones, traffic hazards.
    - Signage, for example site traffic rules, traffic hazards, delivery areas, parking areas.
- Communicate site traffic management plan/ rules to all persons residing on the site, including contractors and visitors.
- Provide, maintained and enforce the use of PPE in areas identified in the site traffic management plan.
- Managers are to implement and monitor compliance of workers and visitors to the site traffic management plan.
- The traffic management plan shall be reviewed on an annual basis by the site and recommendations given to the Management committee for sign off.

Standards which must be considered in the traffic management plan:

- Speed humps are installed at regular intervals on all external access roads to promote the advised speed limit of ##km/hr.
- Speed within the site is ##km/hr.
- State road rules apply to external access roads and car parks. Overtaking is permitted on access roads where vehicles are stopped.
- The #km/hr speed limit excludes overtaking outside this example.

- Overtaking is not recommended in car parks.
- The speed limit is ##km/hr on the access roads and ##km/hr within the car park areas.
- Visitors must park in the sign posted visitor parking bays.
- Visitors must apply through for a parking pass to enable parking on site.
- Parking stickers must be displayed at all times on the vehicle.
- Drivers leaving the visitors' car park are advised to give way to traffic entering by signage.

Standards for pedestrians which must be considered in the traffic management plan:

- There are paved walkways for pedestrians to use.
- Give ways signs must be considered to be used to remind individuals to look for and give way to traffic.
- Permanent safety barriers such as bollards, railings or walls should be used where practicable to physically separate pedestrian access from vehicle access.
- Where permanent barriers cannot be installed and there is a need for vehicles to cross a pedestrian walkway, the following will be provided (as a minimum) to reduce the risk of collision between pedestrians and vehicles:
    -
    - A barrier to prevent the pedestrian from immediately stepping into the path of a vehicle.
    - Clear visible zebra crossing or similar.
- Signage and marking to identify and communicate key traffic management requirements to new workers and visitors.

Standards for deliveries which must be considered in the traffic management plan:

- Delivery vehicles must park in a designated parking area which is sign posted. A briefing on the site road rules and an agreed location for their vehicle to be located whilst on site shall be discussed prior to entry.
- Clear access pathways shall be maintained at all times for normal operations and in case of emergency.
- Non-compliance with road rules or instructions from the delivery organisation shall lead to review of the authority to enter site. Repeat breaches shall lead to the withdrawal of approval to enter the site.

Standards for heavy vehicles which must be considered in the traffic management plan:

- Entry and movement of heavy vehicles such as cranes and trucks are to be authorised by the WHS Officer.
- They shall be accompanied through the site by spotters and warning shall be given to the site to ensure workers are aware of movements.

Communication:

- A traffic management map shall be communicated to all workers at the site, either via induction, visitor sign in or maps displayed in prominent areas.
- A copy of each site's traffic management plan must be signed off, with the accompanied risk assessment by the WHS Officer.

Hazardous Chemicals and Dangerous Goods

Purpose & Scope

The purpose of this procedure is the requirements at each site for hazardous substances and dangerous goods. This procedure applies to all.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main modules used:

Policy & Procedure

Purchasing
Where an additional material or hazardous substances requirement is identified by the Supervisor and a supplier is identified, the Supervisor shall request a copy of the SDS (safety data sheet) from the supplier **prior** to purchase and review the SDS for safety considerations prior to purchase. Where necessary the Supervisor shall discuss the purchase and potential replacement substances of lesser risks to the WHS Officer for review. Note: in the event that the SDS requires health monitoring the Supervisor will advise the WHS Officer.

Once confirmed that the produce is suitable the Supervisor shall purchase the hazardous substance or dangerous goods and upon receipt (and prior to usage) shall issue all workers who shall use the hazardous substance with training in the:

- SDS requirements
- PPE requirements and usage
- Emergency procedures
- Spill procedures and,
- Storage and disposal procedures.

Upon completion of necessary training the Supervisor shall update the chemical register and file the SDS in the SDS register. SDS registers are site-specific.

All hazardous substances shall be monitored by the Supervisor and WHS Officer as required.

Labelling
The National Code of Practice for the Labelling of Workplace Substances shall be used as a guide to labelling requirements.

All hazardous substances shall be labelled appropriately (as per legislation) when delivered to the workplace.

If any hazardous substances are decanted into smaller containers then these containers shall be sealed as well as labelled prior to being used in the workplace.

Risk Assessments
A Risk Assessment shall be completed for all tasks involving the use of hazardous substances. Once the hazards have been identified and the risks assessed, use the Hierarchy of Controls to manage the risk of injury or incident, and develop safe operating procedures.

Risk assessments must be maintained on a document control register by the WHS Officer.

Health Assessment and Surveillance
Upon completion of the Chemical Register, the Supervisor will review all existing substances SDS's for health assessment and surveillance requirements. This shall form part of the overall review into hazardous substances on the site.

Should a substance require health assessment or surveillance this will be noted on the Chemical Register and a schedule implemented to ensure workers are tested in accordance with product requirements

All health assessment and surveillance results will be forwarded to the WHS Officer for review, action where required and filing in the site health assessment/surveillance records and on the worker's personnel file.

This register will be maintained by the WHS Officer for all future health surveillance and will be maintained in accordance with confidentiality guidelines.

Handling
Work instructions and signs shall be prepared and implemented to cover at least the following:

- Incompatibility of substances when mixed (E.g. mixing may result in fire or explosion).
- Precautions when pouring, decanting or transferring substances.
- Steps to be taken in the event of a spill or exposure.
- PPE to be used with certain substances.

Whenever possible, devices to ensure safe pouring of chemicals shall be utilised. Such devices shall bear the full weight of the container and allow safe control of the pouring operation, to avoid spills and splashes.

In addition, mixing of substances (liquid with liquid, powder with powder, powder within liquid etc.) shall be carried out, whenever possible, within an enclosed space (container or pipe) to prevent the release of fumes or dust.

Storage and Transport
The Supervisor shall review the storage and transport required of each hazardous substance or dangerous goods used on the site to ensure it complies with legislative requirements and the requirements noted on the SDS. All discrepancies shall be noted in the review and corrective action identified, logged on the WHS corrective action register and corrective action implemented.

Under no circumstances are hazardous substances to be left uncontrolled in the workplace (i.e. in office areas, print rooms etc.).

Chemical Register
A register shall be maintained at each workplace of all hazardous substances and dangerous goods. A copy of the manufacturer's SDS is to be filed on this register.

The register is to be kept up to date. New substances must be added to the register by the Supervisor as they arrive at the workplace, and any substances disposed of or no longer used are to be removed from the register.

Training
All workers who may be exposed to hazardous substances or dangerous goods shall be adequately trained in:

- Hazard identification.
- Handling of hazardous substances and dangerous goods.
- Limits to exposure.
- PPE requirements.
- Symptoms of exposure and incident reporting requirements.
- Emergency procedures.
- First aid and treatment exposure.

These sessions shall be held for each substance used and shall include re-training.

Spills
When a spill of any chemical substance occurs in the workplace, the SDS shall be accessed to determine the actions to be taken to clean up and dispose of the spill.

Only workers with appropriate training are to participate in the clean-up of chemical and hazardous substance spills.

Appropriate personal protective equipment must be used in accordance with the SDS.

Disposal
Any disposal of unwanted hazardous substances shall be carried out by licensed disposal companies and shall be in accordance with applicable legislation.

Disposal of hazardous substances and dangerous goods down sinks is prohibited.

Inspections
Inspections of hazardous materials and dangerous goods shall be undertaken as part of the workplace inspections using the Workplace Inspection Report.

Areas with Flammable Gases and Dusts
All hazardous areas shall be classified, delineated and documented in accordance with relevant standards noted in AS2430 Part 1 and Part 2. This classification shall be included as part of the design process for new facilities. Following any changes in hazardous substances usage a further review shall be conducted against these standards to determine whether the extent of hazardous areas has been affected by the change, and where appropriate, corrective action noted and implemented to rectify any non-compliances noted.

All hazardous areas shall be:

- Documented and detailed on layout drawings, including elevations and areas if necessary.
- Noted in a register of all hazardous areas.
- Be made available to Emergency Services.
- Be clearly signed and marked.
- Where required, barrier off to prevent inadvertent or unauthorised entry.

All hazardous areas shall be reviewed to ensure that control measures are in place and adequate to prevent the uncontrolled presence of ignition sources in these areas. This shall include:

- Lighters and matches.
- Electronic equipment.
- Spare and flame-producing equipment (E.g. welding, drilling, chipping, grinding etc).
- Portable electrical equipment or electronic equipment (E.g. electrical power tools, cameras, mobile phones etc.).
- Forklifts other than flameproof forklifts.
- And any other item, equipment or activity which may constitute an ignition source.

All equipment used for transport, handling and storage of powered, potentially combustible materials, shall be assessed and if required, fitted with suitable explosion venting, so as to ensure that any explosion within the equipment, is vented or contained and does not present a hazard to worker or property.

Managing Construction Hazards Specified in the Regulations

General Construction

Design Procedure
Designers need to demonstrate that they have identified the risks in their construction design and where a particular code/standard is not appropriate to eliminate these risks; a systematic risk based approach should be used to determine the right solution.

Where there are design changes that result in changes in the way the work is to be done, the proposed changes must be communicated to the relevant workers. The risk assessment for that task shall also be reviewed to ensure hazards as a result of the changes are identified and controlled.

Risk assessment
The controller of the construction project is responsible for ensuring a risk assessment or a safe work method statement (SWMS) is completed before any construction work commences.

WHS Management Plan
The controller of the construction project must prepare a WHS Management Plan and workers must be aware of the sections of the plan that are applicable to the work they are carrying out.

Induction
In addition to the standard induction requirements, all persons accessing the construction site unescorted must hold a construction induction card and complete the site-specific construction induction.

Fencing and Barricades
All publicly accessible areas and areas where there is a risk of fall must be fenced or barricaded with appropriate signage when the area is unsupervised.

Signage
Signage must be clearly visible from outside of the construction zone showing authorised access only, identifying that it's a construction zone and the principal contractor's name and contact number, including out of hours and location of the project office.

Visitors

All visitors to the construction site must sign in and be escorted at all times, unless they hold a construction induction card and have successfully completed the site construction induction.

Inspections

- Daily safety inspections of the site shall be undertaken using an inspection checklist by those persons nominated by the Site Manager. The inspection checklist shall be custom designed at the start of the project to include all construction tasks, equipment and hazards.
- Any hazards identified on the inspection checklists shall be corrected immediately where possible, recorded and reported to the Site Manager.
- Other contractors shall be invited to attend site inspections and audits where practicable and informed of the results of inspections and audits via the sites communication processes e.g. toolbox, notice boards, committee meetings (if applicable) etc.
- The Site Manager or their representative shall review the inspection checklist and ensure that any deficiencies are actioned in a timely manner, having regard to the nature of the deficiency.

Management Review

The Manager responsible for the construction project shall review the workplace safety management plan at six monthly intervals (at a minimum) or as required to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the site WHS Management plan, including the safety objectives and targets. Records of the management reviews shall be retained.

Input to management reviews may include:

- Audit results.
- Non-conformance trends.
- Incident trends.
- Operational learning's.
- Communication from external interested parties, including complaints.
- Changing circumstances, including developments in legal and other requirements.
- General recommendations for improvement.

Falls from heights

All fall from heights risks must be assessed using a risk assessment and consider the following:

- Number and movement of people in the workplace.
- Design and layout of elevated work areas.
- Adequacy of inspection and maintenance of plant and equipment.
- Proximity of workers to unsafe areas.
- Adequacy of lighting.
- Weather conditions.
- Suitability of footwear and clothing for the conditions.
- Suitability and conditions of ladders including where and how they are being used.
- Adequacy of current knowledge of workers.
- Adequacy of procedure for all potential emergency situations.

Controlling fall hazards

In managing the risks of falls the following hierarchy shall be considered:

- Undertake the work on the ground or on a solid construction:
  -
    - Surfaces of solid structures shall not exceed 7 degrees (1 in 8 gradient) and cleated surfaces not steeper than 20 degrees.
    - Solid structures shall have a safe and suitable means for people to get to, from and move around the work area.
    - Holes, penetrations and openings shall be made safe immediately after being formed.

1. Undertake the work using a passive fall prevention device. These can include:

    - Scaffolds.
    - Elevated work platforms and/or covers.
    - Work boxes.
    - Building maintenance units.
    - Platforms supported by trestles.
    - Perimeter guard rails.
    - Safety Mesh.

- Undertake work via work positioning systems. These can include:

    - Industrial rope access systems: where applicable operators not practicable to work alone.
    - Restraint Technique: Must be set up to prevent the wearer from reaching an unprotected edge.

Note: Restraint techniques shall only be considered where it is not reasonably practicable to prevent falls by a physical barrier and shall be installed by a competent person.

- Undertake the work via a Fall Arrest System. A fall arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. Workers will be trained in emergency procedures, and these considerations shall be used for fall arrest systems:
    a. The correct selection, installation and use of the equipment
    b. The system is designed and installed so that the person travels the shortest possible distance before having the fall from height, stopped.
    c. Equipment and anchorage points are designed, manufactured and installed to withstand force applied to them as a result of a person's fall.
    d. Adequate head protection is worn to protect the workers in an event of a fall.
    e. Shall only be used when there is another person on site who can rescue them should they fall.
    f. Should the equipment be used in a fall, it is not used again until it has been inspected and certified by a competent person and is safe to do so.
    g. Incorporate a lanyard which can be attached without falling, and the lanyard attached so the person cannot fall more than 2 metres. The fall arrest lines shall have minimum slack and inertial reels shall only be used for one person.

Fall arrest systems can include:

- Catch Platforms which must:
    - Incorporate a fully planked out desk.
    - Be positioned so the deck extends at least 2 metres beyond all unprotected edges of the work area, except where extended guard rails are fitted.
    - Positioned as close as possible to the underside of the work area – the distance a person could fall before landing on the catch platform shall be no more than 1 metres.
    - Always be used with an adequate form of edge protection.

- Safety Harness Systems:
    - Anchor points shall have a capacity of no less than 12kN if for one person with limited free fall, 15kN if one person with free fall and 21kN if 2 persons are using it.
    - Anchorages shall be tested and approved by a competent person prior to use, after it's installed and regularly or after a fall. Each anchor point shall be located so that the lanyard of the system can be attached without falling.

Reviewing Risk Control Measures
After implementing any risk control, Pandanus Workforce shall review and revise where necessary:

- Before altering plant or systems of work involving the likelihood of a fall.
- After a notifiable incident involving a fall or the risk of a fall.
- If for any other reason the control measure does not adequately control the risk.

Scaffolds

All scaffolds will be inspected as required by a licensed scaffolder using the “scafftag” system and are to comply with AS1576.

Scaffolds over 4m in height can only be erected by a licensed scaffolder. Scaffolds under 4m in height may be erected by a competent person.

Ladders

Ladders shall not be used:

- When there is a risk of contact with energised power lines.
- Conductive ladders when working on live electrical installations.
- Where there is a risk of being hit by a vehicle.
- Near an edge, or risk of floor penetration, or on a scaffold.
- Overreach.
- Use any power or hand tools requiring two hands.
- Use tools which require a high degree of leverage.
- Arc welding or oxy cutting.
- Carry large or bulky items.
- Work over other people.
- Allow more than one person on the ladder.

Except with the addition of fall protection, the following shall not occur:

- Facing away from the ladder.
- Standing on a rung closer than 900mm to the top of a single or extension ladder.
- Stand higher than the second tread below the top plate of any step ladder (except 3 rung ladders).

When a ladder is used it is checked that:

- The ladder is in good condition.
- Damaged ladders removed from service.
- Ladders are set up on firm, stable and level grounds.
- Is the correct height for the task.
- Is set up as per the 4:1 ratio.
- The ladder is secured against displacement.
- Not placed so the weight of the ladder or persons using the ladder are supported by the rungs.
- Materials and tools are not carried whilst climbing.
- Three points of contact is maintained.
- Slip resistant base, rungs or steps are provided.
- Slip resistant shoes are worn.

Fixed ladders shall be installed in accordance with AS 1657 Fixed platforms. Walkways, Stairways and Ladders – Design, Construction and installation. Fixed ladders exceeding 75 degrees to the horizontal should be fitted with a permanent or temporary fall arrest system. A specifically designed rescue procedure shall be developed for use in ladder cage situations, Training in rescue procedures should occur before using the fixed ladder.

Where it is not reasonably practicable to provide the above control measures, other systems of work shall be considered in reducing the risk of fall such as brightly painted lines to designate edges.

Falls from heights emergency response

For all tasks where working at heights is required emergency rescue procedures shall be developed. These procedures can be detailed in the risk assessment. These procedures will take into consideration:

1. Possible emergency scenario's as to what could happen and how it could happen.
2. Access by emergency personnel to the area.
3. What risks are to the rescuer/s when rescuing a person for example exposure to fall themselves, engulfment, electrocution, slipping, tripping etc.
4. How safely to gain access to the person who has fallen.
5. How to safely retrieve the person who has fallen.
6. It is important that the rescue procedure recognises the dangers of "suspension trauma" and the need to be able to retrieve the person within 5 minutes.
7. These procedures are to be discussed with all people undertaking the activity.

Falling objects

Where practical, we will provide adequate protection against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.
Where this is not possible, a risk assessment must be undertaken and appropriate control measures implemented to manage the risk of injuries from falling objects.

Abrasive Blasting

All tasks involving Abrasive Blasting shall have Risk Assessments conducted by the Supervisor responsible for identifying who is at risk of exposure, determining the sources and processes causing risk and implementing and reviewing the effectiveness of controls. All assessments shall be conducted using the Risk Assessment Form.

The Supervisor shall consider the following matters when conducting the assessment:

- The duration of exposure to the hazard.
- Whether the exposure outcome is severe, moderate or mild.
- The surface coatings of the items being blasted.
- The substrate being blasted.
- Organisation of the work.
- Skill and experience of worker completing the task.
- The personal characteristics of each person involved in the task.
- The clothing that is worn, and,
- Any other relevant factor (as identified by employer, worker or in consultative meetings).

The following chemicals will not be used, stored or handled for any abrasive blasting work on Pandanus Workforce sites:

1. 1% free silica (crystalline silicon dioxide).
2. 0.1% antimony.
3. 0.1% arsenic.
4. 0.1% beryllium.
5. 0.1% cadmium.
6. 0.5% chromium (except as specified for wet abrasive blasting).
7. 0.1% cobalt.
8. 0.1% lead.
9. 0.1% nickel.
10. 0.1% tin.

