



Version 1.0, 2014

# Work Health and Safety & Management Plan

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# PART A - INTRODUCTION

## 1. Company WHS Policy

### 1.1. Company WHS Policy

## 2. Workplace Consultation

### 2.1. Workplace Consultation Policy

## 3. Management Responsibilities and Structure

### 3.1. Organisation Chart

### 3.2. Roles and Responsibilities Register

## 4. Equal Employment Opportunity (EEO)

### 4.1. Equal Employment Opportunity Policy

# WORK HEALTH AND SAFETY (WHS) POLICY

## 1. INTRODUCTION

The Officer of Pormpur Paanthu Aboriginal Corporation will protect the health, safety and welfare of workers and others when in the workplace. In order to implement this policy, a program of activities and procedures will be set up, carried out and modified and / or updated when and where appropriate.

These programs will relate to all aspects of work health and safety including:

- Workplace Consultation
- Work Health and Safety (WHS) information, training and supervision;
- The Risk Management Process and systems;
- Safe Work Method Statements (SWMS);
- Roles and responsibilities
- Review of work methods and practice when required;
- Emergency procedures and drills;
- Providing WHS equipment, services and facilities, including personal protective equipment (PPE);
- Workplace inspections and evaluations;
- Reporting and recording of incidents and injuries; and
- Injury management, rehabilitation, suitable duties and return-to-work.

## 2. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and across all workplaces under this organisations control, including subcontractors and visitors to the workplace.

## 3. RESPONSIBILITIES

Officers and Supervisors must:

- Develop and implement procedures;
- Investigate reported hazards and injuries and make appropriate corrective action;
- Make sure equipment is safe and properly maintained
- Identify hazards, assess risks and eliminate or control risks;
- Provide and implement emergency procedures;
- Provide first aid kits, facilities and trained first aid personnel;
- Make sure work areas are kept safe and free from hazards;
- Provide the necessary information, instruction, training and supervision to all workers;
- Keep up to date with changes in WHS legislation and standards, update procedures accordingly and provide all workers with updates;

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- Make sure workers compensation insurance is up to date and procedures for prompt rehabilitation is provided to workers;
- Have a return to work program;
- Make sure contractors comply with the current statutory safety standards;
- Provide the training and facilities for the safe handling, storage and transport of plant, equipment and hazardous substances;
- Provide safety equipment and personal protective equipment (PPE) to comply with Australian Standards and make sure it is worn;
- Consult with workers about WHS matters so workers can contribute to decisions effecting their health, safety and welfare;
- Keep up-to-date records of all injuries and make sure correct procedures are followed and appropriate forms filled out;
- Review WHS management system and procedures regularly and make appropriate changes.

Workers must:

- Work in a safe manner to protect their own health and the health and safety of other persons in the workplace;
- Participate in WHS consultation, procedures, training and wear appropriate personal protective equipment and clothing provided;
- Cooperate with PCBU's in their efforts to comply with work health and safety requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told;
- Report all hazards, incidents, accidents, near misses, injuries and illness to their supervisor in a timely manner; and
- Participate in rehabilitation and return to work on suitable duties.

Subcontractors must:

- Take work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with work health and safety policies, procedures and programs; and
- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by Pormpur Paanthu Aboriginal Corporation.

**Failure to comply or observe** with a direction regarding Work Health and Safety may be considered a breach of the terms of employment or contract and sufficient grounds for termination of employment or the contract.

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## WORKPLACE HEALTH AND SAFETY POLICY STATEMENT

Pormpur Paanthu Aboriginal Corporation is committed to providing a safe and healthy working environment for our employees, for contractors and visitors to the workplace. Adopting and promoting the provisions of the Workplace Health and Safety Act 2011 and its associated Regulation, Codes and Standards is paramount, together with significant importance placed in the areas of hazard/risk management, injury prevention strategies and a focus on continuous improvement will ensure WH&S plans are achieved.

Our primary WH&S objective is to eliminate or reduce risk by developing proactive strategies and adopting a risk management approach to WH&S in order to provide an injury/illness free workplace. We understand that creating and maintaining a safe and healthy working environment is a major part of our overall responsibilities, and that all employees with management or supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas.

In conjunction with this Policy, individual Safe Work Procedures, guidelines and standards will be prepared in consultation with relevant employees and issued.

We expect all employees, contractors and visitors to our workplaces to follow safe work practices as prescribed under the legislation and in our Policies and Safe Work Procedures, and that they make every effort to reduce the risk of injury to themselves and others.

We will provide adequate resources to manage and maintain health and safety together with regular training on workplace health and safety and expect our employees to attend.

Workplace Health and Safety is important and we all have an obligation to ensure that we have a safe and healthy working environment and we encourage you to actively participate so that we achieve this goal.

\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Facility Manager Signature

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# WORKPLACE CONSULTATION POLICY

## 4. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a safe and healthy workplace for workers, and others. This policy outlines the rules, responsibilities and procedures for Workplace Consultation. Through consultation workers are able to contribute to health and safety issues that may affect them and their welfare. This consultation process allows us to become more aware of hazards and Work Health and Safety (WHS) issues experienced by workers, and involve them in addressing potential problems before they escalate and affect our business.

## 5. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 6. RULES

- Consultation is required when;
  - identifying hazards and assessing risks arising from WHS matters arising from the work be carried out;
  - making decisions about ways to eliminate and minimise those risks;
  - making decisions about the adequacy of facilities for the welfare of workers;
  - carrying out any other activity prescribed by the Regulations.
  - proposing changes that may affect the health and safety of workers; and
  - making decisions about procedures for:
    - consultation
    - resolving WHS issues
    - monitoring health of workers
    - monitoring conditions at the workplace under
    - the management of the PCBU
    - providing information or training for workers
- Participate in workplace consultation and training; and
- Attend WHS meetings when and if required to consult on health and safety issues.

## 7. RESPONSIBILITIES

Officers and Supervisors must:

- Consult with workers to decide on workplace consultation arrangements and record the agreed outcomes and make sure all workgroups are represented and informed;
- Consult with workers who carry out work for the business or undertaking who are, or likely to be, directly affected by a WHS matter.

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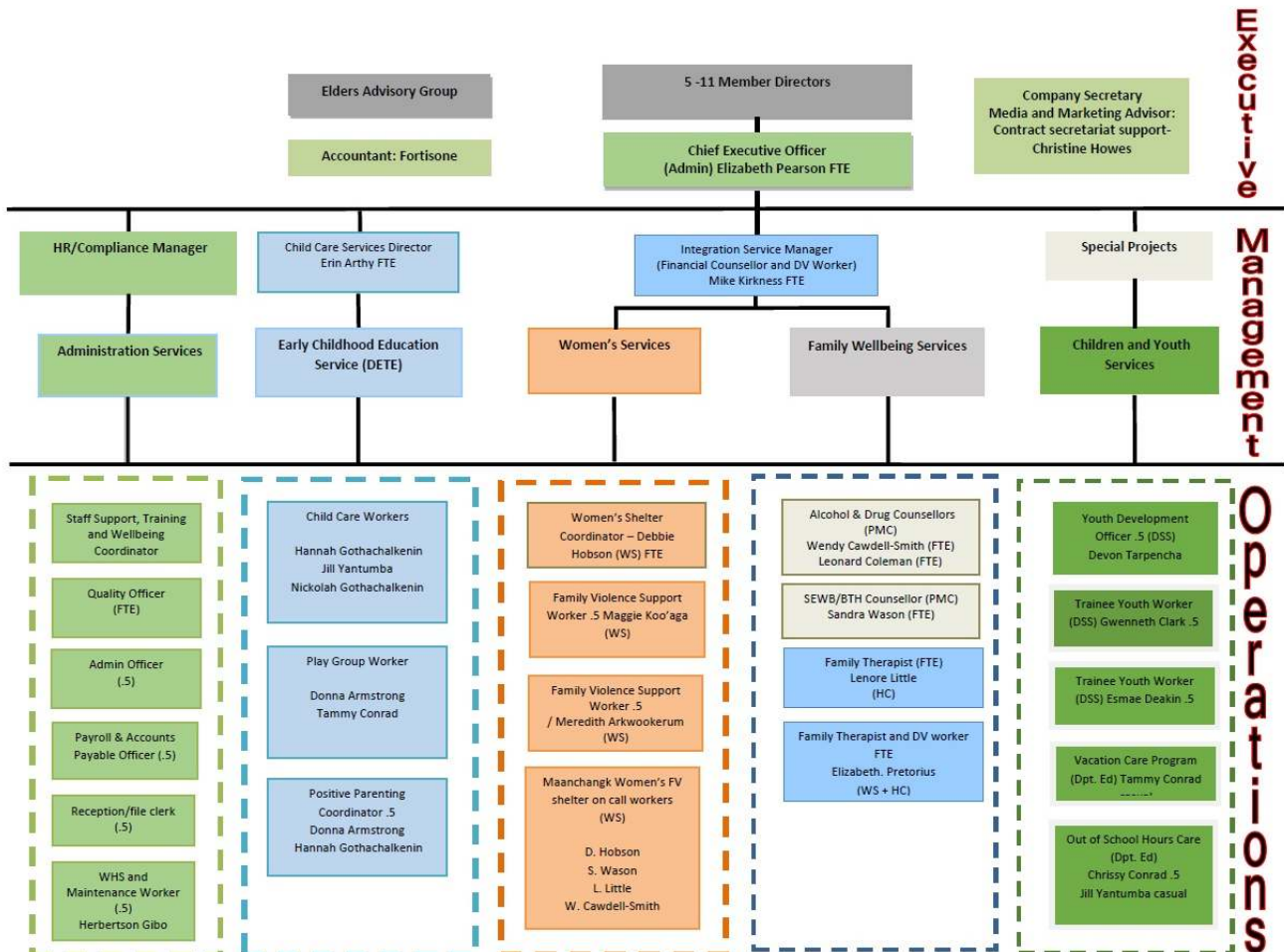
- Provide resources, information and training for workers to allow them to understand work health and safety issues so they have the knowledge to make informed decisions. In particular hazard identification, hazard control and safe work procedures;
- Hold meetings to consult with workers, health and safety representatives(HSR) or committee members to enable them to contribute to the decisions that may affect their health, safety and welfare;
- Provide sufficient time to discuss and resolve WHS issues;
- Address safety issues promptly; and
- Document meetings and safety decisions.

Workers must:

- Comply with the rules of this policy;
- Report all incidents, accidents, near misses and hazards to the officer/supervisor;
- Participate in any consultation and training relating to this policy; and
- Raise any health and safety concerns for discussion at the meetings or with their HSR.

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# ORGANISATION CHART



# ROLES AND RESPONSIBILITIES REGISTER

It is the PCBU's role to either do these tasks or delegate the task to officer/supervisors or workers. The following table suggests roles and responsibilities you may want to consider, include your own to suit your organisation. Make sure that resources, information and training is available for the roles and responsibilities to be carried out. Complete the rest of the table by entering the name of the person responsible for each task, list any additional follow up step in "Action and Record", e.g. external training course, and purchase PPE etc. Sign off when the role has been allocated and the "Action and Record" tasks are completed.

ROLES AND RESPONSIBILITIES				
Role / Task	What is required	Responsible Person Name	Action and Record	Completed
Nominate Roles and Responsibilities	Identify who is responsible for what role or task and provide instruction, training and resources.		Complete Roles and Responsibilities Register, Organisation Chart and Training Plan	
CONSULTATION				
Workplace consultation arrangements	Hold meeting and consult with workers and determine how, when and how often workplace consultation and WHS meetings will be conducted.		Record outcome of meeting	
Elect an Health and Safety Representative (HSR)	Workers elect an HSR otherwise PCBU elects an HSR and provide training, procedures and resources to fulfil the role.			
Elect an Health and Safety Committee	Required only if agreed by workers and provide training, procedures and resources to fulfil the roles.			
Organise and Chair WHS meetings	Hold regular WHS meeting and provide an Agenda and notify relevant parties.		Record meetings and follow up issues raised in meetings.	
Consulting with workers, HSR and Officers/Supervisors	Provide a mechanism that allows workers to report, suggest and provide feedback regarding health and safety hazards and issues.		Record meetings, toolbox/pre-start and follow up issues raised; Provide Hazard Report Forms.	

**RISK MANAGEMENT**

<b>Role / Task</b>	<b>What is required</b>	<b>Responsible Person Name</b>	<b>Action and Record</b>	<b>Completed</b>
Conduct Risk Management Process	Identify hazards and assess risks in the workplace/sites; Control Hazards in the workplace/worksites; and Review Safe Work Method Statements (SWMS) and create new ones as required;			
Hazardous Substances	Identify hazardous substances used in workplace/site Provide appropriate storage facilities; Have current Safety Data Sheets (SDS) for all hazardous substances and make available to workers; SDS should be updated every 5 years, review to make sure that current practices comply with the information; Risk Management process completed and documented; Train workers in the correct procedures for use, handling, storage and transporting; Train workers in the procedures for spills or personal exposure; Monitor workers health if required; Safety signs are purchased and displayed when and as required; and Labels are fixed to containers and clearly legible.			
Maintenance	Provide regular maintenance for plant and equipment – record in register; and Provide the resources and facilities for workers to carry out routine maintenance or use an external organisation when required;			
Purchasing	Provide purchasing procedures and assess the hazards and risks of plant, equipment and materials to be purchased			
<b>Role / Task</b>	<b>What is required</b>	<b>Responsible Person Name</b>	<b>Action and Record</b>	<b>Completed</b>
Subcontractors	Check credentials Induct to the site;			

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	Carry out risk management process; and Supervise work.			
Signs	Risk assessment to establish what signs are needed – danger signs, hazard warnings, emergency exits, first aid, prohibition signs and mandatory signs.			
<b>INFORMATION, TRAINING &amp; SUPERVISION</b>				
Induction	New workers; and Site specific - workers, subcontractors and visitors.			
Information	Provide safety information to workers in a means that is appropriate to their needs and skills; and Display the <b><i>Watching Out for You</i></b> poster in the workplace.			
Training – Work Processes	Safe Work Method Statements (SWMS); Safety Rules, Site Safety Rules and procedures; Emergency procedures; Work/task procedures as required; and Provide weekly toolbox meetings.			
Specific Skills	Train workers by recognised trainers/training organisations; and Make sure current certificates/licences are updated;			
Supervision	Provide adequate supervision to all workers taking into account their skills, experience and their abilities; Rotate shifts or tasks to prevent overuse syndrome; Monitor the workplace and environmental conditions; Monitor workers and the workforce; and Provide guidance, intervention, discipline and counselling when required.			

## RESOURCES

Role / Task	What is required	Responsible Person Name	Action and Record	Completed
PPE	Issue PPE manufactured to Australian Standards to workers and make sure it is suitable for the tasks and fitted appropriately for the worker; Record PPE issued in a register – note when it needs replacing – e.g. respirator cartridges; Provide replacement PPE as required; Train how to use, maintain and store correctly; and Provide facilities to clean, maintain and store PPE.			

## INJURY MANAGEMENT

Incidents and injuries	Provide procedures and review as required; Record all incidents and accidents in a register; Notify your insurer and government regulatory body; Provide current workers compensation; Investigate incidents and accidents and control hazards and risks to prevent them happening again; Provide suitable duties for injured workers during rehabilitation and return to work; Monitor the injured worker before and after return to work;			
First Aid	Nominate first aiders Train first aiders; Provide refreshers courses before certificates expire; Provide procedures and review as required; First aid kits – appropriate for work and easily accessible; Sign post kits or inform workers if working off site; Restock first aid kits; and Risk management assessments.			
Role / Task	What is required	Responsible	Action and Record	Completed

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		Person Name		
Emergency	<p>Risk management assessments;</p> <p>Emergency exit signs installed;</p> <p>Fire and evacuation plan specific to your business;</p> <p>Provide procedures and review as required;</p> <p>Fire extinguishers and fire fighting equipment, installed &amp; signs to indicate their location;</p> <p>Appoint and train fire wardens;</p> <p>Annually training for workers of the use of fire fighting equipment;</p> <p>Carry out emergency drills; and</p> <p>Have fire fighting equipment checked by a registered service agent every six months.</p>			
Monitor & Review	<p>Review work process after an incident or accident or when a hazard is identified;</p> <p>Review procedures when new equipment, chemicals or process are introduced;</p> <p>Monitor workers and review training when required; and</p> <p>Research legislative changes and review process when required.</p>			



**MONITOR, REVIEW AND RECORD**

<b>Role / Task</b>	<b>What is required</b>	<b>Responsible Person Name</b>	<b>Action and Record</b>	<b>Completed</b>
Record Keeping	Personnel records; Provide procedures and review as required; Hazard identification, risk assessment and control measures Maintenance of plant and equipment; Incident and injury records; Hazardous substances; Training records; PPE and equipment issued; Review and updating of documentation and Audit system every six months or as required.			