Where there is a risk of exposure to hazardous substances such as dust, crystalline silica and lead the supervisor shall notify the workers conducting the task and assess the task (Note: Abrasive blasting of asbestos must not occur). When assessing the task the supervisor shall consider the following:

- Concentration of airborne dust in breathing zone.
- Size of the particles.
- The type of dust and its biological effect.
- Situations where dust could spread to other work areas.

Control of hazards

The Supervisor shall assess the overall risk and identify corrective actions to eliminate where possible or reduce the risk. These shall be noted and logged into the corrective action register. Control measures may include:

- Substituting for a less hazardous abrasive material.
- Carrying out blasting in a cabinet or enclosure.
- The use of automatic cut-off devices on abrasive blasting.
- Wheel blasting.
- Water Jetting (High and Ultra High pressure).
- Vacuum blasting.

Any abrasive blasting task shall be carried out in a blasting cabinet or blasting chamber where practicable to do so

Should the use of a blasting cabinet be used it shall be maintained via a maintenance register and suitably designed for its intended purpose. Cabinets must be constructed from an abrasive restraint, non-combustible material and also have:

- Sealed windows.
- Fitted with a dust extraction.
- Interlocked doors.

Blasting chambers shall be used for cleaning transportable objects that are too large to be treated inside a blasting cabinet. Operators who are working inside blasting chambers must wear appropriate PPE such as a hood or helmet type respirator as well as high visible protective suit. Blasting chambers must be constructed from an abrasive resistant, non-combustible material to prevent the escape of dust.
Blasting chambers shall also have:

- Easily accessible controls and interlocked doors.
- An emergency exit located at the furthermost position from the main entrance.
- A ventilation system.
- An electrical supply.
- Sound lighting of at least 200Lux.

The business shall provide exclusion zones subject to a risk assessment to protect workers and other persons who may be in the vicinity from exposure to hazardous dusts. Warning signs shall be located and clearly visible before entering into the hazardous area and mention the following:

- Abrasive blasting is in progress and that there is a dust hazard.
- Access is restricted unless authorised.
- RPE and PPE requirements.

The Supervisor shall forward the assessment to the WHS Officer for review and filing. Upon receipt of the risk assessment the WHS Officer shall:

1. Review corrective actions identified.
2. Verify that the assessment, risks and corrective actions have been noted on the WHS Corrective Action Register.

During consultative meetings Managers shall review and monitor corrective actions. Upon completion of a corrective action in the consultative meeting, with the assistance of the Supervisor, shall monitor the risk for effectiveness and report the findings or further corrective actions to the WHS Officer.

The WHS Officer will note any revised risk rating on the job risk register and amend the completed Risk Assessment Form, if required, in the WHS supporting documents.

Asbestos

The business shall ensure when working with or around asbestos workers are deemed competent and have completed their asbestos awareness course.

Removal Of less than 10^2m non friable asbestos:

- Obtain a copy of the asbestos register unless work is carried out on private premises.
- Identify hazards.
- Ensure signs and barricades are erected.
- The wet method is used where reasonably practicable to do so.
- The correct tools, equipment and PPE is used.
- Decontamination facilities are made available.
- Contain and label asbestos waste and dispose of it as reasonably practicable to do so.

Removal of more than 10^2m non-friable asbestos
For removal of more than 10^2m of non-friable asbestos Pandanus Workforce will seek an experienced and licensed remover to undertake the job safety.

Asbestos Registers:
The business shall have in place an Asbestos Register, this is required if the commercial building is older than December 2003.

If Asbestos is identified, an asbestos plan must be put in place, and the register is to be reviewed every 5 years. When reviewing the register Pandanus Workforce will carry out a visual inspection of the asbestos listed to determine its condition and revise the asbestos register as appropriate.

Demolition work

Risks of injury from demolition work can occur from any of the following:

- Unplanned structural collapse.
- Falls from one level to another.
- Falling objects.
- Location of above and underground essential services.
- Exposure to hazardous chemicals.
- Excessive noise from plant and explosives.
- The proximity of demolition of buildings or structures to other buildings or structures.

Planning Demolition Work
The business will submit, develop and prepare a demolition plan where there are a number of work parties involved (Subcontractors, employer, client).

Notification to the regulator shall be given within 5 days of the commencement of any demolition works, which can include:

- Demolition of a structure, or part of a structure that is at least 6 metres in height.
- Demolition work involving shifting machinery on a suspended floor.
- Demolition work involving explosives.

Information to be included to the notification form of the regulator must include:

- Name and contact details of the PCBU.
- If high risk construction work in connection with a construction project, the name and details of the principal contractor.
- Name and contact details of the person directly supervising the work.
- The date of the notice.
- Nature of the demolition.
- Whether explosives will be used.
- When the work is likely to commence and be completed by.
- Where the work is to be carried out.

Safe Work Method Statements Workplace Standards

The business shall prepare safe work method statements before the work starts which will:

- Identify the type of high-risk construction work being done.
- Specify the health and safety hazards and risks arising from that work.
- Describe how risks will be controlled.
- Describe how the control measures will be implemented, monitored and reviewed.
- Be developed in consultation with workers and their representatives who are carrying out the high-risk construction work.

Demolition Methods

Where applicable Pandanus Workforce will use demolition methods either separately or in a combination and control measures in place to maintain the building or structure in a safe and stable position to prevent an unexpected collapse of part of the structure.

Identification of asbestos

A review of the site for asbestos shall occur on all Pandanus Workforce sites, and an asbestos register is completed if asbestos is identified. All workers shall then be trained in the location of the asbestos and instructions on working in vicinity of asbestos.

If there is believed to be asbestos identified on site, workers are informed of the asbestos, and an approved asbestos contractor is hired to remove the asbestos. If there is no requirement for the asbestos to be removed, the asbestos is to be clearly labelled, and an asbestos register is updated.

Corrective action

Using the Hierarchy of controls the site shall identify the most appropriate control measures in managing hazards identified with demolition work. Note: the supervisor must ensure that where possible the identified hazard is controlled at its source rather than trying to make the worker work safely in a dangerous environment or having the worker wear unnecessary protective equipment or clothing.

Excavation Work/Trenching

Pre-Start Planning

-
  - Comply with Working Near to Underground or Overhead Services Procedure
  - Have a copy of the latest site drawings for the nominated work area with underground services that may be affected by their works, marked (check if additional services have been added, e.g. As built drawings).
  - Contact all relevant service providers and asset owners e.g., 'Dial Before You Dig' to obtain a plan of underground services in the excavation area before work commences (note underground service drawings have a validity of 1 month).
  - In ALL circumstances permission MUST always be obtained from the asset owner prior to works commencing.

- Notify the relevant Government Authority if excavation is greater than 1.5 meters (if required).
- Develop a risk assessment in consultation with the work team before work commences.
- Ensure that excavations are planned so they do not undermine other fixed structures such as buildings, brick walls, scaffolding, roads, vehicle routes etc. and ensure adequate shoring as necessary.

Working in the Trench / Excavation

- If the excavation/trench is a confined space as defined in AS 2865 then the work shall be performed in accordance with the Confined Space Procedure.
- Ensure materials are not placed or stacked near the edge of any excavation work so as to endanger persons employed below.
- Any issues must be reported to the principal contractor. A person shall not work in a trench/excavation unless there is another person close by who can render aid if necessary.
- Consideration shall be given, when placing the spoils; to the lay of the land, depth and width of the trench, work area, presence of moisture in the spoil and the type of spoil identified. Risks and controls shall be identified in the risk assessment for the task.
- If shields or ground support system is not used to support the excavation in unstable ground, the sides must be battered to the angle of repose of the soil pile.
- Adjacent plant must operate at a distance from the trench so that the load cannot fall onto workers, they cannot cause the trench to collapse or where their fumes can enter the trench. Workers shall not be exposed to the plant operations while working in the trench. For instance, a plant shall not remove soil in an area where there is a risk of the load falling and striking a worker.
- Plant and tools are to be kept clear of the trench to ensure that they do not fall in.
- Where work is conducted adjacent to old services, manholes, shafts, leaking services or working next to disturbed ground the risks and controls shall be identified in the risk assessment for the task.
- Access to shafts shall be controlled by a secure cover that is lockable and accessible only be competent or authorised persons and secondary means for controlling access to shaft openings is by using a suitable guard rail and toe board with gate for access.

Access & Egress

a. Ensure there is a safe means of access/egress to the work area at all times, and it is included in the risk assessment.
b. Work shall not begin until safe means of access/egress has been provided.

Barricading & Protection of the Excavation

- If trenches or excavations are to be left open while the site is unattended appropriate measures such as barricading and signage shall be taken to ensure there is no risk to the public.
- For trenches at least 1.5 metres deep, the work area shall be secured from unauthorised access.
- Appropriate signage shall be placed on the barricading around the excavation or trench. The signage shall warn people about the presence of a deep excavation and that it is dangerous.
- Where excavation work is carried out on the roadside the appropriate delineation/barricades and warning signs shall be erected.
- At night, if there is a risk of pedestrians, vehicles etc. being exposed to the trench warning lights or beacons shall be installed around the perimeter of the fencing of the excavation.

Emergency Rescue Procedures

For all tasks in trench operations emergency rescue procedures shall be developed and discussed with all people undertaking the activity. These procedures can be detailed in the risk assessment; these procedures will take into consideration:

- Possible emergency scenario's as to what could happen and how it could happen (e.g. fall into the trench & trench collapse).
- Access by emergency personnel to the area.
- Contact details of emergency personnel.
- What are the risks to the rescuer/s when rescuing a person for example exposure to fall themselves, engulfment, electrocution, slipping, tripping etc.
- How to safely gain access to the person who has fallen.
- How to safely retrieve the person who has fallen into a trench.

Proprietary Support Systems

It is a legal requirement that where necessary, all trenches and excavations shall be adequately shored or supported to prevent a fall or dislodgement of earth, rock or other material forming the side of or adjacent to, any excavation work from burying, trapping or striking a person that is in the excavation.

Where such a risk also exists for those installing supports, other appropriate control measures in the SWMS shall be in place to ensure the safety of persons entering the excavation. Work must never proceed in potentially unstable, unsupported ground.

Proprietary support systems shall be checked, erected, altered and dismantled following the appropriate procedure or manufacturer's instructions under the supervision of a competent person. There are hazards associated with erecting & dismantling proprietary support systems. This process shall be detailed in the relevant risk assessment, the risks identified, and appropriate controls implemented.

If workers are required to enter a trench before permanent supports have been correctly installed (e.g. to drill and place explosives), temporary protection in the form of timber supports or shields should be used. These supports are necessary because vibration from drilling equipment may cause the ground to collapse.

Shoring is required where the trench is more than 1.5m and there is a potential for collapse or dislodgement. Where Shoring is required it shall comply with AS 4744. – 2000; Steel shoring and Trench lining and be supported by either:

1. Shorting by shielding or other comparable means.
2. Benching.
3. Battering

This is not required if written advice is received from a geotechnical engineer that all sides of the trench are safe from collapse.

If shoring, the risk assessment/SWMS shall include that workers do not enter a part of the excavation that is not protected and shall not work ahead of the shorting protection if it is being progressively installed.

When removing shoring systems, the support system is extracted/ dismantled in the reverse order of its installation and in a manner that protects workers from ground collapse, structure collapse or being struck by structural members.

If battering, benches shall be wide enough to stablise the slopes and prevent material from the top of the slopes falling down to the work area, and reduce the possibility of water scouring. It also takes into account the size of the earthmoving machinery and haul routes.

If using side lacing, they are firmly wedged into the ground to prevent it from moving when fill is placed against it. When closed sheeting or side lacing is used to prevent ground collapse, workers do not:

- Enter the excavation area prior to the installation of the sheeting/ lacing
- Work inside the trench, outside the protection of sheeting/ lacing
- Enter the excavation after sheeting/ lacing has been removed
- Enter an area where there is sheeting/ lacing, other than by a ladder.

Work near overhead or underground essential services

We will ensure, where reasonably practical, that no-one comes within an unsafe distance of an overhead, or underground power line.

If maintaining a safe distance is not reasonably practical, we will:

- Assess the risk associated with the proposed work
- Implement control measures consistent with the risk assessment
- contact and consult with the local essential service provided

Dial Before you Dig

Contact Dial Before you Dig prior to excavating underground. This service can be contacted by:

- Visiting www.dialbeforeyoudig.com.au any time.
- Dialling 1100 between 8am & 5pm on working days.

Note: Inaccuracies can and do occur, both on plans and in the ground. If in doubt, check with the asset owner. Never guess or assume! Asset owners' plans show only the presence of some cables, pipes and plant. They only show their position relative to road boundaries, property fences etc. at the time of installation and the utilities do not warrant or hold out that such plans are accurate thereafter due to changes that may occur over time. DO NOT ASSUME DEPTH OR ALIGNMENT of cables or pipes as these vary significantly. For example, road and building alignments and levels may change.

Note: Do not assume the DBYD is up to date, there may be a delay in asset owners updating their drawings sometimes up to 6- 12 months before a DBYD is updated. As such, any DBYD obtained should be regularly checked and updated with the service.

Gas Services

Damage to gas assets can cause gas escapes which may lead to fires or explosions if an ignition source is present. There are two types of leaks following damage to the asset:

- Damage which causes an immediate escape. In this case, there is a risk to those working at the site.
- Damage which causes an escape sometime after the incident. This may be through damage which weakens the asset casing or the result of poor reinstatement practice. In this instance, the public is mainly at risk.

Vertical Boring

For any boring within 500mm of an underground asset, the location of the asset/s shall first be proved by careful hand digging pot-holing or equivalent asset location techniques and:

- A minimum clearance of 300mm from the edge of the underground asset shall be maintained for pole hole boring.
- Lead in excavations shall be used.

Note: All transmission assets including extra high voltage (EHV) electricity cables, pipelines involving gas, oil and petrochemicals have separate requirements and the asset owners should be contacted.

Overhead Service Identification Method

There are current legislative technical obligations in each state, including special safety considerations, procedures and processes required of employers undertaking work near overhead services. This procedure is a guideline only. Relevant local legislative requirements, codes of practice, standards and guidelines should be used in conjunction with this procedure and should be reflected in the SWMS.

NO Excavations shall commence under overhead services until an excavation permit has been issued.

Prior to moving plant on site, the Manager or nominated person carrying out the work shall follow the below steps:

- The Manager shall identify the nominated person to supervise the works.
- Identify the risks from overhead services associated with type of plant/equipment being used.
- Check and mark limits of approach (distance) for overhead services according to the services owner requirements.
- Ensure markers are placed adjacent to the power lines or overhead obstructions and are clearly visible for the truck driver and spotter.
- Where it is not practical to place markers directly at the overhead obstruction, markers should be placed at intervals of 1 per 50 metres. This must be clearly communicated within the pre-start meeting and to all employees before proceeding.
- The colour and markings of markers are as defined by the relevant legislation. It is recommended that the markers are to be:
- Yellow and 70cm in height cones.
- Have retro-reflective band at the top.
- Have arrows pointing up printed on them.
- Have the words “look up” printed on them.
- Where applicable, have a copy of the latest site drawings for the nominated work area with all overhead services and their height above ground level marked.
- All the conditions and/or permission to undertake work from the relevant asset owner has been granted and complied with (where applicable).
- A risk assessment/ SWMS shall be developed in consultation with the work team before work commences.
- Consider and control the risks associated with any disruption to public access and egress, the community or neighbouring businesses in the area.
- Conduct a visual onsite inspection of the proposed work area to identify possible unmarked overhead services.

There shall be one qualified spotter for each item of plant, and they should wear a vest of a different colour as per the Personal Protective Equipment procedure or relevant legislation.

Identification of Assets not on Plans

Where an asset that is not identified on any plans is located in the field then work should be suspended until the asset is positively identified and any remedial controls put in place.

Depending on the nature of the risk it may be necessary to notify the asset owner and obtain a revised plan.

Assessing the Relevant Safe Approach Distances

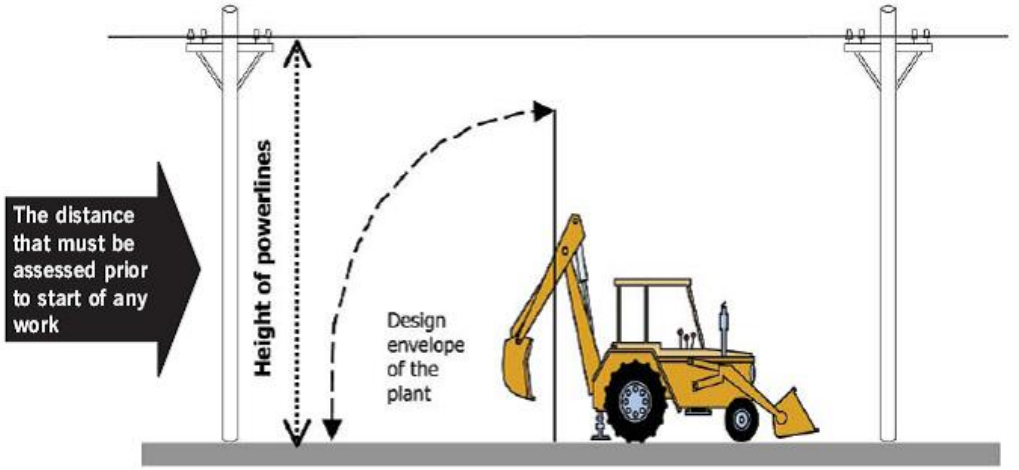
Prior to the start of any work near overhead power lines it is essential that the height and voltage of the overhead power lines (and if applicable the horizontal safety clearance) be assessed at each worksite. When assessing the relevant approach distances for the work a number of factors must be taken into account including:

9. The possibility of errors in estimating distances, especially at higher voltages, where the approach distance is large. It may be necessary either to allow more clearance or to use methods that provide more accurate estimation of distances,

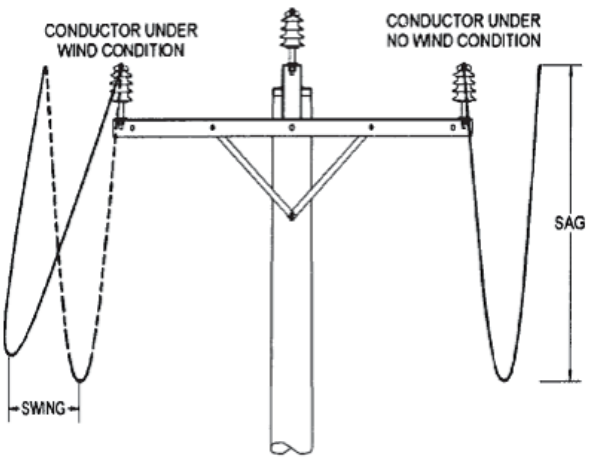
Note: If the height or voltage of the overhead power lines cannot be accurately determined consult the network operator.