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

## 8. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a safe and healthy workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for Equal Employment Opportunity and proposes the organisation and its workers do not discriminate against another person based on their sex, age, race, skills and experience, physical and mental abilities, marital status, political views or trade union association.

## 9. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 10. RULES

- Pormpur Paanthu Aboriginal Corporation will not discriminate against anyone in our recruitment practices or in the delivery of our goods and services. All recruitment selection will be based on the applicants' qualifications, skills and experience in relation to the proposed position. Internal promotions will be based on the best person that meets the requirements for the position; and
- No worker or officer is to discriminate, harass or victimise another worker, client or other person while representing this organisation, non-compliance will result in disciplinary action.

## 11. RESPONSIBILITIES

Officers and Supervisors must:

- Identify all hazards in the workplace and assess each hazard's potential to harm, giving consideration to the age, experience, skill and physical ability of the worker and investigate options for eliminating or controlling the hazards;
- Monitor work conditions and work performance;
- Implement and review this policy;
- Consult with workers about this policy;
- Make sure that all workers understand the organisation's Equal Employment Opportunity Policy and their roles and responsibilities;
- Make sure all workers are properly trained in workplace hazards and safe work practices with consideration to their age, experience and skill and in accordance with their roles and responsibilities;
- Provide information to all young workers about the potential hazards encountered at work to make sure they can undertake their work safely;
- Make sure that all young workers are aware of their duties and rights when they encounter workplace hazards;
- Provide careful supervision until a young worker is competent to carry out the tasks required;
- Make adjustments to accommodate specific needs of pregnant women to ensure their health, safety and welfare in the workplace;
- Implement corrective or disciplinary procedures;

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- Provide safety training and information to workers where language and/or literacy may be an issue, in a format that is appropriate for their needs;
- Keep confidential records of any unfair work practices against any worker; and
- Provide a fair and equal workplace for all workers.

Workers must:

- Comply with the rules of this policy;
- Report to their officer or supervisor any discrimination or unfair treatment in the workplace; and
- Advise their supervisor if they feel unsafe performing any work activity or if they feel they have not been properly trained.

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## PART B – TRAINING AND SUPERVISION

### 1. Training and Competency

- 1.1. Skills and Competency Register
- 1.2. Training and Competency Policy\_v1.2
- 1.3. Training Plan
- 1.4. Training Register

### 2. WHS and Company Inductions

- 2.1. Medical Register-Worker
- 2.2. Policy Agreement
- 2.3. Site Safety Induction Register
- 2.4. Worker Information and Induction Checklist

# SKILLS AND COMPETENCY REGISTER

## SITE DETAILS

Project

Name: \_\_\_\_\_

Date of

Work: \_\_\_\_\_

Site

Location: \_\_\_\_\_

Worker Name	Duties	Skills/Experience	Certificates Of Competency held- <i>tickets, WHS general induction</i>		
			Type	Reference No.	Date Issued

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# TRAINING AND COMPETENCY POLICY

## 12. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace for all workers, subcontractors and visitors. Pormpur Paanthu Aboriginal Corporation is committed to providing the necessary information, training and supervision to make sure our workers are competent in the tasks they perform and do not pose a risk to their own and others health and safety. This policy outlines the rules, responsibilities and procedures for training and competency.

## 13. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 14. RULES

- All workers, subcontractors and visitors must be inducted to the workplace;
- All workers must receive training or demonstrate competency, qualifications or licences prior to commencing work;
- Proof of current qualifications through demonstration, certificates and licenses must be provided to the officer/supervisor prior to commencing work; and
- Make sure visitors are provided with suitable supervision in the workplace.

## 15. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Make sure that all workers understand the organisation's Training and Competency Policy and their roles and responsibilities;
- Identify if workers are qualified or certified to undertake particular tasks;
- Provide appropriate training, instruction and supervision for workers who lack experience or competency;
- Monitor the general conduct of work for compliance with Work Health and Safety (WHS) regulations, procedures and safe work practices;
- Record workers skills and competency; and
- Keep a register of training attended by workers.

Workers must:

- Comply with the rules of this policy;
- Demonstrate they have the appropriate skills and experience to perform work activities safely or participate in training; and
- Current licenses and certificates must be available at all times.

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# TRAINING PLAN

Activity/Task	Worker Name	Training Required		
		Type of Training	In-house/External Training	Training Within <i>(time)</i>

# TRAINING REGISTER

Date	Subject	Description of Training Provided	Type of Training (e.g. toolbox talk)	Name of Trainee	Trainee Signature	Training Provided By	Trainer's Signature	Duration
COMMENTS:								



# WORKER MEDICAL REGISTER

REGISTER				
Worker Name	Medical Condition / Known Allergies	Medication	General Practitioner or Emergency Contact Details	Emergency Procedure / Comments

# POLICY AGREEMENT

I **Worker's Name** have read and agree to abide by the rules, responsibilities and procedures outlined in Dalrymple Vill Inc Policies. I have raised any issues I have with my Supervisor and have had these addressed/clarified and clearly understand my role and responsibilities. I understand that a breach of these policies will be subject to disciplinary action.

The following is a list of the Policies I have received:

- Company WHS Policy
- Drugs and Alcohol Policy
- Equal Employment Opportunity Policy
- First Aid Policy
- Hazardous Substances Policy
- Incident and Injury Management Policy
- Internet and Email Policy
- Manual Handling Policy
- Mobile Phone Policy
- Noise Policy
- Personal Protection Equipment (PPE) Policy
- Plant and Equipment Policy
- Purchasing Policy
- Shiftwork Policy
- Site Environmental Policy
- Smoke-Free Workplace Policy
- Stress and Fatigue Policy
- Subcontractor Management Policy
- Training and Competency Policy
- Workplace Consultation Policy
- Workplace Violence and Bullying Policy

Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# SITE SAFETY INDUCTION REGISTER

*Record of persons receiving safety induction and safety instructions for this site*

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Inductor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Topics Covered: \_\_\_\_\_

I have attended this induction and have read and understood the safety rules of this site.

Date	Worker Name	Induction Number (e.g. general induction card, license)	Worker Signature	Supervisor

# WORKER INFORMATION AND INDUCTION CHECKLIST

## WORKER PERSONAL DETAILS

Worker's Name: \_\_\_\_\_ Employment Start Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Position: \_\_\_\_\_ Officer/Supervisor: \_\_\_\_\_

## WORKER EMERGENCY DETAILS

Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship to worker: \_\_\_\_\_  
Any Known Medical Conditions: \_\_\_\_\_  
\_\_\_\_\_  
Any Known Allergies: \_\_\_\_\_  
\_\_\_\_\_  
Special Medical Attention Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORKER SKILLS AND QUALIFICATIONS

Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Current Licences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Known Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach copies of any certificates or relevant information*

## INDUCTION CHECKLIST

<b>Introduction to the Business</b>	✓
Explain the nature and structure of your business	
Explain the roles and responsibilities of key people in the organisation and introduce them to these people	
Health and Safety Representative (HSR)	
First Aider and first aid supplies	
Their officer/supervisor and co-workers	
Familiarise them with the location of the facilities and amenities	
Show the location of emergency exits and demonstrate emergency procedures;	
Explain the organisations WHS Policies and issue them with their own copy, make sure they understand their roles and responsibilities and have them sign the <a href="#">Policy Agreement</a>	
Explain and/or demonstrate the organisations <a href="#">Procedures</a> , including <a href="#">Safe Work Method Statements(SWMS)</a> and provide them with their own copy as required	
Show where to find forms for reporting WHS issues, incident and accident reports and workers compensation claims	
Explain the employment conditions	
Work times and meal breaks	
Rate of pay and how payments will be made	
Superannuation and other deductions	
Leave entitlements, including sick leave or absences and how to notify	
<b>Introduction to the Job</b>	
Explain their job, tasks, role and responsibilities	
Demonstrate how to do the job, tasks and activities safely and explain the hazards in the workplace and how they are controlled	
Provide clear instruction by showing not just telling the new worker how to perform their tasks. Emphasis the main points and make sure what they have been shown and told has been understood	
Issue with Personal Protective Equipment and make sure that it is fitted properly, explain how to use, maintain and store the PPE correctly – record in the <a href="#">PPE Register-Worker</a> and <a href="#">Tools and Equipment Register-Worker</a> .	
Demonstrate how to safety use, store and maintain, tools, machinery, hazardous substances	
Provide the required information and supervision	

**Conducted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Worker's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PART C – RISK MANAGEMENT

## 1. Risk Management Process

- 1.1. Hazard Checklist
- 1.2. Injury Checklist
- 1.3. Risk Assessment Worksheet
- 1.4. Risk Checklist
- 1.5. Risk Management Process

## 2. Safe Work Method Statements (SWMS)

- 2.1. SWMS Register
- 2.2. SWMS\_Template\_v1.2

## 3. Site Safety

- 3.1. Electrical Tagging Register
- 3.2. Emergency Information and Contact Numbers
- 3.3. Key Roles and Responsibility Register
- 3.4. Site Safety Checklist
- 3.5. Site Safety Forms Checklist
- 3.6. Site Safety Management Plan
- 3.7. Site Safety Rules
- 3.8. Toolbox or Pre-Start Talks
- 3.9. Waste Management Plan Template

## 4. Subcontractor Management

- 4.1. Subcontractor Management Policy\_v1.2
- 4.2. Subcontractor Safety Checklist

## 5. Fire and Emergency Procedures

5.1. Emergency Procedures Policy\_v1.2

5.2. DalrympleVillalnc-FireAndEvacPlan

## 6. Hazard Reporting

6.1. Hazard Report Form

6.2. Hazard Reporting Process

## 7. Hazardous Substances

7.1. Hazardous Substances Policy\_v1.2

7.2. Hazardous Substances Register

7.3. Hazardous Substances Risk Checklist

7.4. Safety Data Sheet Register

## 8. Personal Protective Equipment (PPE)

8.1. Personal Protective Equipment (PPE) Policy\_v1.2

8.2. PPE Guidelines

8.3. PPE Register-Company

8.4. PPE Register-Worker

## 9. Company Plant, Equipment, Tools and Vehicles

9.1. Plant and Equipment Checklist

9.2. Plant and Equipment Policy\_v1.2

9.3. Tools and Equipment Maintenance Register

9.4. Tools and Equipment Register-Company

9.5. Tools and Equipment Register-Worker

9.6. Tools and Equipment Repair Register

9.7. Vehicle Inspection Checklist

9.8. Vehicle Maintenance Register

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## 10. Manual Handling

10.1. Manual Handling Policy\_v1.2

## 11. Purchasing

11.1. Purchasing Policy\_v1.2

11.2. Purchasing Procedure and Checklist

11.3. Purchasing Register

## 12. Environmental

12.1. Site Environmental Checklist

12.2. Site Environmental Policy\_v1.2

## 13. Noise

13.1. Noise Control Checklist

13.2. Noise Policy\_v1.2

## 14. Stress and Fatigue

14.1. Fatigue Hazards Checklist

14.2. Stress and Fatigue Policy\_v1.2

14.3. Stress Checklist

## 15. Shift Work

15.1. Shiftwork Policy\_v1.2

## 16. Alcohol and Drugs

16.1. Alcohol - Responsible Service Checklist

16.2. Drug and Alcohol Policy\_1.2

16.3. Drug and Alcohol Procedures

16.4. Smoke-Free Workplace Policy\_v1.2

## 17. Internet, Email and Mobile Phones

17.1. Internet and Email Policy\_v1.2

17.2. Mobile Phone Policy\_v1.2

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# HAZARD CHECKLIST

This can be used as a standalone document or in conjunction with the [Risk Assessment Worksheet](#)

## PROJECT DETAILS

<b>Project / Site:</b> _____	<b>Address:</b> _____
<b>Site Supervisor:</b> _____	<b>Telephone:</b> _____
<b>Prepared By:</b> _____	<b>Date:</b> _____
<b>Approved By:</b> _____	<b>Date:</b> _____

POTENTIAL HAZARD	✓	WHAT NEEDS TO BE DONE
<b>GENERAL HAZARD</b>		
Manual handling (lifting / twisting)		
Slips trips and falls		
Access and egress		
Public (pedestrians / other)		
Services (underground / overhead)		
Electricity (overhead power lines)		
Structural collapse		
Subsidence		
Height and falls		
Falling objects		
Flying objects / debris		
Confined / enclosed spaces		
Fire / explosion		
Noise (hearing)		
Vibration		
Materials handling (crane, forklift, hoist, Bobcat)		
Hazardous substance		
Hazardous substance (storage / spills)		

POTENTIAL HAZARD	✓	WHAT NEEDS TO BE DONE
Structural alterations / support		
Hazardous material		
Dangerous goods (Oxy / other)		
Work near / over water		
<b>TOOLS AND EQUIPMENT HAZARD</b>		
Ladders		
Scaffold		
Mobile Scaffold		
Elevated Work Platform		
Electricity (power tools / other)		
Machine / equipment guarding		
Plant and equipment operation		
Plant and equipment failure		
Moving plant / traffic		
Explosive / pneumatic power tools		
Hazardous equipment		
Lasers		

POTENTIAL HAZARD	✓	WHAT NEEDS TO BE DONE
<b>ENVIRONMENTAL HAZARD</b>		
Ultra Violet light (sunlight)		
Noise		
Noisy work (neighbourhood)		
Temperature		
Air quality (dust)		
Air quality (fibres)		
Air quality (emissions)		
Fumes / Gas		
Lighting		
Hazardous waste exposure (asbestos)		
Traffic		
Weather (storms / lightning / floods)		
Hazardous waste exposure (paint sludge, synthetic mineral fibres, other)		
Hot / cold working environment		
Waste disposal		
Bulk excavation / spoil		
Contaminated soil / water		
Heritage and Archaeology		
Stormwater / sediment control		
Dewatering / pump out		
Slurry or discharges		
Habitats (protected flora / fauna)		

POTENTIAL HAZARD	✓	WHAT NEEDS TO BE DONE
Spills and response		
Traffic and parking		
Dangerous goods / Hazardous substances (use / storage / spills)		
Biological / micro-organisms / bacteria		
Needles		
<b>INDUSTRY SPECIFIC HAZARD</b>		
Excavation / trenching		
Demolition / dismantling		
Hot work (cutting / welding / grinding / soldering)		
Formwork erection / dismantling		
Concrete or paint waste		
Lawn Mower		
Chainsaw		

POTENTIAL HAZARD	✓	WHAT NEEDS TO BE DONE

# INJURY CHECKLIST

*This can be used as a standalone document or in conjunction with the [Risk Assessment Worksheet](#)*

## PROJECT DETAILS

<b>Project / Site:</b> _____	<b>Address:</b> _____
<b>Site Supervisor:</b> _____	<b>Telephone:</b> _____
<b>Prepared By:</b> _____	<b>Date:</b> _____
<b>Approved By:</b> _____	<b>Date:</b> _____