Note: Do not attempt to directly measure the height of overhead power lines, work is not permitted within 8 metres. Do not use conductive metallic objects or measuring devices such as metal tape measures for estimating the height of overhead power lines.

The following diagram provides an example of maintaining safe clearances when working under overhead conductors.



- Overhead power lines are made of metal and are therefore subject to expansion and contraction when heated and cooled. This can be a direct result of high ambient air temperature and/or excessive electrical load current passing through the conductors. Regardless of the cause, any expansion will result in gravity causing the power lines to sag downwards.
- Wind can also cause the power lines to swing from side to side. For this reason, the approach distances must be increased either vertically or horizontally by the amount of conductor sag or swing at the point of work as depicted below:



- Where more than one voltage is present, e.g. overhead power lines where two or more circuits operating at different voltages are supported on the same poles, the approach distance appropriate to each voltage must be maintained independently.
- Increased clearances must be allowed where a risk assessment identifies a reasonable possibility of the load or lifting gear (crane hook, chains, slings, etc.) moving or swinging towards the overhead power lines or associated electrical apparatus when the crane or item of mobile plant is operated.
- Once an assessment has been carried out of the work site and of any exposed conductors, a decision can be made on the approach distance for the proposed work. The approach distances and work zones described in this section and illustrated below vary with the voltage of the overhead power lines and the level of accreditation of the person/s performing the work.

Nominal Voltages	**Minimum Safe Working Distances from live Exposed Conductors**		
	Authorised Persons who are electrically qualified (see note 3 in reference)	*Instructed persons* who are not electrically qualified but: a. Who have been authorised to enter substations, or who are luminaire servicing workers (see note 1 in reference) b. Authorised to work near the network, c. Who are adequately advised or supervised by an authorised person, • Persons accredited under the WorkCover Code of Practice 'work near overhead powerlines)	*Ordinary persons* must observe the same clearances for cranes, unless an ordinary person has consulted with energy supplier and suitably approved precautions have been taken. The *ordinary person* may then observe the clearances in this column.
Up to an including 1,000 volts	500mm (see note 2 in reference document)	1,000mm (see note 1 in reference document)	1,000mm

Above 1,000 volts up to an including 11,000 volts	700mm	1,200mm	2,000mm
Above 11,000 volts up to and including 33,000 volts	1,000mm (see note 5 in reference document)	1,500mm (see note 4 in reference document)	2,000mm
Above 33,000 volts up to and including 66,000 volts	1,000mm	1,500mm	3,000mm
Above 66,000 volts up to and including 132,000 volts	1,500mm	2,000mm	3,000mm
Above 132,000 volts up to and including 220,000 volts	2,500mm	3,000mm	4,500mm
Above 220,000 volts up to and including 330,000 volts	3,000mm	3,500mm	6,000mm
Above 330,000 volts	4,000mm	4,500mm	6,000mm

Note: For maintaining consistency for workers, the above table extracted from Energy Australia –Electrical Safety Rules [August 2010] shall be the minimum clearances by which the business will abide.

The following table provides the approach distances for plant, equipment or vehicles that are operated or driven under overhead power lines.

Nominal Voltage	**Minimum Approach Distances**
Not exceeding 132 000V	3 metres
Above 132 000V but not exceeding 330 000V	6 metres
Above 330 000V	8 metres

Note: For maintaining consistency for workers, the above table extracted from Energy Australia –Electrical Safety Rules [August 2010] shall be the minimum clearances by which the business will maintain abide.

The approach distances vary with the voltage. They apply to:

- Any part of a crane or item of mobile plant, including vehicles.
- Any load being moved, including the slings, chains and other lifting gear.
- Any person working at heights e.g. from an elevating work platform, scaffold, or other structure.
- Any hand tools, hand control lines, equipment or other material held by a person.

Note: Works to be conducted closer than the above minimum approach distances shall be in consultation with the appropriate Network Supplier project representative.

Spotters

3. Spotters for overhead and underground services shall have completed a spotter training endorsed by the business.
4. Where relevant Government Authority guidance material requires the use of a spotter for work in the designated zones, the specific work practices shall include the following:
5. The spotter must be dedicated to this task at ALL times when an operator is at the controls of the plant item.
6. The spotter is to be positioned to monitor the distance between the operating plant and any service and to provide immediate and direct notice/warning to an operator (i.e. hand signals, whistle, handheld two-way communications as per stated in the SWMS/ risk assessment, etc.) should the plant or its load start to breach the prescribed clearance to the service.

Emergencies

Emergency rescue plans must be noted on the SWMS/risk assessment for the work task.

Electrical

Electrical Hazards

Risks of injury from electricity can arise from any of the following:

- Lack of awareness of the dangers on working with electricity.
- Unsafe work practices.
- Defective or dangerous equipment and/or work areas.
- Poor equipment maintenance and/or poor maintenance of installed circuitry.
- Failure to observe safety notices, safe work procedures and/or warnings.

Electrical Safety –General Precautions

The following general safety precautions must be followed at all times whilst working on, or with, electrically powered equipment:

- Only authorised and appropriately licensed worker may work on electrical installations.
- A visual inspection and test regime for all of portable electrical equipment, including power cords must be conducted prior to use every time.
- Wherever possible risks associated with the supply of electricity must be controlled with the use of a residual current device (RCD).
- Details of all fixed and portable electrical plant and equipment must be noted on a site Electrical Equipment Register.
- Maintenance must be scheduled and completed on all items of electrical equipment noted on the site Electrical Equipment Register and must be conducted in accordance with AS 3017, or relevant legislation. All maintenance and repairs on electrical equipment shall only be carried out by a competent person.
- A record of all such maintenance performed must be noted on the site Electrical Equipment Register.
- Where possible, portable electrical equipment, used either internally or externally, should have an operating voltage of no more than 240 volts AC.
- Plant and equipment is not to be used in conditions which could cause electrical hazards.
- Appropriate isolation/lock out must be conducted prior to the commencement of maintenance work to avoid inadvertently energising plant and equipment connected to the electricity supply.
- Only fibreglass or timber ladders are to be used while conducting electrical work. Metal ladders must not be used under any circumstances.

The Register and Testing of Electrical Equipment

All electrical equipment noted on the Electrical Equipment Register shall be authorised, inspected and tested in accordance with AS 3760 by a contractor who will maintain the register.

Unsafe Equipment

All frayed and/or worn electrical leads, tools and/or cables and any unsafe equipment identified during inspection or day-to-day work processes shall be reported to the Supervisor, in consultative meetings or WHS Officer for immediate inspection and rectification. Upon report the equipment in question will be tagged “Out of Service Do Not Use” and removed from the work process until the hazard can be rectified by a qualified and trained person. Immediate inspection and report will be carried out by a suitably qualified and licensed person and repair initiated where appropriate.

Double adaptors are not permitted on Pandanus Workforce work sites.

Electrical Installation and Servicing
Only competent workers shall work on electrical installations.

The authorised person must ensure that no electrical installation or service involving electrical wiring is performed on live power.

Only work will be performed on live equipment of more than 12 volts. All work performed on potentially live electricity of more than 12 volts must be in accordance with the regulatory electrical guides.

Establishment of Safe Work Procedures and Assessment of Risks
The WHS Officer and in consultative meetings, shall identify all electrical hazards which have the potential to cause death or injury during the course of a worker's duties and shall:

2. Establish safe work procedures to ensure instructions provide for the safety of workers, and
3. Conduct a risk assessment of each process to identify corrective measures which may be implemented to reduce the risks identified.

Purchasing and Intended Use
Purchasing specifications of all electrical equipment shall specify compliance with the relevant Australian Standards.

If equipment is purchased second-hand or brought in from overseas it must be inspected by a competent person prior to use to ensure compliance with Australian Standards. Manufacturers Operating Instructions should be available with the equipment.

Electrical equipment shall only be used for the purpose for which it was designed and intended and in accordance with manufacturer's instruction.

Leasing and Hiring of Equipment
Any equipment brought in under a hire/lease agreement must comply with Australian Standards. The supplier of the equipment is responsible for testing the equipment and training in the use of the equipment prior to delivering it to site.

Residual Current Devices (RCD's)
RCD's (to provide earth leakage protection) shall be installed on all circuits where there is a risk of persons coming into contact with metal objects. Where appropriate, such devices shall be fitted to portable machines with metallic enclosures. Determination of site requirements shall be conducted by a licensed and trained person, reviewed on a regular basis and the results of the review documented and filed on the WHS Supporting Documents File.

We will ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
Records of all inspections, tests, repairs and faults related to all electrical equipment will be recorded in a testing and tagging register.
RCDs and portable equipment must be inspected, tested and tagged every 3 months.
All corrective actions identified shall be recorded on the WHS Corrective Action Register and implemented in accordance with the Hazard Identification and Risk Assessment Procedure.
Portable generators should have internal RCD's, however if not, a portable safety switch should be fitted.

Electrostatic Earthing
Electrostatic earthing must be provided for all situations where sparking may present a hazard.
Determination of site requirements shall be conducted by an appropriately licensed and trained person, reviewed on a regular basis and the results of the review documented and filed on the WHS Supporting documents file.

Earthing shall be regularly inspected and if required, repaired.
All corrective actions identified shall be recorded on the WHS Corrective Action Register and implemented.

Safety Observers
A safety observer shall be present on any work carried out on energised electrical equipment unless there is no risk associated with the task through a risk assessment. The safety observer shall be deemed competent on in emergency response procedures and be able maintain communication quickly and effectively to workers carrying out electrical work.

Emergency Procedures specific to Electrical Incidents
The following emergency procedures shall be used whenever a person has an electrical exposure or whenever an electrical incident involving a worker or contractor occurs:

- Immediately turn off the power supply and call for medical assistance
- Where it is not possible to turn off the power, the person in contact with the current should be released from contact with the power source as soon as possible through the use of some insulation source such as dry gloves, a blanket, clothing or a rubber sheet, or rescue hook
- By no means should the rescuer touch the person(s) in contact with the live source with their bare hands
- Once released from the electrical source check the persons breathing and pulse. If necessary begin artificial respiration immediately and continue until qualified medical worker arrive
- Where a person has suffered electrical burns appropriate professional medical assistance must be sought to assist as soon as possible
- Immediately after seeking medical assistance for the affected worker the Supervisor should notify the WHS Officer.

ELECTRICAL TAGGING TEST INTERVALS

AS3760 requires that portable electrical equipment be tested at the following intervals:

	Portable Equipment	Portable Residual Current Devices	Portable Outlet Devices and Extension Cords
Workshop	6 months	6 months	6 months
Office Kitchens	12 months	24 months*	12 months
Offices	60 months*	24 months*	60 months*

**a risk assessment must support these intervals*

Plant

Existing Plant

The following tasks shall be implemented for all plant currently owned, leased or hired by the business commencement of this procedure.

The company will develop a Plant Register. Upon development of the site Plant Register the WHS Officer will schedule a risk assessment for all plant noted on the Register. All risk assessments shall be conducted using the Risk Assessment Form and will include:

1. Inspection of the plant and the surrounds (this will consider not only normal operation of the plant but maintenance, cleaning and repair of the plant)
2. Discussions with workers who work in the vicinity or use the plant
3. Review of accident and first aid records relating to the use of the plant
4. Review of the plant against safety Standards, manufacturer's instructions and hazard alerts.

Upon completion of the risk assessment each hazard identified will be noted on the Risk Assessment Worksheet and provided with a risk rating.

The WHS Officer and affected workers will identify corrective actions to reduce the level of risk and note these under Corrective Actions on the Risk Assessment. (PPE shall be relied on only if other methods are not practicable). NB. Where corrective actions are identified these shall be recorded on the WHS Corrective Action Register and programmed for correction according to risk level.

Upon completion of the risk assessment a Safe Work Procedure shall be developed for the Plant.

All Risk Assessments will be filed on the supporting documents file for future verification, and a copy shall be forwarded to the consultative meeting for tabling.

Corrective action implementation will be monitored at each consultative meeting until all actions are complete through the review of the WHS Corrective Action Register.

All plant will be assessed for continued safety compliance as part of the site inspection schedule.

New Plant
The WHS Officer will include all new plant/equipment on the Plant Register and will file a copy of the completed risk assessment in the Plant Register file.

The WHS Officer will advise during consultative meetings of the new purchase/hire/lease.

The WHS Officer will schedule a risk assessment for the new equipment using the Risk Assessment form and all corrective actions shall be recorded on the WHS Corrective Action Register.

Modification of Plant
Upon modification of plant the Supervisor will schedule a date for completion of a new risk assessment prior to re-commissioning the plant/equipment.

Training Worker on New Plant
Upon completion of the plant risk assessment the Supervisor during consultative meetings will develop a safe work procedure for the plant assessed.

Upon completion of the safe work procedure the Supervisor will issue a copy of the safe work procedure to all workers and will train workers in the safe work requirements of the plant or equipment.

Registration of Plant and Equipment
Any plant requiring registration or license by an authority will be noted on the site Plant Register. This notation will include the expiry date of registration or license
The WHS Officer shall ensure that all plant and equipment has a current certificate of registration or license and that a copy of the registration is displayed at the plant/equipment place of use.

Inspection and Maintenance
The company shall establish a schedule for regular inspection and maintenance of plant/equipment in accordance with manufacturer's instructions for all plant noted on the Plant Register. All inspections and maintenance reviews shall include as a minimum:

- Verification of safety devices and guarding
- Verification of emergency stop buttons
- Verification of braking systems and other emergency controls.

NB. All maintenance conducted on plant and equipment shall be recorded and filed on the site supporting documents file.

Machine Guarding
Where a risk of injury has been identified as part of a risk assessment, which could be controlled by machine guarding, I.e. access to moving parts or cold or hot parts (these are samples only), then guards shall be considered where access is not necessary for operation, inspection, maintenance or cleaning.
All guards shall be designed and installed so as not to interfere with the normal operation or maintenance of the equipment but to provide safety to the worker using the equipment.

When guards are installed in narrow access ways or other cramped spaces, consideration shall be given to ensuring that means of escape are not restricted and that the guarding does not create a new hazard (e.g. barriers with sharp edges).

Safety Devices and Interlocks
Where guarding is considered insufficient or easy to tamper with, the erection of barriers or fences shall be considered.

Where guards have been fitted but access may be required, interlocks shall be fitted to prevent the starting or operation of the machine if the guard is removed or tampered with. Interlocks shall be designed so that they as difficult as is practicably possible to tamper with or bypass and will be in accordance with Australian Standards.

Interlocks shall also be fitted to all items of equipment which may present a hazard if removed or changed (E.g. Openings on tanks under high pressure, etc.). Such interlocks shall prevent the cover, door or lid from being opened whenever hazardous conditions exist.

Where required, presence sensing devices (including light beams and curtains), which can sense the presence of a person, or a part of a person shall be fitted and connected so as to prevent the plant from starting or operating wherever a person may be harmed. The automatic stop shall be designed so that moving parts cannot be reached until the machine has come to a complete halt. Particular care shall be taken when interlocks and automatic stops are fitted to machines where an unscheduled stop may create additional hazards.

Remotely started or operated plant shall be fitted with presence sensing devices, and a warning sign with a flashing light and loud warning sound which operate prior to starting.

Overriding of Guards or Safety Devices
Where overriding of machine guarding is unavoidable (e.g. for production purposes or where stopping the machine would create more hazards that the overriding of a guard) the overrides shall be strictly controlled. This shall include at least the following:

1. Secured arrangements for approval to override guards (I.e. operable only by a key held by the Supervisor).
2. Detailed work instructions covering the precautions to be taken when guards are overridden.
3. Thorough training of worker required to work with, or in the vicinity of, overridden guards.

Where it is necessary to operate a machine without complete guarding (E.g. during installation or commissioning) strict measures shall be in place to prevent unauthorised access to the machine and to protect the safety of the worker involved in the operation.

Tampering with Guards and Interlocks
Work instructions shall be prepared and issued, to prohibit tampering with guards or interlocks and to define the circumstances where access to guarded parts is safe.

High Pressure Plant and Equipment

All high-pressure plant and equipment shall be registered and shall include the following:

- A unique identification number or serial number
- Information related to the design and specification and manufacturing
- Records of testing, modification, maintenance and repairs
- Any other relevant details relating to equipment history.

The company shall establish a maintenance program to ensure that examination of pressure equipment is carried out according to legislative requirements and manufacturing standards. This shall include, but not be limited to, the following:

1. Inspections to detect fatigue, corrosion, cracks, built-up deposits, etc.

Cranes and Lifting Equipment

The company shall establish a maintenance program to ensure that all cranes and lifting equipment are regularly inspected, tested and maintained in accordance to manufacturer standards. This shall include, but not be limited to, the following:

- Inspections of load bearing capacity
- Inspections of emergency devices.

In addition to the above Pandanus Workforce shall develop a specific work instruction for each type of lifting equipment used which will include guidance on operation, inspection, testing and maintenance requirements.

All operators using cranes and lifting equipment shall be appropriately trained in the work instruction for that equipment. This shall include training in equipment capacity, types of loads to be carried, and the danger of overloading. Where applicable operators shall hold an appropriate certificate of competency in accordance with the National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Loads-shifting Equipment and Other Types of Specified Equipment

Isolation of Equipment

24. The Out-of-Service tag and locks must be used to ensure that faulty or unsafe equipment or plant will remain out of service so that damage or misuse of the equipment does not occur
25. An Out-of-Service tag and lock should be attached to any plant, equipment or machinery whose operation could cause further damage to the equipment or cause injury to persons
26. The Out-of-Service tag should be completed fully, giving details explaining the reason why the equipment is out of service
27. The person that attached the Out-of-Service tag and lock should notify the appropriate person or supervisor so the equipment can be repaired or replaced
28. Out-of-Service tags have only a life cycle of three months. Once the expiry date is reached, the situation should be reassessed and either a new Out-of-Service tag issued or the equipment may need to be repaired, replaced or decommissioned.
29. Out of service tags and locks will be easily accessible.

Managing Other Construction Hazards

Manual handling

Risk Assessments shall be conducted by the Supervisor responsible for the department in consultation with workers. Assistance should be sought from the WHS Officer wherever necessary. All assessments shall be conducted using the Risk Assessment Form.