POTENTIAL INJURY	✓	WHAT NEEDS TO BE DONE
Cuts		
Bruises		
Fractures / breaks		
Sprains and strains		
Head injury		
Death		
Back injury		
Eye injury		
Burns (heat)		
Burns (chemical)		
Burns (friction)		
Skin irritation		
Crushing		
Amputation		
Suffocation		
Electrocution		
Shock		
Allergic Reaction		
Hypothermia		
Frostbite		

[illegible]

POTENTIAL INJURY	✓	WHAT NEEDS TO BE DONE



# RISK ASSESSMENT WORKSHEET

Use in conjunction with the [Risk Checklist](#), [Hazard Checklist](#), [Injury Checklist](#) and [Risk Management Process](#)

## PROJECT DETAILS

Project / Site: \_\_\_\_\_ Address: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## RISK WORKSHEET

Task	Hazard	Risk	Injury	Risk Assessment			Safety Controls
				Level	Probability	Rating	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	

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RISK WORKSHEET							
Task	Hazard	Risk	Injury	Risk Assessment			Safety Controls
				Level	Probability	Rating	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	
				H M L	A P U	1 2 3	

Use the [Risk Management Process](#) to determine the level of harm and the priority for controlling the hazards and risks:

- ☐ The risk assessment conducted identifies the level of harm is high and risks found could almost certainly happen at any time. Risk and hazard controls must be implemented immediately to control them.
- ☐ The risk assessment conducted identifies the level of harm is medium and risks found could happen occasionally. Risk and hazard controls must be implemented A.S.A.P. to control them.
- ☐ The risk assessment conducted identifies the level of harm is low and an increase in risk is unlikely in the future. Risk controls are in place for the hazardous substances and risks will be controlled with routine procedures.

# RISK CHECKLIST

This can be used as a standalone document or in conjunction with the [Risk Assessment Worksheet](#)

## PROJECT DETAILS

<b>Project / Site:</b> _____	<b>Address:</b> _____
<b>Site Supervisor:</b> _____	<b>Telephone:</b> _____
<b>Prepared By:</b> _____	<b>Date:</b> _____
<b>Approved By:</b> _____	<b>Date:</b> _____

POTENTIAL RISK	✓	WHAT NEEDS TO BE DONE
Unsafe worksite		
Uninducted worker		
Unlicenced / untrained worker		
Skills, competency, experience		
Training and supervision		
Insufficient first aid		
Fatigue (shift work / hours of work)		
Clothing, hair, jewellery, ID tags or similar getting caught in machinery		
Claustrophobia		
Ergonomics		
Unfit to perform task		
Frequency of exposure		
Long term exposure		
Number of people		
Workplace layout and condition		
Abnormal conditions		
Environmental		
Remote site		
Working alone		



POTENTIAL RISK	✓	WHAT NEEDS TO BE DONE

# RISK MANAGEMENT PROCESS

Identify potential WHS problems in the workplace and before starting work at a new site and update your hazard control assessment during the life of a project or as situations change within the workplace. Use the risk management process to develop and update your Safe Work Method Statements (SWMS).

- Identify the hazards and risks
- Assess the risk(s) posed by the hazards, to the health and safety of workers or damage to property and the environment
- Use appropriate control measures to eliminate or control the risks.
- Review the control measures you put in place from time to time to make sure they remain appropriate.

## RISK ASSESSMENT

The Risk Assessment process determines the likelihood of an injury or illness from a particular hazard and the severity and type of injury should an accident occur. The risk posed by a hazard is related to the severity of an incident and/or the frequency and duration of exposure to the hazard. Decide who might be at risk from the hazard such as workers, contractors or visitors and the factors contributing to the risk, what injuries or impact on health and welfare could result, and how likely is this to occur.

To assess the risks from a particular hazard you should consider:

- How many people will be exposed?
- How often in a day or week is the task/activity performed and what is the length of exposure?
- What are the consequences of short term and long term exposure?
- How close is the worker to the hazard and what engineering controls are preventing exposure?
- How does the layout and condition of the workplace affect exposure?
- What is the energy level of the hazard e.g. weight, voltage, volume, amplitude, height above ground and concentration etc?
- Are workers appropriate trained, skilled and experienced to perform their tasks?
- What is the history of injuries related to exposure of that hazard?
- Is biological or atmospheric monitoring done and what the results?
- What are the health effects associated with ingesting, inhaling, or absorbing through the skin or eyes, a hazardous substance?
- Are there abnormal conditions foreseeable that could result in greater exposure?
- What current work practices expose workers to hazards and have SWMS been reviewed within the last 12 months or after new work procedures and/or new workers are engaged?
- What other contributing factors could cause harm, consider all possibilities.

Consider any special needs of workers when assessing risks:

- Does the person have any physical or medical health conditions that carrying out the task may affect their health or their ability to do the task safely?

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- Does the worker take medication that may affect their ability to perform the task safely?
- Are the workers trained and experienced to carry out the task?
- What level of physical activity is required to carry out the task and is the worker capable of performing the task without risk to their health?
- Are there adequate breaks from particular tasks or job rotation to avoid fatigue?

Workers must be able to function effectively both physically and mentally to perform safe work practices. If the worker becomes fatigued or uncomfortable this could impair decision-making and affect the ability to follow safe working procedures.

#### RISK ASSESSMENT TABLE

Consequence or Impact of Hazard	Risk Level	A	P	U	Likelihood/Probability	Risk Rating
<b>H</b> - Potential death, permanent or long term disability or illness, significant detrimental environmental impact	<b>H</b> = High	1	1	2	<b>A</b> = Almost certain could happen at any time	<b>1</b> = Immediate action is required
<b>M</b> - Potential temporary disability or illness requiring medical attention, short term environmental impact	<b>M</b> = Medium	1	2	3	<b>P</b> = Possible risk could happen occasionally	<b>2</b> =Control the risks/hazards a.s.a.p.
<b>L</b> - Potential minor injury requiring first aid or minimal environmental impact	<b>L</b> = Low	2	3	3	<b>U</b> = Unlikely may happen rarely	<b>3</b> =Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use indicates the importance of the action required to minimise the Risk posed by the Hazard;
- The more Hazards you identify the greater the overall Risk on the site;
- Overall Risk increases as the number of people exposed to a Hazard increases;
- The more serious the potential impact to a person's health from a Hazard the greater the Risk; and
- The frequency of exposure to a Hazard increases the Risk.

#### Risk assessments need to be reviewed:

- When a hazard is identified;
- When a risk assessment is no longer valid;
- When injury or illness results from exposure to a hazard; and
- When a significant change is proposed in the workplace, or in work practices or procedures.

## RISK CONTROL

**Eliminate** – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;

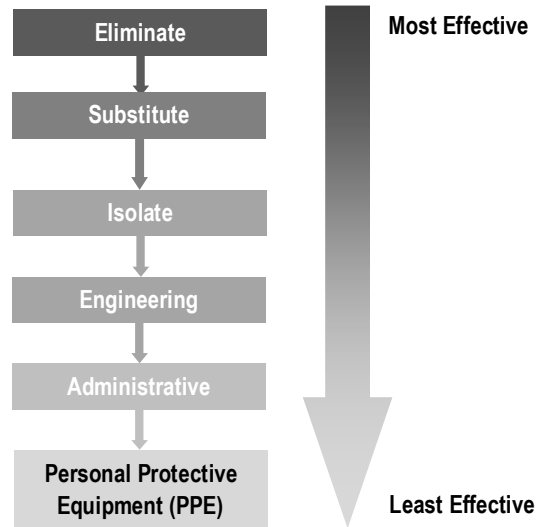
**Substitute** - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

**Isolate** – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

**Engineering** – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

**Administrative** – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

**Personal Protective Equipment** – Make sure that appropriate PPE is available and used correctly.



- The control measures at the top give the best results and should be adopted wherever practicable.
- The measures at the lower levels are less effective and require more frequent reviews of the hazards and systems of work.
- In some situations a combination of control measures may need to be used.

Consider any special needs of workers when assessing risks.

- Does the person have any physical or medical health conditions that carrying out the task may affect their health or their ability to do the task safely?
- Does the worker take medication that may affect their ability to perform the task safely?
- Are the workers trained and experienced to carry out the task?
- What level of physical activity is required to carry out the task and is the worker capable of performing the task without risk to their health?
- Are there adequate breaks from particular tasks or job rotation to avoid fatigue?