The Supervisor shall consider the following matters when conducting the assessment:

- Actions and movements involved.
- Workplace and workstation layout.
- Postures and positions that must be taken by each person involved in the task.
- The duration and frequency of the manual handling.
- The location of loads and distances that must be moved.
- The weights and forces involved.
- The characteristics of the loads and equipment used.
- Organisation of the work.
- Skill and experience of worker completing the task.
- The personal characteristics of each person involved in the task.
- The clothing that is worn.
- Any other relevant factor (as identified by employer, worker or in consultative meetings).

The Supervisor shall assess the overall risk and identify corrective actions to eliminate where possible or reduce the risk. These shall be noted and logged into the corrective action register. Control measures may include:

- Task modification through substitution or engineering controls.
- Work-station layout modification.
- Mechanical handling equipment such as cranes, hoists and vacuum lifts.
- Training of worker in manual handling techniques.
- Assessing risk assessments.
- Providing mechanical lifting aids where applicable.
- Swaps or rotation of workers.

The Supervisor shall forward the assessment to the WHS Officer for review and filing. Upon receipt of the risk assessment the WHS Officer shall:

30. Review corrective actions identified.
31. Verify that the assessment, risks and corrective actions have been noted on the WHS Corrective Action Register.

During consultative meetings Managers shall review and monitor corrective actions. Upon completion of a corrective action in the consultative meeting, with the assistance of the Supervisor, shall monitor the risk for effectiveness and report the findings or further corrective actions to the WHS Officer.

The WHS Officer will note any revised risk rating on the job risk register and amend the completed Risk Assessment Form, if required, in the WHS supporting documents.

Slips, trips and falls

We will manage hazards associated with slips, trips and falls by:

- Using a slips trips and falls checklist as required.
- Checking for hazards that could cause someone to slip, trip or fall by doing a visual check.
- Ensuring workers keep the site tidy as part of the written site rule.

Hand operated and power tool use

We will manage hazards of hand operated and power tool use by:

- Regularly checking all tools to ensure they are in a safe working order.
- Recording all electrical tools in a tag and testing register.
- Testing and tagging electrical tools every 3 months.
- Communicating any issues identified with power tools to workers through a toolbox meeting.

Before using power tools, workers must ensure:

- Electrical connections are secure.
- Electricity supply is through an RCD.
- Safety guards are in position.
- The machine is switched off before activating the electricity supply.
- Appropriate PPE is used as required by manufacturer' s guidelines or as guided by the principal contractor.

Workers must report any issues with power tools to the principal contractor. Unsafe tools will be tagged and removed from service.

Sun safety

All persons on site should:

- Wear adequate clothing (E.g. hats) and other protection methods (E.g. sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- Manage working in the sun to avoid dehydration and heat stress related illnesses.

HEALTH & SAFETY TEMPLATES

Chemical Register

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Chemical Register. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:

Policy & Procedure

This register lists chemicals stored on site for use by team members. Only products listed below are approved for use by team members. Chemicals used by contractors (eg. cleaners) are not included on this list.

Department: _____ Site: _____
Location: _____ Date: ____/____/_____
Prepared by: _____ Position: _____
Signature: _____ Next review date: ____/____/_____

Supplier / Manufacturer	Common Product Name	Package Size	Location Used	Chemical Used For	Dangerous Good (Yes / No)	DG Class	Issue Date	Expiry Date

Confined Space Permit

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Confined Space Permit.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module used:

Policy & Procedure

This permit must be signed by the person in direct control before the work proceeds.
Only the work listed may be done.

Date:	
Site/Location:	
Task:	Confined Space No.:
	Permit No:

Description of work that is covered by this permit (if hot work, also complete – Hot Work Permit)

_____

Hot Work permit required: Yes / No
Requested By: _____Position: _____

Note:

- The use of this form for multiple sites is restricted to (a) same day confined space entries and (b) similar work function, for example opening/closing valves in valve pits, entry to filter(s) over several hours.
- ATMOSPHERIC TESTING IS COMPULSORY
- All confined space entry and standby personnel must be trained in confined space entry.
- At least one standby person must be present directly outside the confined space and in communication with the persons in the confined space, whenever it is occupied.

Contractor's Details:

_____

Emergency Contact Details:

_____

Number of persons in direct control authorising this permit (please print):

_____

Position: _____ Signature: _____

Isolation of the Confined Space (as per AS2865-1995)

The items below have been isolated or made safe:

[1] Pipelines (water, steam, gas, etc.)	Yes / No
[2] Mechanical or electrical drives	Yes / No
[3] Sludges, deposits, waste	Yes / No
[4] Harmful materials	Yes / No
[5] Electrical Services	Yes / No
[6] Warning notices, portable signs, locks or tags (danger) installed to the means of isolation	Yes / No
[7] Radiation Services	

Atmospheric Test Requirements (Fill in details of test)

Has the gas detector(s) been calibrated in the last 6 months? Yes / No

Due date for next calibration _____/_____/_____

Test Results:

Purging & Ventilation:
The items ticked below have been undertaken:
__ Purging of the confined space
__ Natural ventilations is provided, OR
__ Continuous forced ventilation is provided
__ Other (note): _____

Atmospheric Testing:
The atmosphere in the confined space has been tested:

Oxygen _____% LEL
Flammable Gas_____% LEL
Other Gases_____% LEL

_____ppm (less than _____ppm)
_____ppm (less than _____ppm)
Other atmospheric contaminants:

_____

_____

_____

_____

The conditions for entry are as marked below (tick as required):
- With supplied air breathing apparatus
- Without respirator protection
- With escape unit
- Flammable Gases
- Atmospheric contaminants

Equipment and PPE:

The following personal protective and safety equipment, ticked below, shall be worn.

	Harness & Safety Line		Protective Clothing (compulsory)
	Eye Protection		Hearing Protection
	Hand Protection		Head Protection
	Foot Protection (compulsory)		Torches

Fire Fighting
Equipment_____

Communication
equipment_____

Other [specify]
_____

Stand-by and Rescue Arrangements:

- In the event of a gas alarm all persons are to evacuate the space immediately
- Rescue & emergency procedures have been issued and understood? Yes / No

Hazards identified with this confined space are:

_____

_____

_____

_____

Specific Risk Control Measures (initial each measure that has been implemented)

Completed Isolation Permit		Completed Risk Assessment	
Confined Space Tickets [sighted]		Hot Work Permit [grinding, welding, oxy work etc.]	
Mechanical & Electrical Isolation		Smoking Prohibited	
Warning Signs & Barricades (placed)		Ignition sources removed	

Any special precautions required:

_____

_____

_____

_____

Entry Personnel:

Entry Permit

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space and have completed Confined Space Entry training within the last 12 months.

Location	Entry Personnel	Sign In		Sign Out	
		Time	Signed	Time	Signed
	Standby Personnel				

Authorisation for Entry:
The control measures appropriate for the safe entry and execution of the work detailed in the Description of Work above have been implemented and the persons required to work in the confined space have been advised of and understand the precautions listed and the requirements of this permit.

NOTE: No work shall be carried out within a confined space, or on the outside surface of a confined space, if the work or any plant is likely to cause or create a risk:

- to the health and safety of a person in the confined space, or
- of fire or explosion.

Name: _____ Signature: _____

Date: _____ Time: _____

PERMIT VALID from_____ am/pm till_____ am/pm Date / /

TASK COMPLETED:

Exit Authorisation: All work covered by this permit has been completed and all persons and equipment involved have left the confined space.

Name: _____ Signature: _____

Date: _____ Time: _____

Return the completed form to the manager

Completed Isolation Permit		Completed Risk Assessment	
Confined Space Tickets [sighted]		Hot Work Permit [grinding, welding, oxy work etc]	
Mechanical & Electrical Isolation		Smoking Prohibited	
Warning Signs & Barricades (placed)		Ignition sources removed	

Any special precautions required:

_____

_____

_____

_____

Confined Space Register

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Confined Space Register.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module used:

Policy & Procedure

Example of a Confined Space Register:

Confined Space Register - Common Tasks

Department:
_____
Location:
_____

Task Description	Risks	Date of Risk Assessment	Risk Rating	Control Measures Requires	Date Safe Work Procedure Developed	Date of Review

Completed By: _____
Signature: _____
Date for next review: _____/_____/_____
Page ____ of _____

Consultation Statement

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Consultation Statement.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module used:

Policy & Procedure

Example of a Consultation Statement:

COMPANY COMMITMENT

Pandanus Workforce is committed to protecting the health and safety of all workers.

Injury and illness is needless, costly and preventable. Pandanus Workforce will consult our workers in implementing safety practices and systems that will ensure the health, safety and welfare of our workers. Worker involvement at all levels is critical for ensuring a safe workplace.

A WHS Committee and WHS Representatives will be established to promote WHS in the workplace.

WHS REPRESENTATIVES
The WHS Representatives that have been elected by workers are:

_____ representing the _____ area.

The WHS Representatives have been elected in accordance with the procedures agreed between Pandanus Workforce and their workers for 2-year terms.

The WHS Representatives are responsible for raising specific health and safety issues that arise in relation to the workers they represent. Workers should raise WHS issues directly with their manager or their WHS Representative. Where the WHS Representative cannot resolve a WHS issue it has been agreed that they will refer it to the WHS Committee.

WHS COMMITTEE

The WHS Committee shall consist of at least 2 workers and 1 management representative who are all workers who work for Pandanus Workforce. The worker members of the WHS Committee are the ***insert number*** WHS Representatives. The management representative/s is/are _____ _____ _____.

The WHS Committee will assist with the development and monitoring of safe work practices and systems, and discuss issues that affect the health, safety and welfare of all workers at Pandanus Workforce. The company will respond to WHS Committee recommendations within a timeframe agreed by the committee, set according to the particular issue and its complexity.

HOW WORKERS WILL BE CONSULTED ABOUT WHS

When a WHS issue is raised either by Pandanus Workforce, a worker or the WHS Committee, the WHS Representative will consult the area they represent. The WHS Representative will also feed back to their workgroup the outcomes of the WHS Committee meetings.

Workers should draw to the attention of their manager or WHS Representative for health and safety concerns that they have about the workplace so the issue can be promptly addressed.

Establishment of Consultation Arrangements

Pandanus Workforce discussed establishing consultation arrangements with its workers ***insert date***. After the information session with workers, it was agreed to establish WHS Representatives and a WHS Committee.

Review of Consultation Arrangements

It has been agreed by Pandanus Workforce and their workers that these WHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all workers is effective and that all safety issues are being addressed.

Signed: _____ (***insert MD name***) Dated: _____

Contractor Approval Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Approval Checklist.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module used:

Policy & Procedure

Example of a Contractor Approval Checklist:

This document when completed is to be kept with the current details of the contractor's contract documentation. It is for Pandanus Workforce **USE ONLY**.

Contractor Information		
Contractor Qualification Review:	Approved	Not Approved
Business Name:		
Registered Address:		
Contact Person:		
Phone Number:		
Fax Number:		
Position:		
Direct Email:		

Element	Date Received or Completed	Comments or N/A
WorkCover Registration / Worker's Compensation or Accident Insurance Policy (Copy on file YES/NO)		
Public Liability Insurance Cover (Copy on file YES/NO)		
Third Party Motor Vehicle insurance for vehicles brought on site. (Copy on file YES/NO)		
Project/Site Safety Management Plan complete for High-Risk Contracts where applicable (Copy on file YES/NO)		
Completed Work Method Statement (medium/high risk only) (Copy on file YES/NO)		
Tenderer WHS Management System Questionnaire - High Risk contracts only (Copy on file YES/NO)		
Appropriate Permits/licenses/certificates as specified on Work Method Statement provided (Copy on file YES/NO)		
Environmental Risk Assessment/Environmental Risk Mitigation Plan as per Work Method Statement (Copy on file YES/NO)		
Completed and signed Contractor Acceptance Form (Copy on file YES/NO)		
On site Contractor Induction completed		
Other		

Other Comments:

_____
_____
_____
_____
_____

ACKNOWLEDGEMENT OF CONTRACTOR COMPETENCY (TO BE COMPLETED BY WHS Officer)
I / We _____ after review of the above documentation and based on information provided have determined that the contractor(s) listed are competent on the basis of education, training and or experience and are therefore suitable to execute the works described in their contract.

Authorisation: _____
Signature: _____
Date: _____/_____/_____

Facilities Management Contract Authorisation (To Be Completed by Contract Manager)

Authorisation	Signature	Date	Date Entered Contractor Database
Contract Manager			

Agreed Contract Commencement Date: _____

Contractor Approval Scoresheet

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor approval Scoresheet.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module used

Policy & Procedure

Example of a contractor approval scoresheet:

This questionnaire forms part of the facility management's WHS evaluation process and is to be completed for all high-risk tasks and submitted with contract paperwork. The objective of the questionnaire is to provide an overview of the status of the contractor's WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. Pandanus Workforce will score each contractor's responses as noted to assess the capability of each contractor and select the contractor who best meets The Pandanus Workforce WHS and Environment Requirements.
CONTRACT / PROJECT REFERENCE:

Organisation Name: …… Address: …… Suburb: …… State: …… Postcode: …… Country: ……

Contract Name:
……

Signed: …… Name: ……

Position: …… Date: ……

Contract Description:
……
……
……
……

Pandanus Workforce USE ONLY (TO BE COMPLETED POST RETURN OF SCORESHEET)

Assessed by: …… Signature: ……

Position: …… Date: ……

Assessment Scoring: ……/ 132

Comments:
……
……

……
……

NOTES TO CONTRACTORS

When updating your schedule could you please note, in the following manner:

ü **Acceptable** X **Not Acceptable** *N/A* **Not Applicable**

Place your answers in the Status column.

1. WHS Policy & Management	Status	Score (internal use only)	Comments
Do you have a WHS Management System or Plan? Does the WHS Manual or Plan include: • Occupational health and safety policy (2) • Management health and safety responsibilities (1) • General occupational health and safety procedures (2) • Safe work procedures relevant to the company operations (2) • Public safety procedures (1)		**/ 14**	

• Induction and training procedures (2) • Issue resolution and WHS consultation mechanisms (2) • Sub-contractor management procedures (2)			
Is your WHS System certified? (2) Certification demonstrates that the potential contractor meets minimum standards, verified by an independent party. These may include: • Safety MAP • NSCA 5 Star System • International Safety Rating System • AS4801 System Attach Certificates		**/ 2**	
Is there a written WHS policy that contains the following? • Signed by the CEO or equivalent • Outline clear statement of objectives • Shows commitment to improve performance • Relevant to company operations • Reviewed on a regular basis		**No score, see above**	
Are Health and Safety responsibilities defined? Health and safety responsibilities in the company should be documented and may comprise: • WHS responsibilities statements (1) • Employee job descriptions which include WHS (1) • Formal and informal performance appraisals including WHS (1) Line managers and supervisors should be formally held accountable for the health and safety performance of their employees.		**/3**	
Contractor Induction and Safety Training Do you have a training program that demonstrates the following?			

• Records of training and competencies of employees (licences, permits, certificates) (2) • Records of `on the job' training (1) • Toolbox meetings conducted (1) • Induction training program (2)		**/6**	

	Status	Score (internal use only)	Comments
Please show evidence and describe how subcontractors' compliance with WHS&E will be met. (5)		**/5**	
Do you have work method statements or procedures in place for the contract for the following: 4. Selection of contractors 5. Monitoring of work undertaken by contractors 6. Purchasing and delivery of materials 7. Delivery and handling of hazardous substances 8. Sub-contractor compliance with their specific Safety Management Plan 9. Where applicable, please provide examples.		**/5**	
Safe Work Procedures Has the company prepared safe operating procedures or specific safety instructions to its operation which: • Contain a description of the tasks and associated hazards • Outline control measures and methods to minimise health and safety risks • Make reference to any relevant Legislation, Codes of Practice or Australian Standards		**/5**	

Safe Work Permits Does the company have a safe work permit system that demonstrates permits for the following types of work: • Work in Confined Spaces (Confined Space Entry Permits) **(2)** • Hot Work (Hot Work Permit) **(2)** • Lockout permits (plant, electrical systems, steam) **(2)**		**/6**	
Plant Safety Does the company have a plant safety program in place for the identification of hazards, assessment of risks and the implementation of control measures associated with plant. This may include: 32. Documented risk assessments for relevant plant and equipment used **(2)** 33. Copies of plant operator licences / permits **(2)** 34. Register of plant requiring registration that includes motor vehicles **(1)** 35. List of persons responsible for undertaking plant risk assessments **(1)** 36. Plant maintenance and inspection forms **(1)** 37. Pre-start daily safety inspection forms for plant **(2)** 38. Plant fault reporting system and forms **(1)**		**/10**	
Hazardous Substances Do you have? • Register of chemicals / hazardous substances used by the company **(2)** • Material Safety Data Sheets for chemicals / hazardous substances used **(2)** • Safe handling and storage procedures, including personal protective equipment and secondary containment procedures **(1)**		**/9**	

• Training documentation related to substances usage **(2)** • Details of the names and quantities of all hazardous substances required for this contract / activities? (Please provide copy) **(2)**			

	Status	Score (internal use only)	Comments
Manual Handling Do you have documented procedures to ensure that handling, storage, packaging and delivery of plant and materials is carried out in accordance with legislative requirements and good WHS&E practice. The potential contractor should be able to demonstrate evidence of: • Documented risk assessments for manual handling hazards • Systems used to control manual handling risks (eg: lifting aids, work procedures)		**/5**	
Risk Management Do you have procedures for managing hazards and risks associated with this particular contract? Please provide the following evidence: • Completed Work Method Statement for tasks associated with the proposed job (attach**) (5)** • Risk Management Program that lists identification, assessment, control and review process **(1)** • Relevant hazards have been identified, the risks assessed and adequate control measures identified **(2)** • Workplace inspection schedules **(1)** • Corrective actions tracking system **(1)**		**/10**	
Standard Inspection Checklist Does the company have inspection checklists that can be used for this contract? Please provide copies of checklists.		**/5**	

Incident Reporting and Investigation Does the company have an Incident Reporting and Investigation procedure? Provide evidence of the following: • Incident report and investigation form • Incident investigation procedure		**/5**	
Hazard Reporting Does the Hazard and Risk Procedure cover reporting of hazards identified whilst working on the contract? Evidence may include: • Documented hazard reporting procedure and forms		**/5**	
Consultant / Communication Does the company have a Consultation/Communication program in place for their employees working on the contract? Evidence may include records which show: • Training of employees in work method statements and safety procedure • WHS Committee Structures • Consultant/Committee Procedure		**/5**	
Performance Monitoring Does the company have a system for recording and analysing health and safety performance statistics? Evidence may include: • Reports on company health and safety injury trend data • Performance targets established (eg. lost time injuries, person days lost)		**/2**	

	Status	Score (internal use only)	Comments
Environmental Systems ▪ Do you have any environmental protection licences relevant to this activity? If so please provide copies. ▪ Have you identified the environmental risks associated with this contract / activity? Please provide documented evidence. ▪ Have you developed an Environmental Risk Mitigation Plan to minimise any risks. Please provide documented evidence. ▪ Have all employees that will be involved in this contract / activity been made aware of the environmental risks and the Environmental Risk Mitigation Plan? Please provide evidence. ▪ Do you have procedures in place to ensure the methods mitigation (Environmental Risk Mitigation Plan) are regularly reviewed and regularly updated? Please provide evidence. ▪ Do you have procedures in place to ensure deficiencies are identified and communicated to appropriate persons? Please provide evidence. ▪ Do you have procedures in place to ensure corrective actions are implemented and effective? Please provide evidence. ▪ Have you identified and assessed the environmental risks associated with this contract / activity? Please provide documented evidence. ▪ Have you developed control and review methods to minimise any risks. Please provide documented evidence. ▪ Have all employees that will be involved in this contract / activity been made aware of the		**/20**	

environmental risks and the mitigation methods. Please provide evidence.			
Injury Management System or Plan Does the company have an Injury Manual System or Plan? Evidence may include: ▪ Rehabilitation policy ▪ Roles and responsibilities for injury management ▪ Induction and training materials **Does the manual or plan include rehabilitation and provision of suitable duties** • Provision of rehabilitation co-ordinators outlined • Provision of preferred rehabilitation provider identified • Process of providing suitable duties outlined		**/5**	
Insurance Policies 7. Copy of current Worker's Compensation Policy and / or Accident Insurance Policy provided 8. Copy of current Public Liability Insurance Policy provided		**/5**	

Conviction of WHS Offence

Have you ever been issued any WHS or environmental infringement notices or prosecuted under a health and safety Act or the relevant State Environment Legislation (i.e. NSW *Protection of the Environment Operations Act*). If yes, please provide date, nature and circumstances of incident and details of corrective action undertaken.