Workers must be able to function effectively both physically and mentally to perform safe work practices. If the worker becomes fatigued or uncomfortable this could impair decision-making and affect the ability to follow safe working procedures.

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## SAFE WORK METHOD STATEMENT (SWMS) REGISTER

[illegible]

## SWMS SUMMARY

**Number of SWMS Issued:** \_\_\_\_\_ **Number of SWMS Approved:** \_\_\_\_\_

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# SAFE WORK METHOD STATEMENT

**INSERT SWMS TITLE**

Prepared for

<b>Client:</b>		<b>Project No:</b>	
<b>Site:</b>		<b>Date Prepared:</b>	

## 1. RESPONSIBILITIES

Pormpur Paanthu Aboriginal Corporation will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Pormpur Paanthu Aboriginal Corporation office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Pormpur Paanthu Aboriginal Corporation workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

## 2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1.

2.

3.

4.

5.

**UNDERGROUND SERVICES AFFECTED BY THE WORKS:** ☐ Yes ☐ No If **YES**, complete table below:

Underground Service	Affected? (Y/N)	Located? (Y/N)	Marked? (Y/N)
Electricity			
Gas			
Water			
Phone / Cable			

### 3. RISK ASSESSMENT

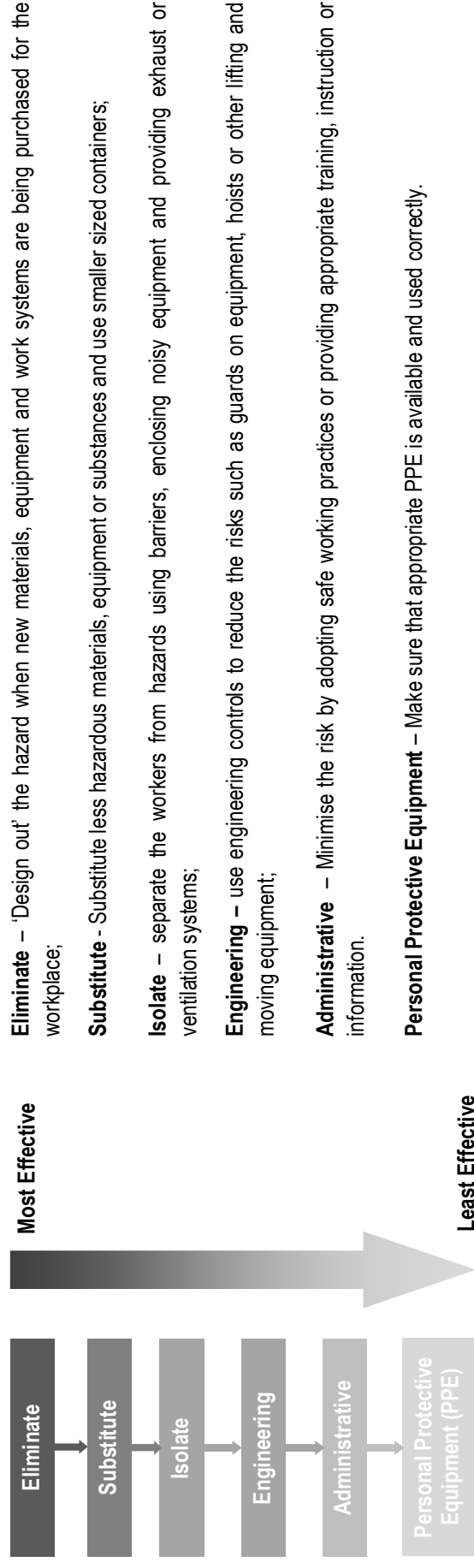
#### Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	H-High	1	1	2	A-Almost certain could happen at any time	1-Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	M-Medium	1	2	3	P-Possible risk could happen occasionally	2-Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	L-Low	2	3	3	U-Unlikely may happen rarely	3-Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

#### Hierarchy of Controls



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**The Work Process - “Risk Rating” and “Who is Responsible”** is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	(Insert Step by Step Procedure)	• (Insert Possible Hazards)		• (Insert Safety Controls)	
2		•		•	
3		•		•	
4		•		•	
5		•		•	
6		•		•	
7		•		•	
8		•		•	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
9		•	•		
10		•	•		
11		•	•		

**Site Specific Requirements -** To be completed by the PCBU or Site Supervisor if site specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

#### 4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	(Insert No. of workers)
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	(Insert additional qualifications etc. if required)
Additional training required to complete this work	(Insert additional training if required) Site Specific Induction and SWMS review required for all workers

#### 5. SAFETY RESPONSIBILITIES

The **Officer** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Site Supervisor** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Health and Safety Representative (HSR)** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

All Pormpur Paanthu Aboriginal Corporation workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project inductions and possess current OH&S General Induction for Construction Work in NSW card.

#### Work Health and Safety - Responsibilities

- a) \_\_\_\_\_ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) \_\_\_\_\_ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) \_\_\_\_\_ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) \_\_\_\_\_ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) \_\_\_\_\_ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) \_\_\_\_\_ will be responsible for maintaining first-aid stocks.
- g) \_\_\_\_\_ will be responsible for managing accident and emergency procedures.
- h) \_\_\_\_\_ will be responsible for keeping WHS records.
- i) \_\_\_\_\_ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) \_\_\_\_\_ will be responsible for workplace injury management and rehabilitation.
- k) \_\_\_\_\_ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) \_\_\_\_\_ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

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## 6. TRAINING RESPONSIBILITIES

The HSR will:

- identify the WHS training needs of management, supervisors and workers on site;
- make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- make sure that all personnel attend general construction WHS induction training before starting work;
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- conduct induction training, task training and refresher safety training for everyone working on site; and
- keep appropriate records of WHS training at the Pompuur Paanthu Aboriginal Corporation office.

## 7. INCIDENT MANAGEMENT

The HSR will:

- be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

## 8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Portable ladders ( <del>delete if not required</del> )	Visual inspection prior to use and check monthly
(Insert Plant and Equipment)	(Insert Inspection and Maintenance checks)

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## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats	6	High visibility clothing / vests
2	Safety boots	7	Hearing protection
3	Respiratory masks	8	Sun protection
4	Safety glasses / goggles	9	(Insert PPE)
5	Protective gloves	10	



## 10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

## 11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Pompuur Paanthu Aboriginal Corporation office. This list is a guide only and is not necessarily all the relevant documentation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- COP Managing Risks in Construction Work
- COP First Aid
- COP Hazardous Manual Tasks
- COP How to Manage Work Health and Safety Risks
- COP Managing the Work Environment and Facilities
- COP Managing Noise and Preventing Hearing Loss

- i) COP Managing Risks for Electrical Work
- j) (Insert others is required)

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## 12. SIGNOFF

The representatives of Pormpur Paanthu Aboriginal Corporation listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

## ELECTRICAL TAGGING REGISTER

### PROJECT DETAILS

**Project**

**Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### ELECTRICAL TAGGING LOG

Item	Equipment Serial Number	Date	Tag Certificate Number	Certified By (Electrician / competent person)	Licence Number	Signature

**Comments:** \_\_\_\_\_

I, (Print name) \_\_\_\_\_ have inspected the electrical tools/ equipment noted above and found them to be in serviceable / safe condition and suitable for use on this project by appropriately qualified and equipped workers.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EMERGENCY INFORMATION AND CONTACT NUMBERS

*Fill out the details and make sure it is issued to all workers on the worksite and display a copy in a prominent position at the site.*

### PROJECT DETAILS

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

### EMERGENCY INFORMATION

**Site Emergency Officer:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Evacuation Signal:** \_\_\_\_\_

**Assembly  
Point(s):** \_\_\_\_\_

**Evacuation Wardens:** \_\_\_\_\_

**All Clear Signal:** \_\_\_\_\_

**First Aid Representative on Site  
(1):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**First Aid Representative on Site  
(2):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

### EMERGENCY PHONE NUMBERS

Police, Fire and Ambulance: **000 – local fire service**

Emergency calls from mobile phones: **112 – local ambulance service**

Emergency calls from teletypewriter: **106 – Environmental Protection Agency EPA**

Poisons Information Centre (all  
states): **13 11 26**

### LOCAL PHONE NUMBERS

**Medical Centre:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_  
\_\_\_\_\_



Address:	_____	Phone:	_____
Doctor:	_____		_____
Address:	_____	Phone:	_____
Local Police:	_____		_____
Address:	_____	Phone:	_____
	_____		_____

#### IMPORTANT NUMBERS

Dial Before you Dig (all states)	1100	Workplace Health and Safety QLD	1300 369 915
Safe Work Australia	(02) 6121 5317	WorkCover ACT	(02) 6205 0200
<i>(Insert electricity authority 1)</i>	<i>(insert number)</i>	WorkSafe VIC	1800 136 089
<i>(Insert electricity authority 2)</i>	<i>(insert number)</i>	WorkSafe WA	1800 678 189
<i>(Insert gas authority 2)</i>	<i>(insert number)</i>	WorkSafe SA	13 18 55
<i>(Insert water authority 2)</i>	<i>(insert number)</i>	WorkSafe NT	1800 019 115
WorkCover NSW	13 10 50	WorkCover TAS	1300 366 322

## KEY ROLES AND RESPONSIBILITIES REGISTER

Roles and Responsibilities <i>Add roles as required to suit your business</i>	Responsible Person
Officer	Name: Phone No.:
Supervisor	Name: Phone No.:
Health and Safety Representative (HSR)	Name: Phone No.:
Health and Safety Committee Members	Name: Phone No.:
Safety Officer	Name: Phone No.:
First Aider	Name: Phone No.:
Purchasing Officer	Name: Phone No.:
Fire & Emergency Warden(s)	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:
	Name: Phone No.:

## SITE SAFETY CHECKLIST

### PROJECT DETAILS

<b>Client:</b>	_____	<b>Telephone:</b>	_____
<b>Project:</b>	_____		
<b>Address:</b>	_____		
<b>Prepared By:</b>	_____	<b>Date:</b>	_____
<b>Approved By:</b>	_____	<b>Date:</b>	_____

### CHECKLIST

Item	M	T	W	T	F	S	Responsibility	Done
<b>Worker Safety</b>								
PPE issued and worn on site								
Sun protection								
Foot protection								
Protective clothing								
Hard hat								
High visibility vest								
Eye protection								
Hearing protection								
Breathing protection								
First Aid kit								
<b>Tools</b>								
Clean and in good condition								

Item	M	T	W	T	F	S	Responsibility	Done
Electrical tools inspected and tagged								
Guards fitted to machinery								
Operators licensed and/or trained								
<b>Work Areas</b>								
Kept clean and tidy								
Appropriate signage displayed								
Materials stored safely								
Site fencing secure								
Public areas protected								
Sediment controls in place								
Site amenities clean and tidy								
Adequate lighting								
<b>Hazardous substances</b>								
Stored safely								
Current Safety Data Sheets (SDS) available								
<b>Walkways and stairs etc</b>								
Access kept clear								
Safety barriers, handrails etc								
Ladders in good condition								
Scaffold complete								
Rubbish								
Bins/rubbish pile located at suitable point								
<b>Electrical Safety</b>								
Leads off ground								
Earth leakage protection								

Item	M	T	W	T	F	S	Responsibility	Done
Leads tested and tagged								
<b>Work processes</b>								
Manual Handling								
Safe Work Method Statements (SWMS) being adhered to								
Excavation over 1.5m shored								
Fall protection above 3m								



## SITE SAFETY FORMS CHECKLIST

Forms	When should the form be completed	Responsible Person	Comments
Company WHS Policy			
Policy Agreement	Start of Project		
Key Roles and Responsibility Register			
Organisation Chart			
First Aid Policy			
First Aid Requirements and Plan	Prior to commencing work on site		
Emergency Information & Contact No.	Prior to commencing work on site		
Emergency Procedures	Prior to commencing work on site		
Hazardous Substances Policy			
Hazardous Substances Register	Prior to commencing work on site		
Hazardous Substances Risk Checklist	Start of Project and as required		
Safety Data Sheet (SDS) Register	Start of Project and as required		
PPE Register - Worker	Start of Project and as required		
PPE Guidelines			
Plant and Equipment Policy			
Electrical Tagging Register	As required		
Plant and Equipment Checklist	Daily, weekly, monthly and as required		
Tools and Equipment Maintenance Register	On going		

Tools and Equipment Register - Company	Prior to commencing work on site		
Site Environmental Policy			
Site Environmental Checklist	Prior to commencing work on site		
Waste Management Plan Template			
Subcontractor Management Policy	When engaging a contractor		
Subcontractor Safety Checklist			
Training and Competency Policy			
Skills and Competency Register	On going		
Toolbox or Pre-Start Talks	Weekly or as required		
Training Register	On going		
Workplace Violence and Bullying Policy			
Workplace Consultation Policy			
Incident and Injury Report Form	As required		
Incident and Injury Management Procedures			
Incident and Injury Register	As required		
Hazard Report Form	As required		
Hazard Reporting Process			
Risk Management Process			
Hazard Checklist			
Risks Checklist			
Injury Checklist			
Risk Assessment Worksheet	Prior to commencing work on site		
Site Safety Management Plan	Prior to commencing work on site		

Site Safety Checklist	On going		
Site Safety Induction Register	Start of Project - ongoing		
Site Safety Rules	Prior to commencing work on site		
Audit Checklist	On going		
Document Review Register	On going		
Document Issued to Workers	On going		
Safe Work Method Statement (SWMS) Register	Start of Project - ongoing		
Safe Work Method Statement (SWMS) Template	As required		

## SITE SAFETY MANAGEMENT PLAN

### INTRODUCTION

**Purpose:**

This Work Health and Safety (WHS) Site Safety Management Plan defines and documents the system that Pormpur Paanthu Aboriginal Corporation will use to protect the health, safety and welfare of all the workers of our organisation.

**Scope:**

This Site Safety Management Plan covers all activities performed by Pormpur Paanthu Aboriginal Corporation. The main activities to be carried out are:

*List the relevant site details and highlight the tasks, equipment and materials required to carry out the work.*

### KEY PERSONNEL

*Change or add key personnel to suit the site/project*

**Officer**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Site Supervisor**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Health and Safety Representative (HSR)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Safety Officer(s)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**First Aid Officer(s)**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### ROLES AND RESPONSIBILITIES

The following table outlines the responsibilities of nominated workers and/or subcontractors in relation to WHS issues for Pormpur Paanthu Aboriginal Corporation .

Activity	Who is responsible?	Type of action and records	When
Hazard identification,	Officer / supervisor, workers	Development of Safe Work Method	Ongoing.

Activity	Who is responsible?	Type of action and records	When
assessment and control.	and subcontractors.	Statements (SWMS), site safety management plan and site safety rules.  Inspections, incidents and injury investigations.  Keep records of identified hazards and actions taken to eliminate them.	
Compliance with WHS legislation, regulations, standards, codes of practice and site safety rules.	Officer / supervisor and workers.	Surveillance and observations, site inspections, team briefs, toolbox meetings and monthly meetings.	Ongoing Inspections within regular time intervals.
Communicate WHS information to all site personnel in the lead up to and during the job.	Officer / supervisor and HSR.	Site induction for all Pormpur Paanthu Aboriginal Corporation workers, subcontractors and visitors.  Induction recording, team briefs, toolbox meetings and monthly meetings.  WHS information displayed in the office and in the vehicles.  Instruction into SWMS.	As and when required.
Provide site specific induction training to all site personnel.	Officer/ supervisor.	Site induction for all Pormpur Paanthu Aboriginal Corporation workers, subcontractors and visitors.  Induction Recording.	As and when required.
Know and initiate emergency and evacuation procedure.	Chief Fire Warden.	Explain procedures at Site Induction meeting. Display at site office.	At initial induction and organize drills.
Make sure equipment is maintained.	Officer / supervisor.	Regular check and appropriate maintenance carried out.	Ongoing.  Check and record before each use.
Make sure PPE is supplied and worn.	Officer / supervisor.	Maintain records for issue of PPE. WHS Inspections and observation.	As and when required.
Provide clean work areas and cleaning materials	Officer / supervisor and workers.	Maintain clean work environment.	Ongoing.
Develop and review SWMS.	Officer / supervisor and workers.	Developed and reviewed SWMS for the identified high and medium risks.	Reviewed annually.
Make sure procedures are in place, and communicated to all workers and followed.	Officer/ supervisor.	SWMS Induction review.	Ongoing.
Report injuries, investigate and manage workplace	Officer / supervisor and workers.	Maintain register of injuries and medical certificates. Inform incidents/accidents to	Ongoing.