Other Comments:

Completed by: -

_____

Position:

_____

Date of Completion:

_____

Name of Evaluator:

_____

Signature of Evaluator:

_____

Date Evaluated:

_____

Score: _____ / 132

Approved: YES / NO Date: _____

PENDING: If yes, please indicate action required:

_____

_____

_____

_____

Safety Management Plan Required: YES / NO

Date Contractor Advised:

_____

Date Received: _____

Date Approved and Contractor Notified: _____

Contractor Contract Clauses

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Contract Clauses.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of Contract Clauses:

The following section outlines model clauses relating to WHS requirements of tenderers to be incorporated into all contract specification and tender documents. The requirements should be incorporated into any Pandanus Workforce contract which includes supply of labour. The document is a reference document only.

CONTRACT CLAUSES FOR ALL RISK LEVELS
Subclause 1 General Work Health, Safety and Environment Requirements
Pandanus Workforce is obligated to provide and maintain, so far as is practicable, a workplace for its employees and non-employees, that is safe and without risk to health and the environment. As a condition of this contract, the contractors or sub-contractors that may be engaged to perform a service on Pandanus Workforce ’s behalf will at all times identify and exercise all necessary precautions for the health and safety of all persons including contractor employees, Pandanus Workforce employees and members of the public who may be affected by the services. Contractors and sub-contractors will also exercise all necessary environmental risk mitigation measures and minimise the environmental impact of their work.

The contractor will ensure familiarisation to all work health, safety and environmental policies, procedures or measures implemented or adopted by Pandanus Workforce and/or the occupiers of any premises at or within which the contractor will perform works under this contract and shall comply with all such policies, procedures or measures.

Subclause 2 Legislative Compliance
The contractor must comply with and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards and Pandanus Workforce 's WHS Policy and Procedures, which are in any way applicable to this contract or the performance of the services under this contract.

Subclause 3 Non-Compliance
If during the performance of works under contract, Pandanus Workforce informs the contractor that it is the opinion of the Pandanus Workforce that the contractor is:

- Not conducting work in compliance with the contractor's Health and Safety Plan and/or Work Method Statement, the Environment Risk Mitigation Plan, WHS management procedures, relevant legislation or WHS procedures provided by the Pandanus Workforce from time to time, or;
- Conducting the work in such a way as to endanger the WHS of others.

The Contractor shall be expected to promptly remedy the non-conformance. Pandanus Workforce may direct the contractor to suspend the work until such time as the contractor satisfies Pandanus Workforce that the work will be resumed in conformity with applicable WHS provisions.

During periods of suspension referred to above, Pandanus Workforce shall not be required to make any payment whatsoever to the contractor. If the contractor fails to rectify any breach of health, safety and environment requirements for which the work has been suspended, or if the contractor's performance has involved recurring breaches of health and safety, Pandanus Workforce may terminate the work forthwith, without further obligation to the contractor. In this event, Pandanus Workforce 's liability shall be limited to payment for the work performed and costs incurred by the contractor up to the time of termination.

Contractor Environmental Risk Assessment Template

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Environmental Risk Assessment Template.
The following guidelines are to be adhered to by all managers, supervisors and employees

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of an environmental risk assessment please see next page.

ENVIRONMENTAL IMPACT	RISK	YES / NO / N/A	COMMENT
Emissions to atmosphere	Will there be receiving / handling / storage of gases (e.g. CO_2, chlorine, ammonia, LPG, refrigerants)?		
	Is work being carried out on gas pipelines that can pose a risk to gas supply?		
	Is work being carried out on plant/equipment that may pollute the air? For example: 4. Cooling towers or warmers? 5. Air conditioning services? 6. Ammonia compressors? 7. Boilers? 8. Asbestos?		
	Will there be any generation of dust?		
	Will there be any generation of odour?		
	Will there be use of any pungent/ highly odorous substances?		
Discharge to trade waste	Is there a risk of pollutants entering the trade waste drains (either as part of the process or from spill/leaks)? For example: 2. Concentrate? 3. Oils/solvents? 4. Waste water from concrete cutting? 5. Bulk/concentrated chemicals?		
	Is there a risk of high volumes of liquid entering the trade waste drains?		
	Will there be a change in the content of effluent requiring treatment? For example: 5. New product? 6. Chemicals?		
Discharge to stormwater	Is there a risk of materials other than rainwater entering the stormwater drains (either as part of the process or from spills/leaks etc.)? For example: • Fuels, chemicals, grease, oils, lubricants, paints, solvents, sugar, beverage, concentrate, litter, metal shavings? • Water additives such as sterilants, algaecides, bacterial controls etc. (for cooling towers, air conditioning services)? • Soil and sediment transport / erosion? • Garden waste? • Pesticides / fertilisers? • Sewage blockages / overflows (excluding council works)? • Waste water from concrete cutting? • Asbestos particles?		
	Is there a risk of equipment failure causing any discharges to stormwater?		

Contamination of soil/waterways	Is there a risk of hazardous materials (chemicals, oils, fuel etc.) contaminating the local waterway?		
	Is there a risk of hazardous materials (chemicals, oils, fuel etc.) spilling/leaking into the soil?		
	Is there is risk of soil erosion into local waterways?		
	Is there a risk of any pipework being damaged and leaking into surrounding soil/waterways?		
Impact on local community	Will there be handling / storage / use of (bulk) gas?		
	Is there a risk of hazardous materials (chemicals, oils, fuel, gas) spilling/leaking into neighbouring sites?		
	Is there a risk of soil and sediment transport off site?		
	Will there be any generation of odour affecting the surrounding area?		
	Is there a risk of toxic fumes being generated?		
	Will there be any risk to cooling towers /warmers (legionella)?		

Harm to flora and fauna	Will there be any disturbance to natural vegetation?		
	Will there be any removal of the vegetation buffer zones alongside the waterway?		
	Is there a risk of contamination to the waterway / vegetation?		
	Will long-term equipment storage be required on site grounds (providing a potential environment for pests)?		
Generation of waste	Will there be a change in generation of waste during the project / works? For example: • General waste? • Recycling streams? • Prescribed (hazardous) waste i.e. solvents, inks, paints, grease, oils, chemicals, spent carbon etc.?		
Use of natural resource water	Will there be increased water usage during the project?		
	Will the water treatment process be affected / increase water losses?		
	Will water restrictions affect works during the project?		
	Is work being carried out on water pipelines that can pose a risk to supply?		
Use of energy / greenhouse gas emissions	Will there be increased energy usage during the project?		
	Is work being carried out that can pose a risk to electricity supply?		
	Is work being carried out that can pose a risk to the gas supply?		
Noise generation	Will there be an increased level of 'environmental' noise at the site boundary (ie having an impact on the surrounding community)?		

Visual pollution	Will any external site visual pollution occur?		
Discharge to sewer	Is there a risk of trade waste discharging to sewer without appropriate treatment e.g. due to equipment failure?		
Dangerous goods	Will there be receiving and storage of dangerous goods (chemicals, oils, solvents, fuels, gases etc.)? (Note: may affect DG Licence and require correct storage).		
	Will there be handling of dangerous goods (chemicals, oils, solvents, fuels, gases etc.)? (Note: requires approval for use and provision of MSDS).		

Emissions to Atmosphere	Will there be receiving / handling / storage of gases (e.g. CO_2, chlorine, ammonia, LPG, refrigerants)?		
	Is work being carried out on gas pipelines that can pose a risk to gas supply?		
	Is work being carried out on plant/equipment that may pollute the air? For example: 39. cooling towers or warmers? 40. air conditioning services? 41. ammonia compressors? 42. boilers? 43. asbestos?		
	Will there be any generation of dust?		
	Will there be any generation of odour?		
	Will there be the use of any pungent/ highly odorous substances?		
Discharge to Tradewaste	Is there a risk of pollutants entering the trade waste drains (either as part of the process or from spill/leaks)? For example: • concentrate? • oils/solvents? • waste water from concrete cutting? • bulk/concentrated chemicals?		
	Is there a risk of high volumes of liquid entering the trade waste drains?		
	Will there be a change in the content of effluent requiring treatment? For example: • new product? • chemicals?		
Discharge of stormwater	Is there a risk of materials other than rainwater entering the stormwater drains (either as part of the process or from spills/leaks etc)? For example: • fuels, chemicals, grease, oils, lubricants, paints, solvents, sugar, beverage, concentrate, litter, metal shavings? • water additives such as sterilant, algaecides, bacterial controls etc (for cooling towers, air conditioning services)? • soil and sediment transport / erosion? • garden waste? • pesticides / fertilisers? • sewage blockages / overflows (excluding council works)?		

	• waste water from concrete cutting? • asbestos particles?		
	Is there a risk of equipment failure causing any discharges to stormwater?		
Contamination of soil/waterways	Is there a risk of hazardous materials (chemicals, oils, fuel etc) contaminating the local waterway?		
	Is there a risk of hazardous materials (chemicals, oils, fuel etc) spilling/leaking into the soil?		
	Is there is risk of soil erosion into local waterways?		
Impact on Local Community	Will there be handling / storage / use of (bulk) gas?		
	Is there a risk of hazardous materials (chemicals, oils, fuel, gas) spilling/leaking into neighbouring sites?		
	Is there a risk of soil and sediment transport off site?		
	Will there be any generation of odour affecting the surrounding area?		
	Is there a risk of toxic fumes being generated?		
	Will there be any risk to cooling towers /warmers (legionella)?		
Harm to flora and fauna	Will there be any disturbance to natural vegetation?		
	Will there be any removal of the vegetation buffer zones alongside the waterway?		
	Is there a risk of contamination to the waterway / vegetation?		
	Will long-term equipment storage be required on site grounds (providing a potential environment for pests)?		
Generation of Waste	Will there be a change in generation of waste during the project / works? For example: general waste? recycling streams? prescribed (hazardous) waste ie. solvents, inks, paints, grease, oils, chemicals, spent carbon etc?		
Use of Natural Resource- Water	Will there be increased water usage during the project?		
	Will the water treatment process be effected / increase water losses?		
	Will water restrictions affect works during the project?		
	Is work being carried out on water pipelines or that can pose a risk to supply?		
Use of Energy/Greenhouse gas emissions	Will there be increased energy usage during the project?		
	Is work being carried out that can pose a risk to electricity supply?		
	Is work being carried out that can pose a risk to the gas supply?		
Noise Generation	Will there be an increased level of 'environmental' noise at the site boundary (ie having an impact on the surrounding community)?		

Visual Pollution	Will any external site visual pollution occur?		
Discharge to sewer	Is there a risk of trade waste discharging to sewer without appropriate treatment e.g. due to equipment failure?		
Dangerous goods	Will there be receiving and storage of dangerous goods (chemicals, oils, solvents, fuels, gases etc)? (Note: may affect DG Licence and require correct storage).		
	Will there be handling of dangerous goods (chemicals, oils, solvents, fuels, gases etc.)? (Note: requires approval for use and provision of MSDS).		

Contractor Expression of Interest Letter

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Expression of Interest Letter.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of contractor expression of interest template:

(Include Address for Pandanus Workforce)

(Include Address of Contractor)

(Date)

Expression of Interest – WHS and environmental contractor management

Dear Contractor/Supplier,

Pandanus Workforce is committed to providing a safe working environment for all workers (contractors, sub-contractors and consultants) working on our sites. This is possible only when all people at our workplaces act positively to ensure that all actions are carried out responsibly.

Accordingly, we require our non-employees and their employees to conform to the Health and Safety Regulations and the rules of the organisation. In compliance with our responsibilities under the Work Health and Safety Acts, we require all non-employees who contract to Pandanus Workforce to ensure the following is adhered to at all times:

- Follow WHS policies, plans, procedures and work instructions and legislative requirements at all times.
- Maintain a safe working environment and safe system of work that will cause no risk to others
- Report any injuries, accidents, incidents or hazards to the Site Liaison Officer

- Carry out all work in a manner that minimises any environmental risks and impacts
- Undertake the Contractor's Induction
- Have undertaken appropriate training and possess qualifications to carry out their work safely

It is a requirement of the Pandanus Workforce Work Health and Safety System that contractors provide the following information to enable us to place you on our list of approved/preferred contractors and suppliers:

- Complete Contractor Evaluation Scoresheet and attach evidence as requested.
- Complete a statement declaring that you have adequate Worker's Compensation Insurance or an Accident Insurance Policy and have paid pay-roll tax (where employees are employed) and attach copies of certificates of currency.
- Provide a copy of your Project/Site Safety Management Plan (High Risk Contracts – where requested)
- Provide a copy of your Work Method Statement (High and Medium Risk Levels)

Yours sincerely,

Site Liaison Officer

Contractor Inspection Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Inspection Checklist.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of a contractor inspection checklist:

Contract Name: _____

Contract Description: _____

Contractor: _____

Work site Location: _____ Date: _____

Persons completing inspection: _____

Indicate in the following manner:

✓ **Acceptable** **X Not Acceptable** ***N/A*** **Not Applicable**

1.	**Safety & Health Systems**	
1.1	Is there a WHS Policy displayed?	
1.2	Accident report book	
1.3	Induction records	
1.4	Rehabilitation policy available	
1.5	Workplace inspection records	
1.6	Emergency procedures	
1.7	Training records	
1.8	Documented safe work procedures	
1.9	Protective clothing and equipment records	
1.10	MSDS available	

1.11 Health and safety systems manual	
1.12 WHS representatives appointed	
1.13 Management safety representative appointed	
1.14 Contract risk assessment available	
1.15 Contract Safety Health and Environment plans available	
2. Housekeeping	
2.1 Work areas free from rubbish and obstructions	
2.2 Surfaces safe and suitable	
2.3 Free from slip/trip hazards	
2.4 Floor openings covered	
2.5 Stock/material stored safely	
2.6 All waste put into appropriate bins (ie. maximise recycling)	
Aisles	
2.7 Unobstructed and clearly defined	
2.8 Adequate lighting	
2.9 Vision at corners	
2.10 Wide enough	

5. Electrical	
3.1 No broken plugs, sockets, switches	
3.2 No frayed or defective leads	
3.3 Power tools in good condition	
3.4 No work near exposed live electrical equipment	
3.5 Tools and leads inspected and tagged	
3.6 No strained leads	
3.7 No cable-trip hazards	
3.8 Switches/circuits identified	
3.9 Lockout procedures/danger tags in place	
3.10 Earth leakage systems used	
3.11 Start/stop switches clearly identified	
3.12 Switchboards secured	
3.13 Appropriate fire fighting equipment	

6. Mobile Plant and Equipment	
4.1 Plant and equipment in good condition	
4.2 Daily safety inspection procedures/checklists	
4.3 Fault reporting/rectification system used	
4.4 Operators trained and licensed	
4.5 Warning and instructions displayed	
4.6 Warning lights operational	
4.7 Reversing alarm operational	

4.8 Satisfactory operating practices	
4.9 Fire extinguisher	
4.10 Tyers satisfactory	
4.11 SWL of lifting or carrying equipment displayed	

7. Machinery and Workbenches	
5.1 Adequate work space	
5.2 Clean and tidy	
5.3 Free from excess oil and grease	
5.4 Adequately guarded	
5.5 Warnings or instructions displayed	
5.6 Emergency stops appropriately placed and clearly identifiable	
5.7 Operated safely and correctly	
5.8 Clear rubbish	
5.9 Tools in proper place	
5.10 Duckboards or floor mats provided	

8. Hazardous Substances	
6.1 Stored appropriately	
6.2 Containers labelled correctly	
6.3 Adequate ventilation/exhaust systems	
6.4 Protective clothing/equipment available/used	
6.5 Personal hygiene – dermatitis control	
6.6 Waste disposal procedures	
6.7 Material safety data sheets available	
6.8 Chemical handling procedures followed	
6.9 Chemical register developed	
6.10 Appropriate emergency/first aid equipment – shower, eye bath, extinguishers	
6.11 Hazchem signage displayed	

9. Welding	
7.1 Gas bottles securely fixed to trolley	
7.2 Welding fumes well ventilated	
7.3 Fire extinguisher near work area	
7.4 Only flint guns used to light torch	
7.5 Flash back spark arresters fitted	
7.6 Vision screens used for electric welding	
7.7 LPG bottles within 10-year stamp	
7.8 PPE provided and worn	
7.9 Hot work permit system used	

8. Excavations	

8.1 Shoring in place and in sound condition	
8.2 Excavation well secured	
8.3 Signage displayed	
8.4 Banks battered correctly and spoil away from edge	
8.5 Clear and safe access around excavation	
8.6 Separate access and egress points from excavation	
8.7 Safe work procedure in place	
8.8 Soil transport control	
8.9 Wastewater run-off control	
8.10 Is there a control program for transporting soil?	
8.11 Is there a control measure for water run off?	

9. Prevention of Falls	
9.1 All work platforms have secure handrails, guarding or fence panels	
9.2 Harness and lanyard or belts provided	
9.3 All floor penetrations covered or barricaded	
9.4 Unsafe areas signposted and fenced	
9.5 Safe work procedure in place	

10. Stairs, steps and landings	
10.1 No worn or broken steps	
10.2 Handrails in good repair	
10.3 Clear of obstructions	
10.4 Adequate lighting	
10.5 Emergency lighting	
10.6 Non-slip treatments/treads in good condition	
10.7 Kick plates where required	
10.8 Clear of debris and spills	
10.9 Used correctly	

11. Ladders	
11.1 Ladders in good condition	
11.2 Ladders not used to support planks for working platforms	
11.3 Correct angle to structure 1:4	
11.4 Extended 1.0 metre above top landing	
11.5 Straight or extension ladders securely fixed at top	
11.6 Metal ladders not used near live exposed electrical equipment	

12. Personal Protection	
12.1 Employees provided with PPE	
12.2 PPE being worn by employees	
12.3 Sunscreen and sunglasses provided	
12.4 Correct signage at access points	

13. Manual Handling		
13.1	Mechanical aids provided and used	
13.2	Safe work procedures in place	
13.3	Manual handling risk assessment performed	
13.4	Manual handling controls implemented	

14. Workplace Ergonomics		
14.1	Workstation and seating design acceptable	
14.2	Ergonomic factors considered in work layout and task design	
14.3	Use of excessive force and repetition movements minimised	
14.4	Appropriate training provided	

15. Material Storage		
15.1	Stacks stable	
15.2	Heights correct	
15.3	Sufficient space for moving stock	
15.4	Material stored in racks/bins	
15.5	Shelves free of rubbish	
15.6	Floors around stacks and racks clear	
15.7	Drums checked	
15.8	Pallets in good repair	
15.9	Heavier items stored low	
15.10	No danger of falling objects	
15.11	No sharp edges	
15.12	Safe means of accessing high shelves	
15.13	Racks clear of lights/sprinklers	
15.14 All liquids stored in secondary containment		
15.15 Are all liquids stored in secondary containment?		

16. Confined		
16.1	Risk assessment undertaken	
16.2	Communication and rescue plan in place	
16.3	Safety equipment in good working condition	
16.4	Suitable training provided to employees	
16.5	Confined space permit used	

17. Lasers		
17.1	Operator has laser operator licence	
17.2	Signage displayed	
17.3	Laser not used in a manner to endanger other persons	
18. Demolition		
18.1	Risk assessment undertaken in advance	

18.2	Access prevented to demolition area	
18.3	Overhead protection in place	
18.4	Protection of general public	
18.5	Safe work procedure in place	
18.6	Are there waste recycling procedures?	

19. Public Protection		
19.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
19.2	Signage in place	
19.3	Suitable lighting for public access	
19.4	Footpaths clean and free from debris	
19.5	Dust and noise controls in place	
19.6	Site access controlled	
19.7	Traffic control procedures in place	
19.8	Public complaints actioned	

20. Amenities		
20.1	Washrooms clean	
20.2	Toilets clean	
20.3	Lockers clean	
20.4	Meal rooms clean and tidy	
20.5	Rubbish bins available - covered	

21. First Aid		
21.1	Cabinets and contents clean and orderly	
21.2	Stocks meet requirements	
21.3	First aiders names displayed	
21.4	First aiders location and phone numbers	
21.5	Qualified first aider(s)	
21.6	Record of treatment and of supplies dispensed	

22. Lighting		
22.1	Adequate and free from glare	
22.2	Lighting clean and efficient	
22.3	Windows clean	
22.4	No flickering or inoperable lights	
22.5	Emergency lighting system	

23. Fire Control		
23.1	Extinguishers in place	
23.2	Firefighting equipment serviced/tagged	
23.3	Appropriate signage for extinguishers	

23.4	Extinguisher appropriate to hazard	
23.5	Emergency exit signage	
23.6	Exit doors easily opened from inside	
23.7	Exit pathways clear of obstruction	
23.8	Alarm/communication system – adequate	
23.9	Smoking/naked flame restrictions observed	
23.10	Minimum quantities of flammables at workstation	
23.11	Flammable storage procedures	
23.12	Emergency personnel identified and trained	
23.13	Emergency procedures documented – issued	
23.14	Emergency telephone numbers displayed	
23.15	Alarms tested	
23.16	Trial evacuations conducted	
23.17	Personnel trained in use of firefighting equipment	
24.	**Environment**	
24.1	Adherence to Environmental Risk Mitigation Plan	

General Comments:

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Completed By: …….. Date: ……..

Date Submitted to Pandanus Workforce: ……

Contractor Insurance Details Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Insurance Details Form.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of contractor insurance details form:

To be completed by labour hire suppliers/contractors performing work on behalf of, and/or entering the premises of Pandanus Workforce to conduct work.

Name of Contractor: _____

Address: _____

Type of Work: _____

I certify that I, and all of my employees and contract carriers carrying out work on my behalf are holders of current drivers licenses, certificates of competency and other applicable licenses and certificates required for performing the nominated work.

(a) I certify that all persons working under my direction as employees are covered by my own or company Worker's Compensation Insurance. I certify that I am a registered employer.

Insurance Company: _____

Policy Number: _____ Expiry Date: _____

OR

(b) I certify that I am unable to obtain Worker's Compensation Insurance, but I am covered under an Accident Insurance Policy

Insurance Company: _____

Policy Number: _____ Expiry Date: _____

I certify that I have Public Liability Insurance Cover: YES / NO

Insurance Company: _____ Policy Number: _____

Expiry Date: _____ Value of Cover: _____

I certify that I have Third Party Motor Vehicle Insurance for any vehicles brought on Site.

Insurance Company: _____

Policy Number: _____ Expiry Date: _____

Please attach evidence of these policies and licenses:

NOTE: Any alteration or additions to listed policies should be notified immediately to the Site Liaison Manager.

Name: _____ Signature: _____ Date: _____

Please return this document ASAP to the Attention of: _____

At (address): _____

By: _____ Date_____

Contractor Letter

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contractor Letter
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of contractor letter:

(Address of Pandanus Workforce)

(Address of Contractor)

(Date)

Dear Contractor / Supplier,

Pandanus Workforce is committed to providing a safe working environment for all employees and non-employees (contractors, sub-contractors and consultants) working on our sites. This is possible only when all people at our workplaces act positively to ensure that all actions are carried out responsibly.

Accordingly, we require our non-employees and their employees to conform to the Health and Safety Regulations and Environmental Management Systems and the rules of the organisation.

We require all non-employees who contract to Pandanus Workforce to ensure the following is adhered to at all times.

- Follow WHS and Environmental policies, plans, procedures, safe work method statements and legislative requirements at all times.
- Be deemed competent within the Environmental Management System (where appropriate) with regards to significant activities.
- Maintain a safe working environment and safe system of work that will cause no risk to others.
- Report any injuries, accidents, incidents or hazards to security or the Site Liaison Officer.
- Carry out all work in a manner that minimises any environmental risks and impacts.
- Conduct the online Contractor Induction.

- Read and understand the site-specific Contractor Induction Handbook
- Attend Traffic Management training if undertaking transport services.
- Have undertaken appropriate training and possess qualifications to carry out their work safely and will pose no harm to the environment or integrity of our product.

To assist you with this process and to ensure compliance with our responsibilities under relevant Health, Safety and Environment Acts we have enclosed:

4. Contractor Induction Handbook
5. Work Method Statement

Please review, complete and return to us within 10 working days the following:

- Contractor Acceptance of Policy and Conditions (at the rear of this Handbook)
- Copy of WorkCover Registration/ Certificate of Worker's Compensation Certificate of Currency or if sole trader a copy of your Accident Insurance Policy
- Copy of Public Liability Insurance cover
- Third Party Vehicle insurance for any on site vehicle requirements
- Work Method Statement
- Copies or evidence of, applicable qualifications, licences, permits, certificates, internal training records or relevant industry experience.

Conduct the induction:

Your file will be reviewed to ensure a signed copy of all documentation requirements have been received and that you have completed the work method statement prior to any commencement of future transactions with Pandanus Workforce or one of its subsidiaries. In the event that these documents are not received by the time frame specified your contract will be reviewed, and if deemed unacceptable, may be suspended until completed return of this information.

In addition to the above, it is a contract requirement that from this point forward if you receive any WorkCover Improvement Notice or Prohibition Notice during the time you perform work for The University of Newcastle under the Work Health and Safety Act that you advise us immediately of this action.

We thank you for your co-operation with the above and we look forward to working with you to ensure the workplace is safe for everyone. Should you have any questions please do not hesitate to contact me.

Yours sincerely,

Site Liaison Officer

Contract Non-Conformance Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Contract Non-Conformance Form.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a non-conformance form.

Shaded section— Pandanus Workforce Representative raising the non-conformance to complete.
Unshaded sections—Contractor to complete.

Site Name:	
Date of Incident:	
Contractor Job Description:	
Contractor company Name:	
Area on site where work was conducted:	
Contractor Full Name:	
Contractor Phone No:	

Problem (Detail non-compliant / unsafe equipment or practice)	**Action** (What action is proposed to rectify the problem)	**Who**	**When**	**Closed date**

Overall outcome of corrective action: *Satisfactory / Unsatisfactory (*Pandanus Workforce Representatives to circle). If unsatisfactory, outline the unresolved issues below and give a copy to the contractor to address.
Record the date when the action was closed off satisfactorily in the 'closed date' column above.

Forward a copy to the manager

Contractor Representative:	
Signature:	
Project Manager	
Signature:	

This document is under version control.

Version	1.1	**Created Date**	03 Aug 2022
Created By	Peter Remfrey	**Modified Date**	08 Aug 2022
Modified By	Rachel Waite	**Status**	
Tag		**Approved By**	

Document Review Schedule

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Document Review Schedule. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Document Review Schedule:

Document #	Document Name	Current Version #	Date last reviewed	Next Review Date

Ergonomic Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Ergonomic Checklist. The following guidelines are to be adhered to by all managers, supervisors and employees.

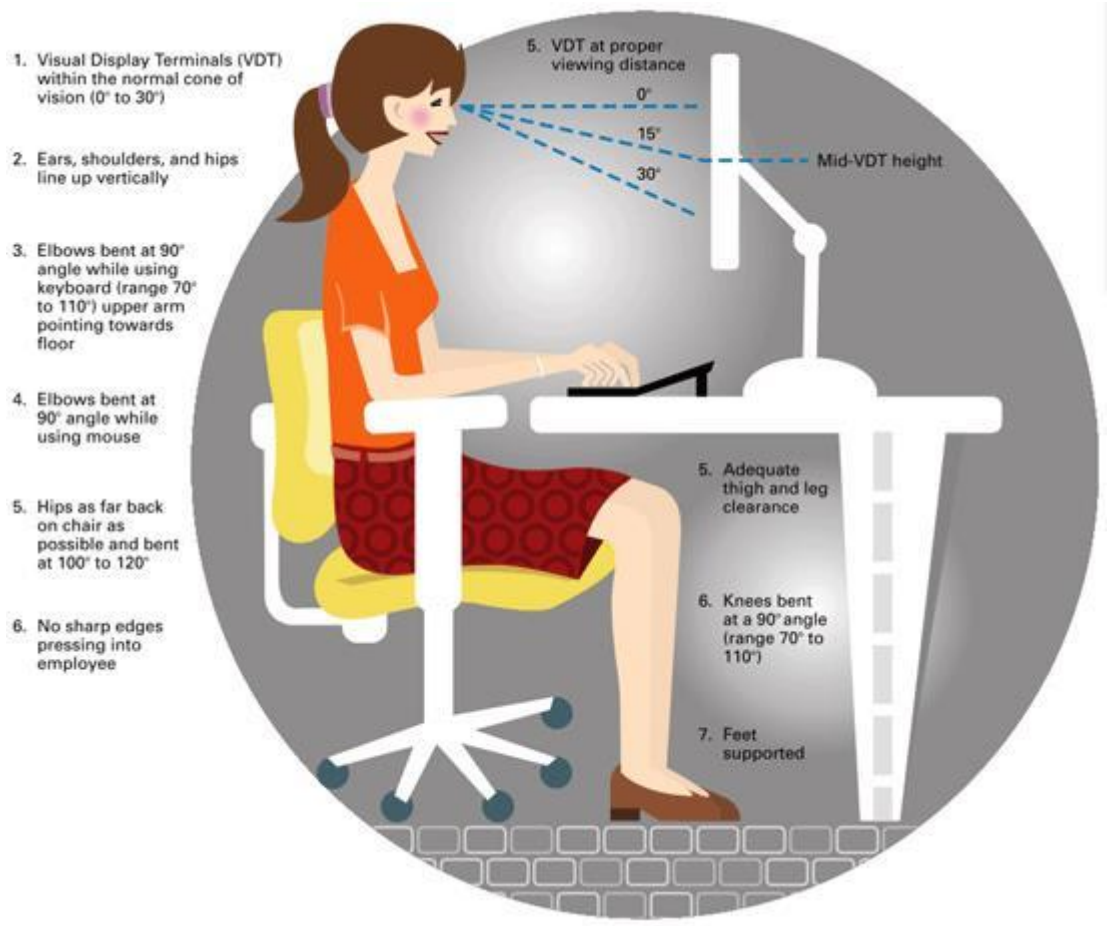
Quick Reference

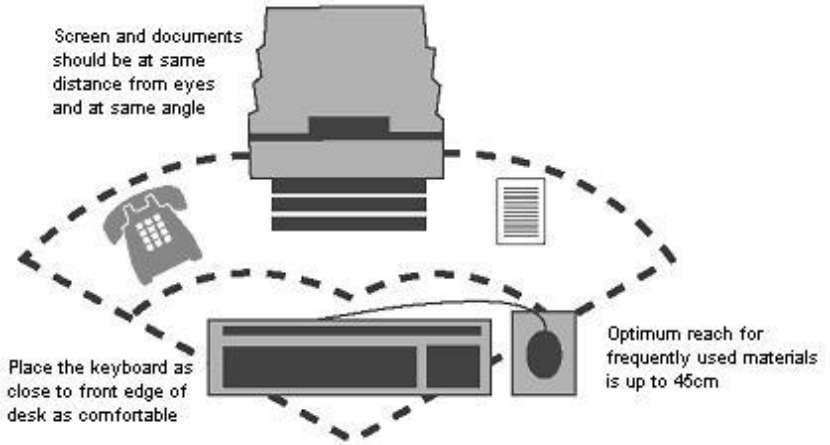
The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of an ergonomic checklist: please see below.





Workplace Safety - Office Workstation Checklist

The following assessment is to be used to ensure workstations are ergonomically designed. A 'No' answer to any of the following questions identifies an issue that may contribute to an ergonomic risk. List the 'No' items on the Actions Required section at the end of the assessment and address with the Department Manager.

Office: _____ Date: _____ /_____ /_____

Assessment carried out on: _____ Position: _____

Assessor:

_____

Chair	Yes	No	N/A
Is your office chair supportive and comfortable throughout the day?			
Can you adjust your chair so the lumbar support fits snugly in the small of your back so that you feel comfortable and supported without any pressure points?			
The forearm and wrists are parallel to the floor or angled down slightly when chair height adjusted.			
When chair height is adjusted appropriately, your elbows are in line with your keyboard.			
If your feet are not positioned on the ground, a footrest is provided.			
Seat back angle is adjusted so user is in an upright position when using keyboard.			
Is your chair adjustable in: • Seat height • Lumbar support height • Backrest angle independent of seat tilt • Seat tilt (optional) • Armrests (if fitted)			
Desk	**Yes**	**No**	**N/A**
Is your desk space sufficient: 900mm(d) x 1500mm (w) x 680 – 720mm (h)			
Desk is designed so frequent trunk twisting/rotation is not required.			
User is able to sit close to workstation without any impediment (check that the desktop is thin, chair arms are not in the way, clear leg room).			
If documents are regularly referred to, they can be positioned and supported (ie. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways/ downwards).			
Is there sufficient space under the desk for your legs and knees?			

Keyboard	Yes	No	N/A
Directly in front when you type?			
Placed so your upper arms are close to your body?			
Can you maintain a natural and straight posture to your hands, wrists and forearms?			
Separate keyboard, monitor and mouse is used, if using laptop for extended periods of time?			
Mouse	**Yes**	**No**	**N/A**
Can the mouse be placed close to you and within your optimum reach zone?			
Is it placed just beside the keyboard and at the same height?			
Does the mouse fit comfortably in your hand, ie. not too long or round or short or flat etc.			
Can you place your fingers, wrists and forearms all in a straight line while using the mouse?			
Monitor	**Yes**	**No**	**N/A**
Is the monitor far enough away, ie. you do not feel the monitor is too close (generally no further than arm's length away, 500, 750mm)			
Are you able to look straight ahead at the monitor without twisting?			
Is the top of your monitor at eye height?			
Is the image of your monitor clear, crisp, that is, neither fuzzy nor flicking?			
Is your monitor free from reflections?			
Can the position and contrast of the screen be adjusted?			
Spectacle use: • Is the prescription appropriate for computer use? • If you wear bi/tri/multi focal glasses, can you adopt a comfortable posture, eg. you do not need to bend your neck back to use the appropriate part of the lens?			
Specific Task	**Yes**	**No**	**N/A**
If you frequently enter information into the computer from a paper copy, do you have a document holder appropriate for the task that facilitates a healthy posture?			
If you spend long periods reading, do you angle the document or lean on an angled clip board to enable you to sit tall?			
If you need to type and use the telephone simultaneously, do you use a speakerphone or headset to avoid contortion of the neck and shoulder?			
Personal Environment	**Yes**	**No**	**N/A**
Is lighting appropriate for your work space, ie. not too much or too little and no external light sources shining into your eyes (glare, reflections)?			
Is the air temperature and the air flow fresh and comfortable?			
Are the noise levels acceptable?			
Do you change the layout of your desk according to the task at hand, planning the frequently used and important items for the task in the most convenient location?			
Can you perform most of your work with your upper arms in a relaxed position and close to your body?			
Human Movements	**Yes**	**No**	**N/A**
Do you change posture at least every 30 – 45 minutes?			
Do you look away from the monitor and focus in the distance frequently?			
Do you get out of your seat at least every hour or adjust your chair to maximise comfort, even when you are busy?			

Have you organised your work are so that you are accessing items, so you are encouraged to rise from your chair rather than placing your body in an awkward position?			
Do you stretch your muscles, particularly in the neck, shoulders and back every hour – to minimise stress in these areas?			

Actions Required	By Whom	By When	Completion date

I, the manager have agreed with the above action plan:

Manager Name: _____ Date: _____/_____/_____

Signature: _____

This office workstation checklist is to be filed with department.

Evacuation Drill Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Evacuation Drill Form. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of an evacuation drill form:

EVACUATION CORRECTIVE ACTION REPORT
OBSERVERS CHECKLIST

Site: _____ **Location:** _____

Date of evacuation: _____ **Chief Warden:** _____

Evacuation Sequence	Time	Comments
Alarm sounded		
Wardens Respond		
Wardens check floor areas		
Evacuation commenced		
Wardens report floor clear		
Mobility impaired persons accounted for		
Arrive at assembly point		
Evacuation completed		
Exercise terminated		

Findings from Evacuation

_____
_____
_____

Summary of Corrective Action Findings

Action Required	Action by	Date Required

Logged on corrective action register: Yes/ No

Date: _____

Completed by: _____ Signature: _____

Attendance to evacuation drill at: _____ on _____.

Name	Signature

Evacuation Pre Drill Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Evacuation Pre Drill Checklist. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of an evacuation pre-drill checklist:

Pre- Evacuation Drill Checklist

Site: _____ Location: _____

Number of worker at location: _____ Date of Audit: _____

Item	Yes	No	N/A	Location
Alarm company informed of impending drill?				
Relevant door alarms disarmed?				
Fire exits clearly marked?				
Stairwell doors closed and close automatically?				
Passageways and exits free of obstructions?				
Fire extinguishers/hose reels accessible and free of obstruction?				
Fire extinguishers in place and clearly displayed?				
Emergency procedure instructions clearly displayed and employees aware of instructions?				
Emergency procedures manual up to date and accessible?				
Staff briefed on emergency procedures at least once a year?				
New staff introduced to procedures?				
All emergency signs operating and visible?				
Electrical appliances safe?				
Flammable substances properly stored? (if applicable)				
All emergency equipment operating?				
All areas free of non-essentials/rubbish?				
Inform those temporarily mobility impaired to not participate (i.e. crutches, heavily pregnant)				
Other:				

Summary of Corrective Action Findings:

Action Required	Action By	Date Required

Logged on Corrective Action Register: Yes / No Date: _____

Completed By: _____ Signature: _____

PLEASE TABLE AT WHS COMMITTEE FOR REVIEW AND FILE COMPLETED COPY ON SUPPORTING DOCUMENTS. FILE FOR FUTURE VERIFICATION

Forklift Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Forklift Checklist. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of a forklift checklist:

Worker Name:	Shift:
Forklift Number:	Date:

Note: Please ensure all necessary steps are taken to ensure safety to self and others.

When Forklift secured, fork-arms resting on floor and switched off	Comments OK	Comments Not OK
8. Fluid levels: Battery a. Engine oil b. Coolant c. Hydraulic d. Water (overflow bottle)		
9. Check battery condition and gas and bottle mounting		
10. Check tyres: - pressure - condition (wear or damage)		
11. Check chains for loose pins, tilt pins		
12. Check hydraulic hoses (check there are no leaks)		
13. Check fork-arms worn, bent, cracked heels		
14. Check capacity plate attached		
15. Check load guard in place		
16. Check seat and seat belt condition		
17. Check the work area: clear of debris a. clear overhead		

18. Check overhead guard or body damage		
19. Check overhead guard or body damage		

After starting Forklift		
12. Check brakes: park and stop		
13. Test controls and movement: steering, forward/reverse, lifting, reaching		
14. Check warning devices: gauges, horn, flashing lights		
15. Check lights		
16. Check emergency stops		
17. Check unusual noises		
18. Check undercarriage debris removed		
19. Other:		

Team Member Comments:

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Team Member Signature:	

Team Leader to Complete				
Service Required:	YES	NO	Phone forklift service company:	YES NO

Service Mechanic to Complete			
Service Docket No:		Forklift Safe to Use:	YES NO
Day & Time Repaired:		Mechanic Signature:	

Team Leader to Complete

Team Leader signature required on completion of review of Forklift Safety Check, where no service call is required or on review of Forklift Safety Check on completion a service request.

Team Leader Signature:		Date:		Forklift hour	

Comments: All issues must be reported immediately to the manager/team leader/maintenance

**** REMEMBER TO TAG OUT THE EQUIPMENT WHEN NEEDED****

Hazard Notification Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Hazard Notification Form.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Hazard Notification Form:

Department:	Date:
Hazard reported by:	Position:
Hazard reported to:	Position

TYPE OF HAZARD *(select appropriate hazard)*

☐ Slippery surfaces	☐ Housekeeping (cutter, storage)	☐ Motor vehicles	☐ Lifting
☐ Fire/explosion	☐ Insects	☐ Heights	☐ Electrical
☐ Plants/spores	☐ Unsanitary conditions	☐ Chemical	☐ Dusts
☐ Noise	☐ Lighting	☐ Ergonomic (repetitive)	
☐ Heat/cold	☐ Vibration	☐ Job conditions	
☐ Fatigue	☐ Threat of violence or verbal abuse	☐ Other _____	

Description of Hazard

Action to be taken: *(to be completed by person responsible for hazard)*
Action to be taken by whom:
By when: (please circle) Immediately Within 24 hours Within 7 days Within 14 days

Action Complete		
Completed by:	Date/ Time:	Signature:
Does a risk assessment need to be completed?		Completed YES/ NO
Completed report forwarded to:	WHS Officer	Date:
Hazard report added to:	Corrective action register	Date:
	Discussed at committee meeting	Date:
	Reported in WHS monthly report	Date:

Hot Work Permit

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Hot Work Permit. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Hot Work Permit:

This must be completed prior to carrying out welding, thermal cutting, grinding, etc. in buildings, confined spaces, areas with combustible vegetation or in times of high fire danger.

This permit must be signed by the person in direct control before the work proceeds. Only the work listed may be done.

Date of Work:	
Site/Location of Work:	
Task:	**Permit No.:**

Description of work (that is covered by this permit):

_____

_____

_____

_____

_____

Contractor's details:

_____

Equipment to be used:

_____

_____

_____

Name of person in direct control authorising this permit (please print):

_____

Position: _____Signature:

_____

Persons required to conduct Hot Work:

I have been advised of and understand the control measures and precautions to be observed with the hot work covered by this permit.			
Name	**Signature**	**Date**	**Time**

Permit is valid from		Permit is valid to	
Date:	Time: am / pm	Date:	Time: am / pm
Emergency Information			
If a fire occurs, call:		Tel:	
Nearest fire alarm:			

Special precautions:

_____

_____

_____

_____

Precautions Checklist

Authorisation by Person in Direct Control					
The above work is authorised to proceed subject to the following action being taken prior to work starting and procedures being maintained for the duration of the work. Each item is to be checked by the person in direct control prior to work starting for each period (delete and initial if and where Not Applicable).					
Item	**Action**	**Yes/NA**	**Item**	**Action**	**Yes/NA**
1	Fire sprinklers and/or thermal detectors must be confirmed as operational (where		9	Combustible materials located within 10 metres must be removed or protected with non-combustible curtains, metal	

	installed) and ready for use.			guards or flame proof covers (not ordinary tarpaulins). In a retail/office environment if 10 metre clearance is not practical then the largest distance possible (minimum of 3 metres) is acceptable	
2	Smoke detectors must be isolated in the work area and Impairment Procedures followed.		10	Combustible materials on the other side of wall or ceiling must be moved away.	
3	Fire equipment to be provided as follows: • Fire Reel Hose • Fire Extinguisher **Mandatory fire watcher present**		11	Containers must be purged of flammable liquids/vapours.	
4	Barricades, warning signs and spark/flash screens must be provided.		12	All floor and wall openings within 10 metres must be covered with fire resistant coverings to prevent transmission of sparks.	
5	Work area, trenches, pits, etc. must be clear of flammable liquids, gases, or vapours.		13	The hot work area must be isolated and any adjoining areas must be patrolled from the start of work until 30 minutes after the work is completed (including break periods).	
6	Personnel conducting work must be adequately trained, competent and supervised.		14	Ventilation must be adequate and wind direction satisfactory for hot work to be done.	
7	A risk assessment must be conducted (including public safety hazards) and documented safe work procedures are in place.		15	Personnel conducting the work have been taken through the permit requirements and understand the hazards in relation to their task.	
8	The person in charge of the location/division/facu		16	Special Conditions. (Please detail)	

	lty where work is being undertaken must be informed of the details of the hot work.				

Authorisation for work to commence

The work site has been inspected by me, and I have arranged for the fire panel to be isolated and all above precautions taken.

Name: _____ Signature: _____

Date: _____ Time: _____

Work Completed and Area Safe

The work area has been inspected by the person in direct control 30 minutes after completion of work and declared safe for normal operations to resume. The fire panel has been de-isolated.

Fire Watcher

Name: _____
Signature: _____

Date: _____ Time: _____

Hot works commenced at _____ am/pm.

Hot works completed at _____ am/pm.

Return the completed form to the Pandanus Workforce *manager.*

Incident Report Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Incident Report Form.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Policy & Procedure

Sample Incident Report Form:

Department:	Location:
Date / time of incident:	Date / time reported:
Reported by:	Reported to:
Form completed by:	

Incident Category

☐Lost time injury	☐ Medical Treatment	☐First aid
☐Journey Claim	☐ Near Miss	☐Notification only

Name				
Contact #		Occupation		
Employment Status:	☐ Employee	☐ Contractor	☐ Volunteer	☐ Visitor
Shift:	☐ Day	☐ Afternoon	☐ Night	☐ Overtime

	Details of Injury
Type of Injury (i.e. Fracture):	
Body Location (i.e. Hand, Lower Back):	
Mechanism: (i.e. hit with, made contact with):	
Detailed explanation (including treatment):	
Cause of Injury: (i.e. stairs, vehicle, water):	
Name of first aider:	
Witness name:	Witness contact #:
Date ceased work:	Time ceased work:

Manager's Name: _____Signature: _____

Upon completion, forward a copy of this form to your manager and the WHS Officer.

Induction Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Induction Checklist. The following guidelines are to be adhered to by all managers, supervisors and employees

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of an induction checklist and quiz:

WHS INDUCTION CHECKLIST - DAY 1					
Name:			**Position:**		
Date of Induction:			**Location:**		
Person doing Induction:			**Position:**		
	Yes	**N/A**		**Yes**	**N/A**
1. Conduct brief site tour	☐	☐	14. Building evacuation procedures	☐	☐
2. WHS policy	☐	☐	15. Fire extinguisher locations	☐	☐
3. WHS noticeboard and WHS responsibilities	☐	☐	16. Emergency exits and assembly areas	☐	☐
4. Site safety rules e.g. Smoking, PPE, Behaviour, Traffic Flow, Mobile Phones	☐	☐	17. MSDS folder locations and explanation of contents and its purpose	☐	☐
5. Site access arrangements – off limit areas	☐	☐	18. Safe use and storage of hazardous substances	☐	☐
6. WHS reps and consultative procedures	☐	☐	19. First aid attendant/ kitchen / facilities	☐	☐

7. WHS Issue Resolution Procedure	☐	☐	20. Waste disposal		
8. Faulty equipment (lockout tagout procedure)	☐	☐	21. Toilets, showers and amenities	☐	☐
9. Incident reporting procedures	☐	☐	22. Designated parking areas	☐	☐
10. Safe use and storage of PPE	☐	☐	**Competency Check (where applicable)**		
11. Specific site hazards eg. asbestos	☐	☐	23. Forklift competency check	☐	☐
12. Reporting hazards/unsafe work procedures	☐	☐	24. Check licenses	☐	☐
13. Safe work practices to be followed (SWMS)	☐	☐	25. Other	☐	☐

PRINT NAME OF WORKER INDUCTED	SIGNATURE

PRINT NAME OF REPRESENTATIVE GIVING INDUCTION	SIGNATURE

Name: _____ **Position:** _____

Date of quiz: **/ /** _____ **Location of job:** _____

Induction Checklist	True	False	Induction Checklist	True	False
WHS is not part of my job	☐	☐	Anyone can apply a 'faulty tag' on a piece of equipment	☐	☐
There is a WHS noticeboard in my workplace	☐	☐	I can modify safety equipment	☐	☐
If I have an injury I have to report it	☐	☐	In an emergency I follow the fire warden's instructions	☐	☐
I need to report unsafe acts	☐	☐	I am allowed to bring in my own hand tools to work	☐	☐
We have high standards for safety	☐	☐	There are areas that are off limits	☐	☐
I am allowed to smoke in the car park	☐	☐	If there is a fire I can use the fire extinguisher	☐	☐
Anyone can handle chemicals on site	☐	☐	Rushing and taking short cuts can cause injuries	☐	☐

Only qualified first aiders can conduct first aid	☐	☐	Emergency exit doors must be kept closed	☐	☐
If I see something unsafe I need to report it	☐	☐	If there is a quicker way of doing things, I don't have to follow the safety procedure	☐	☐

TRAINING DECLARATION:

I have received and understood instructions given by the Trainer in relation to the induction schedule below.

Health and Safety Policy	My Health and Safety Responsibilities
Injury Management Policy	Safe Use of Equipment
Safety Procedures	Incident and Hazard Reporting
Safe Manual Handling Techniques	Faulty equipment
Forklift safety	Specific hazards for the site

Worker Name: _____

Worker Signature: _____ Date: ___ / ____ / _____

Investigation Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Investigation Form. The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Policy & Procedure

Sample Investigation Report Form

This investigation is **CONFIDENTIAL** and IN DRAFT

PART 1 - INCIDENT SUMMARY	Date:
Site Location:	**Nature of Incident:**
Name of Injured Person:	**Position:**
Manager:	**Manager's Position:**
Date of Incident:	**Time of incident**:
Name of Investigator(s):	
Witnesses / People Consulted:	

PART 2 – INCIDENT DETAIL / CONTRIBUTING FACTORS	
Sequence No.	***Source of Information***
44.	
45.	
46.	
47.	
48.	
49.	
50.	
51.	

Background Information:
•
•
•
Additional Information:
•
•

Hierarchy of Control

Elimination	Totally remove the hazard
Substitution	Replace the material or process with a less hazardous one
Engineering	Redesign the equipment or work processes
Administration	Providing controls such as training, procedures, supervision etc.
Personal Protective Equipment	Using properly fitted PPE where other controls are not practicable

- **PART 3 – RECOMMENDATIONS (PROPOSED ACTIONS)**

What are the actions that are recommended to prevent this action from recurring? Use the 'hierarchy of control' in providing these recommendations.

Specific Action Required	Control	Person Responsible	Target Date	Completed Date

- **PART 4 - ATTACHMENTS TO THIS REPORT**

• PART 5 - WHS REVIEW
I, _____ (manager) have read the incident investigation and am satisfied that the above risk controls have been implemented (or are scheduled to be implemented) to eliminate and /or reduce the identified risks as low as is reasonably practical. Signed: _____ Date: _____

Copied for file (please tick):	Copied for follow up attention (name of person)	Copied for action (name as recommended above)
Manager	WHS Officer	Worker's compensation insurer
Executive	Chairperson, WHS Committee	

Contributing Factors Prompts

Environment *(Tick one or more boxes as appropriate)*

Noise		Inadequate lighting	
Inadequate ventilation		Visibility	
Weather conditions		Poor house keeping	
Workplace layout		Inadequate workplace maintenance	
Heat/cold		Surface conditions - Wet	
Other : explain			

Human Behaviour *(Tick one or more boxes as appropriate)*

Lack of knowledge / inexperienced		Lack of training	
Non prescribed drugs or alcohol		Fatigue/stress	
Risk taking		Incorrect posture	
Failure to follow safe working procedures/not wearing PPE		Plant/equipment used incorrectly	
Other: explain		Supervision	

Plant/Equipment *(Tick one or more boxes as appropriate)*

Incorrect plant equipment for task		Defective plant or equipment	
Inappropriate safety devices or protective equipment		Incorrect substances for task	
Inadequate warning devices/design		Poor storage	
Non-compliance with plant operating procedures government/ industry regulations, standards, codes etc.		Suitability of plant/substance	
Lack of safety information/labelling		Plant/equipment failure	
Other: explain			

System/Procedures *(Tick one or more boxes as appropriate)*

Inadequate systems procedures or work instructions		Work practices	
Purchasing		Maintenance	
Hazards not identified or controlled		Lack of appropriate training	
Previous incident, accident near miss not reported		No action from previous incident, accident near hit	
Other: explain		Operating procedures not upgraded after making change	

Job Description Inserts

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Job Description Inserts The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Example of job description inserts.

WHS Job Description Inserts

Senior Management

Objective	Sample Key Activities
• Provide a healthy and safe workplace for all workers under their control • Reduce injuries to personnel and improve safety performance.	• Ensuring the safety of each individual within the departments and divisions within their respective areas of control and the safety performance within their relevant department or division. • Implementation of the WHS policy, WHS management system and constant promotion of safety as a principle value within their respective areas of control. • Review health and safety performance and monitor implementation of Pandanus Workforce WHS strategic plan. • Ensure managers under their control are authorised to effectively implement and maintain the occupational health and safety management system. • Ensure adequate resources are available for health and safety programmes.

	• Maintain and where necessary, upgrade equipment/work environments to ensure safety standards are maintained. • Budget for health and safety activities and capital improvements within relevant area of control. • Ensure managers under their control have specific, achievable and safety objectives in Individual Development Plans. • Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.

Manager

Objective	Sample Key Activities
• Provide a healthy and safe workplace for all workers under their control. • Reduce all incidents	• Report all hazards/incidents/injuries within 24 hours to the manager or WHS Coordinator. • Assist with incident investigation and risk assessments within 48 hours of the injury. • Implement corrective actions following an investigation within the required timeframe. • Safety is an agenda item at monthly team meetings and documented. • Toolbox talks are conducted once a month (records of attendees and other items raised to be documented). • Workplace inspections are performed monthly. • Ensure WHS is reviewed on performance plans of all managers. • Consult with WHS Coordinator to develop appropriate health and safety policies and procedures and strategies are developed and implemented to enable the effective management and control of health and safety risks. • WHS monthly statistics reviewed and discussed in team meetings.

Workers

Objectives	Sample Key Activities
• Ensure they comply with the requirements of Pandanus Workforce WHS Plan. • Ensure their workstation and equipment is in good condition.	52. Report all incidents, hazards and injuries within 24 hours to the appropriate person. 53. When requested assist the manager and other workers in the risk assessment of workplace hazards. 54. Where personal protective equipment is required to control exposure to hazards in the workplace. 55. Participate in all WHS training and emergency evacuation drills as requested. • Maintenance schedule is adhered to. • Participate in one inspection per year with the WHS Committee and file documentation. • Complete pre-operational equipment checklists (i.e. forklifts, plant) as instructed. • Participate in the implementation of the WHS plan.

WHS Officer (in addition to above)

Objectives	Sample Key Activities
• Ensure all injured workers are provided with timely rehabilitation and treatment and WHS plan is established an in place.	• Reports on progress of plan implementation and WHS performance at monthly meetings. • Co-ordinates manager comments and provides feedback to executives on Pandanus Workforce WHS Management System and WHS Strategy. • Co-ordinates working parties to implement a WHS plan. • Ensure culture of WHS is developed in Pandanus Workforce by attending management meetings and representing WHS on these. • Regularly attends team meetings and promotes WHS system and plan implementation.

Managers WHS Report

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Managers WHS Report.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Policy & Procedure

Sample WHS Monthly Manager's Report

Month _____

Injury Statistics								
	Dept 1	**Dept 2**	**Dept 3**	**Dept 4**	**Group Month Total**	**Group Month Target**	**Group YTD Total**	**Group Annual Target**
Employee Headcount								
Number of Near Misses								
Number of Incidents								
Number of Injuries (including lost time)								
Number of Lost time Injuries (LTI)								
LTIFR								
Total Days Lost								
Number of Claims								
Number Near Miss Investigations								
Number Safety Meetings								
Number Risk Assmts								
% of Mgrs WHS Trained								

Definitions

Incident refers to Property/Equipment Damage, or pollution events.
Lost time Injuries refer to where a full shift or more is lost. Journey claims (injuries occurring during travel to and from work) are not included.
Injuries include first aid/ medical consultation.
LTIFR refers to Lost Time Injury Rate (Number of Lost Time Injuries per million hours worked).
Total Days Lost refers to total working days lost during the month from new and existing claims.
Number of Claims refers to the number of **new** worker's compensation claims lodged during the month.
YTD Total refers to all Injury Statistics since January 2012.

Commentary on Statistical Report

56. There were # lost time injuries during the month of February 2012, which is a_____ result. Details as follows:
    57. Date, area, company, details, corrective action.
58. There were # near miss incidents during the month of February 2012. Details as follows:
    59. Date, area, company, details, corrective action.
60. There were # minor injuries (not involving worker's compensation) reported during the month of February 2012. Details as follows:
61. Date, area, company, details, corrective action
62. There were # hazards reported during the month of February 2012. Hazards mainly related to _____. All hazards have been investigated with corrective action applied.

Compliance Issues

(Related to contractor non-compliance, government authority visits, non-compliance with WHSMS)

Performance Plan Inserts

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Performance Plan Inserts.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Performance Plan Inserts

Senior Management with/ without direct reports (Director, Executive Team, Senior Mgmt)

Objective	Work pro-actively to achieve WHS performance targets as defined in the WHS or department business plans
Activity	▪ Review and ensure direct reports with management responsibility have included WHS objectives in performance plans ▪ Support and review WHS and departmental business plans and WHS initiatives at the monthly meetings. ▪ Analyse WHS KPIs at the monthly meetings to ensure targets are achieved
Measure	▪ 100% of performance plans have a safety objective ▪ 50% increase in the number of hazards reported ▪ 70% of incidents reported on the same day they occurred ▪ 70% of investigations completed within 48 hours ▪ 70% of corrective actions will be closed out on time ▪ 100% of scheduled inspections are completed

Management with/ without direct reports (Team Leaders, Line Managers, Supervisors)

Objective	Support and drive the implementation of health and safety key initiatives from the WHS and departmental business plans to reduce workplace hazards and incidents.
Activity	▪ Review performance plans of all direct reports to ensure WHS objectives are included. ▪ All workplace incidents and hazards to be logged through the hazard and incident notification forms within 24 hours of notification. ▪ All incident and hazards are investigated within 48 hours and documented. ▪ All corrective actions for incidents and hazards are closed out on time. ▪ Monthly toolbox talks and relevant WHS training is rolled out monthly. ▪ Complete scheduled inspections and related documentation.
Measure	▪ 100% of performance plans have a safety objective ▪ 50% increase in the number of hazards reported ▪ 70% of incidents reported on the same day they occurred ▪ 70% of investigations completed within 48 hours ▪ 70% of corrective actions will be closed out on time ▪ 100% of scheduled inspections are completed

Workers

Objective	Participate actively and positively in the area of WHS to reduce all hazards and incidents within the workplace
Activity	▪ All incidents and hazards to be reported to your manager immediately ▪ Ensure site rules and responsibilities are understood by those participating in safety meetings, training and safety events ▪ Complete scheduled inspections and related documentation
Measure	▪ All incidents and hazards are to be reported on the same day they occurred ▪ 100% participation in WHS safety conversations, initiatives and WHS inspections

Plant & Equipment Register

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Plant & Equipment Register.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:
Main module use:

Policy & Procedure

Example of a Plant and Equipment Register:

This register lists plant used on site for use by team members. Only plant listed below are approved for use by team members.

Department: _____ Site: _____

Location: _____

Date: ____/____/_____

Prepared by: _____ Position: _____

Signature: _____

Next review date: ____/____/_____

Plant/ equipment item	Location on site	Model #	Manufacturer	Model	Serial #	Owned/ leased	Rego License # (if applicable)	Rego/ Licence expiry date	Maintenance frequency day/mth/yr	Mth maintenance on plant is to occur (tick)											
										J	F	M	A	M	J	J	A	S	O	N	D

Rehabilitation & Treatment Plan

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Rehabilitation & Treatment Plan.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Rehabilitation and Treatment Plan

This performance criterion is to be completed once the injured employee has returned to work on pre-injury duties to assess the service provided by the rehabilitation and treatment provider.

Rehabilitation/Treatment Provider:			
	Achieved all the time	**Achieved most of the time**	**Not achieved**
Rehabilitation and treatment providers responded to the referral within a reasonable time	☐	☐	☐
Rehabilitation and treatment providers established the return-to-work program	☐	☐	☐
Rehabilitation and treatment providers provided regular reports to the Return-to-Work Coordinator	☐	☐	☐
Responded to adhoc requests and provided sound advice	☐	☐	☐
Comments:			

Injured Employee's Assessment		Employer's Assessment	
Very Good	☐	Very Good	☐
Good	☐	Good	☐
Unsatisfactory	☐	Unsatisfactory	☐
Would you use this provider again:	Yes / No	Would you use this provider again?	Yes / No
Signed:		Date:	
(Injured Employee)			
Signed:		Date:	
(Return to Work Coordinator)			

Residual Current Device Register

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Residual Current Device Register.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a residual Current Device Register:

Workplace:						
Location of RCD	**Unit Registration No.**	**RCD Type**	**Due Test Date**	**Date Tested**	**Passed / Failed**	**Signature of Competent Person**

Return to Work Plan Template

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Return-to-Work Plan Template.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a Return-to-Work Plan:

		Accident Number:
The following Return to Work Plan has been developed for:		
Employee name:		Employee number:
Classification:	Section:	
Address:		
Supervisor:		
Duties:	Considerations/restrictions:	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
Specific duties to be avoided:		
Hours / days of work:		
Wages (including make-up pay if applicable):		
Commencement date:	Length of program:	
Review dates:		

General comments (include the purpose of suitable duties, any treatment arrangements:	
The following parties have agreed to this program:	
Injured Worker:	Date:
Supervisor:	Date:
Return to Work Coordinator:	Date:
Treating Doctor:	Date:
Union Representative:	Date:

Risk Assessment Form

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Risk Assessment Form.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Sample Risk Form Example on the next page.

Site specific task:
_____

Site Name: _____ **Completed by:** _____ **Date:** _____

Number of Pages: _____

A minimum group of 2 workers and 2 managers is required to complete a Risk Assessment. A Risk Assessment must be completed BEFORE the commencement of a specific job/task and as part of the ongoing risk management program. Please retain the completed Risk Assessment in your Health and Safety files. *D=Design, E=Eliminate, S=Substitute, SE=Section Off, EN=Engineer, A=Administrative, P=PPE			
Potential Hazards/Consequences *Then, identify the potential hazards associated with each specific activity. Rate hazards using the hazard rating table in the Hazard Log and assign a risk rating.*	**Risk Rating** *Record your assigned risk rating.*	**Control Measures to be Implemented** *Now record the control measures required for each specific activity to lower risk. Finally, re-rate each specific activity with the new control measures in place.*	**New Risk Rating** *Record your new risk rating.*
Risk of.		•	(assuming controls are all implemented)

Safe Work Method Statement Template

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Safe Work Method Statement Template.
The following guidelines are to be adhered to by all managers, supervisors and employees

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure

Main module use:

Procedure & Policy

SAFE WORK METHOD STATEMENT

<table>
<tr><td>[PCBU name, ABN, Office Address and Phone]</td><td>Principal Contractor (PC)</td><td colspan="2">[Name, ABN, Office Address]</td></tr>
<tr><td>Work Activity:</td><td>[Job description]</td><td>Work Location:</td><td></td></tr>
<tr><td rowspan="5">High Risk Construction Work:</td><td>• [list work from WHS Regulations]</td><td rowspan="4"></td><td></td></tr>
<tr><td>•</td><td></td></tr>
<tr><td>•</td><td></td></tr>
<tr><td>•</td><td>Works Manager:</td><td></td></tr>
<tr><td>•</td><td>Contact Phone:</td><td></td></tr>
<tr><td>Have workers been consulted about the SWMS?</td><td colspan="3"></td></tr>
</table>

Person Responsible for ensuring compliance with SWMS		**Date SWMS Provided to PC:**	
Person(s) Responsible for reviewing the SWMS		**Last SWMS Review Date:**	
Date received:		**Signature:**	

What is the activity and high-risk construction work?	**What are the hazards and risks?** (What is the problem?)	**How will the hazards and risks be controlled?** (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
Break the job down into logical work or activity groups. Where it makes sense to address a range of activities with one control measure, group them into one entry on the SWMS.	Identify the hazards and risks that may cause harm to workers or the public. Consider the environment, equipment, the work methods, other contractors/workers, etc.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible? Start by trying to eliminate the risk and then move down the hierarchy of controls.

Schedule of Inspections Template

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Schedule of Inspections Template.
The following guidelines are to be adhered to by all managers, supervisors and employees

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a workplace inspections schedule:

Period Covering	From:	To:
Area	**Timing**	**Performed By**

Vehicle Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Vehicle Checklist. The following guidelines are to be adhered to by all managers, supervisors and employees

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Example of a vehicle checklist:

Use this form to identify hazards associated with company motor vehicles **each quarter**. Consult your manager for further assistance

Assessed By:	Responsible person/driver:
Vehicle Registration:	Date Completed:
Today's Date: ___/___/___ Next Service Due: __/__/__	Corrective Action logged on Corrective Action Register? Yes No N/A
Forwarded to manager? Yes No	Odometer Reading:

Instructions:

63. Identify hazards by ticking (√) answering the following questions.
64. "No" answers must be given a risk rating and added to the site OHS Corrective Action Register
65. Refer to the HWA Safe Driving Procedure for information relating to servicing of motor vehicles.

Items Checked	Condition Good/Bad	Comments/ Corrective Actions	Risk Rating
Car serviced within recommended time? Check service book.			
Battery – connections, water level ok?			
Brakes - foot and hand brakes working?			
Lights – tail, head, reversing and indicators working?			

Horn working?			
Steering – smooth, no slack or play?			
Tyres – not flat, bald, cut or damaged?			
Spare tyre – not flat, bald, cut or damaged?			
Seat belts – operational?			
Liquid levels, fuel, radiator coolant, brake fluid, engine oil?			
Seat adjustment: - forward/ backward correct? - recline forward/ backward correct?			
Mirrors: - rear view mirror adjusted correctly? - side mirrors adjusted correctly?			
Condition: is exterior/ interior clean and in sound condition?			
First aid kit in vehicle?			
Free from visible leaks under car/ on road or driveway?			
Loads secure? For sedans, are loads safely stored in the boot?			
Driver's seat headrest adjusted so that its top edge is at least half-way up the back of the driver's head?			
Additional comments:			

Site Inspection Checklist

Purpose & Scope

The purpose of this policy is to explain the general procedures relating to Site Inspection Checklist.
The following guidelines are to be adhered to by all managers, supervisors and employees.

Quick Reference

The following modules in the WHSMS would be likely to be accessed during this procedure:

Main module use:

Policy & Procedure

Sample Monthly Site Inspection Checklist:

Site:	
Person Doing Inspection:	
Date:	

If item is not applicable, put N/A in comments section.

ITEM	YES	NO	COMMENTS
Policies and procedures			
WHS Policy on WHS noticeboard			
Unauthorised persons prohibited from entering the site			
Safety procedures in place for all workplace activities			
Emergencies			
Emergency contacts (Fire wardens and first aiders) prominently displayed			
Fire extinguishers tagged (yellow tag stamped) within 6 month period (record date of last test in comments section).			
Evacuation signal in place for the site			
Emergency assembly point identified			
Emergency maps displayed, including assembly points			
First aid kit available and stocked			
Emergency eye wash station tested and working			
Manual handling			

Workers observed using two-person lift or aids for all materials and equipment over 16kg			
Mechanical aids available to lift heavy or awkward items e.g. trolleys, trolley jacks, engine cranes			
All lifting equipment inspected and in good working order eg. trolleys, jacks, cranes			
All hoists and cranes inspected and in good working order and service records up to date			
Work benches at a comfortable height			
Chair backs and seat heights adjustable			
Storage shelves organised to minimise bending and stretching			
Workplace area adequate to enable ease of movement			
Work items that are regularly used within easy reach			
Workshop Areas			
Tools and equipment are stored in the right place			
Hearing protection available for work on and around noisy plant and equipment			
Ventilation is adequate for the work area			
Eye protection provided for grinder, press, degreaser, detailing, welding etc.			
Stock stored in racking/ shelves and not on top of internal offices/buildings unless designed for this purpose.			
Extraction fan hoses not leaking and in good working order			
Forklifts / Load Shifting Equipment (LSE's)			
Daily pre-operational checks completed			
Parking areas for forklift identified			
Pedestrian walkways/ crossings clearly marked			
Entry and exit points to the work area protect pedestrians from being struck			
Physical barriers or other controls in place to separate pedestrians from forklifts			
Good lighting and visibility to minimise risk of collision e.g. blind spot mirror, safety vests worn, reflective markings on equipment			
Forklifts fitted with reverse beepers and flashing lights			
Forklift operators observed wearing seatbelts			
All forklift operators are licensed (check at least one driver and write down name in comments section)			

Forklift operators observed not wearing music headphones or talking on phone whilst forklifts in operation			
Warehouse / Storage			
All workers wearing high visibility vests and covered shoes			
Pallets in good repair (not damaged)			
Pallets appropriately stored on racking – no overhang			
Heavier items stored low			
Step ladders available to access high shelves for picking			
Pallets on ground level stacked no higher than 3 pallets high			
Racking has load rating signage			
Racking has been bolted to the ground			
Plant and Equipment			
Guards fitted to grinder and grinder bolted to stand/ bench.			
Spark producing machines e.g. grinders, used away from chemicals/ waste bins (ignition sources).			
Machine guards in place on all operating equipment where there is a risk of entanglement (including conveyors)			
Emergency stop buttons clearly visible and operational (test)			
Welding screens used to isolate welding arc.			
Power tools inspected and serviced regularly			
Compressors inspected and serviced regularly (record date of last test)			
Is there sufficient area around machines or equipment to enable access for maintenance and repair?			
Are machinery and equipment areas kept clean?			
Are all confined spaces sign posted and only those trained in CS accessing this area?			
Chemicals / Hazardous Substances			
All dangerous goods/ hazardous substances stored either in cabinet, storeroom or bounded.			
All chemicals labelled correctly (including spray bottles)			
Material Safety Data Sheets (MSDS) available for all chemicals and less than 5 years old.			
Material Safety Data Sheets are recorded in a Hazardous Substances register			
MSDS are accessible to workers			

Personal Protective Equipment available for workers required to handle chemicals (as per MSDS)			
Spill kits located close to work areas where chemicals are handled (as per MSDS)			
Waste oils and other products disposed of appropriately			
Workers in spray booths observed wearing appropriate PPEs			
Risk of Fall			
Mezzanine levels provided with guard rails and kick boards where required (to prevent stock falling off mezzanine onto passers by)			
Work where there is a risk of fall has fall protection measures in place			
Stairs			
Stairs have anti-slip treads/ tape where needed			
Stairs are clear of boxes, equipment and other obstructions			
Foot space on each stair is adequate			
Handrails are adequate			
Electrical			
No broken plugs, sockets or switches.			
No frayed or damaged cords.			
All electrical cords tested and tagged (6 monthly in workshop, annually in kitchen and 5 years in office, with associated risk assessments). Record date of last test.			
No electrical equipment used in `wet' areas of workshop.			
Housekeeping			
Floor surfaces free of slip and fall hazards (cabling/ air lines running across floor/ oil spills not cleaned up)			
Floor surfaces are even			
Walkways and doorways are clear of boxes, extension cords and litter			
Are responsibilities for cleaning floors, clearing work areas and walkways clearly specified?			
Kitchen and toilet facilities provided and adequate			
Adequate lighting in work areas, walkways and stairs			
Kitchen and toilet facilities provided and clean			
Rubbish not stored near flammables			

All emergency exits/ fire extinguishers/ hose reels etc. clear and accessible			
Gas cylinders appropriately stored and secured (upright, chained or caged)			
OTHER			
Check extraction systems don't have leaks			
Visually inspect hydraulic jacks for leaks or faults			

Monthly Inspection Action Plan		
Actions	Person Responsible	Date for Completion

On completion of this checklist, forward to the WHS Officer to add to the site corrective action register.

This document is under version control.

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