Activity	Who is responsible?	Type of action and records	When
injuries and incidents.		<b>Safety Adviser.</b>	
Participate in team brief.	Officer / supervisor and workers.	Maintain a register of attendance. Discuss WHS issues and performance.	Team briefing.
Assess new plant and equipment for hazards prior to purchase.	Officer / supervisor and workers.	Inspect and pass all new plant before admitted for use. Provide necessary training of new plant and equipment.	As required.
Operating procedures are developed and implemented.	Officer / supervisor.	Make sure any equipment required to ensure safe work practices is supplied and available at all times.	Ongoing.
Conduct WHS inspections of workplace and equipment.	Officer / supervisor.	Conduct weekly and monthly WHS inspections. Maintain records.	Weekly and monthly.
Maintain WHS records.	Officer / supervisor.	Appropriate forms are to be filled in and filed in folders for easy access. Keep all WHS records.	Ongoing.
Distribute and discuss WHS information.	Officer / supervisor and workers.	Discuss at team brief or tool box meetings.	As and when required.
Manage hazardous substances.	Officer / supervisor and workers.	Maintain Hazardous Substances Register. Review Safety Data Sheets (SDS) prior to use. Conduct Risk Assessments.	On delivery of new substances and prior to use.
Manage material handling.	Officer / supervisor and workers.	Assess manual handling risks. Maintain manual handling register.	Ongoing.
Participate in WHS consultation arrangements.	Officer / Supervisor and Health and Safety Committee.	Health and Safety Committee meetings; team brief discussion and WHS inspections.	As required.
Maintain first aid arrangements.	Officer / supervisor and first aid officer.	Maintain first aid supplies and training.	Ongoing.

## INDUCTION

<b>General WHS induction</b>	<ul style="list-style-type: none"> <li>All workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card.</li> </ul>
<b>Work activity training</b>	<ul style="list-style-type: none"> <li>Legislation, Regulations &amp; Codes of Practice governing the Work Activity.</li> <li>Application of hazard identification and risk assessment.</li> <li>Development and review of control measures and monitoring of work activity.</li> </ul>
<b>Site induction</b>	<ul style="list-style-type: none"> <li>Conduct a site specific induction for all project workers. Topics to be covered include but are not limited to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Safety hazards that exist for the work activities and/or specific to this site.</li> <li>○ Safety controls and revised work methods to be adopted.</li> <li>○ Use and maintenance of Personal Protective Equipment (PPE).</li> <li>○ Emergency and evacuation procedures.</li> <li>○ Location of amenities and first aid facilities.</li> <li>○ Safe Work Method Statements (SWMS).</li> </ul>
<b>Visitor induction</b>	<ul style="list-style-type: none"> <li>● Briefing for all visitors to construction sites on specific safety rules and arrangements that apply.</li> </ul>

Technical training, associated with new work practices or new equipment, incorporates instruction on safe methods of performing the work or using the equipment.

## RISK MANAGEMENT

Prior to commencing work on a site, a Risk Assessment will be undertaken by Safety Adviser using the Risk Assessment Worksheet, a generic SWMS and the SWMS Template to create a new SWMS. All workers are involved in ongoing hazard identification, risk assessment and risk control.

When the work activity changes or new hazards are present, then Safety Adviser will conduct a review of the Risk Assessment and SWMS for that work activity.

Copies of SWMS's have been issued to all workers on site and a copy is displayed/filed *(where will they be displayed/filed)*.

## SITE SAFETY RULES

All workers, suppliers and visitors to the site must abide by the following site safety rules. A copy of these rules will be given to everyone during site induction. The rules will also be displayed *(where will they be displayed)*.

WHS Issue	Site Safety Rule
Safe work procedures	<p>All persons working on site must have been inducted by the Officer / Supervisor. All visitors must report to the Officer / Supervisor.</p> <p>Before commencing work on site all workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card. Subcontractors must have completed the <a href="#">Subcontractor Safety Checklist</a>.</p> <p>Safe Work Method Statements (SWMS) for routine work activities will be reviewed on a regular basis to make sure continued relevance. Non-routine work activities will have a SWMS developed following a risk assessment undertaken in consultation with workers involved.</p> <p>Additional Site Specific requirements are to be entered on the SWMS in the Site Specific Requirements section by the Site Supervisor where site specific hazards are identified.</p>
Company Rules	All workers and others must abide by the Pormpur Paanthu Aboriginal Corporation Policies including and not limited to Violence in the Workplace, Drug and Alcohol use and Smoking.
Vehicle movement plans	Operators of all vehicles and mobile plant entering the site will follow defined travel paths and observe site rules for parking and turning.

WHS Issue	Site Safety Rule
	All workers required to operate and test plant items must have the knowledge and current operator's license and / or tickets. All mobile items of plant must be fitted with reversing beepers. All plant must have revolving/flashing lights fitted and operational.
Emergency and evacuation procedures	Floor plan of emergency evacuation is located <i>within</i> buildings and throughout the site. All persons in or around the site will be advised of emergency and evacuation procedures. Fire wardens fully trained in all procedures. The emergency and evacuation procedures will be explained at the site induction. Periodic drills will be conducted.
Housekeeping	The <a href="#">Site Safety Checklist</a> must be completed daily to prevent incidents or injury occurring due to poor housekeeping. All spills must be cleaned up immediately following the appropriate procedure for the situation. The spill is to be reported immediately upon containment to the Officer/ Supervisor.
Incident Reporting	The Officer / Supervisor and First Aid Officer are all the first point of contact when an incident or accident occurs.
Hazard reporting	Any local hazards or concerns about the safety of this site must be directed to the Officer / Supervisor. Any general concerns must also be directed to Officer / Supervisor. Hazards may also be reported to Health and Safety Committee members.
Managing subcontractors	Subcontractors WHS capabilities and performance will be assessed prior to commencement of work and whilst on the job. This will involve review of Subcontractor's Safe Work Method Statements (SWMS) and observation of work activities.
Personal protective equipment (PPE )	Rubber soled, steel capped boots must be worn at all times while on the site. Other PPE issued as necessary for work at the site must be used as instructed e.g.: hard hats, vests, etc. Any person not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the person will be subject to disciplinary action.  Any Subcontractor not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the Subcontractor will be directed to leave the site.
Training	Site induction and any other relevant training must be provided to all persons associated with the site. Induction records must be maintained as evidence for 3 years from completion of the project.
WHS inspections	Continuous surveillance and observations. Site inspections to be carried out by the Officer / Supervisor. Health and Safety Committee members and workshop workers will be invited to participate in WHS inspections.
Exclusion zones	Exclusion zones in place must be adhered to.
First aid	First Aid Kits are available ( <i>where will they be kept</i> ). Signage and the details of the appropriate First Aid Officer will be prominently displayed.
Injury management	The Officer is responsible for assisting in the development and implementation of the Return to Work Plan for injured workers with consultation with their doctor/rehabilitation office and the worker. Workers are required by law to cooperate with Injury Management Plans.



WHS Issue	Site Safety Rule
Others	As may be deemed necessary by any person associated with the site in WHS discussion team briefs and or meetings, additional site safety rules may be developed as the need arises.

#### SAFE WORK METHOD STATEMENTS (SWMS)

*List the required for the project.*

#### SUPPORTING DOCUMENTS

- Refer to the *Site Safety Forms Checklist* for relevant forms.

## SITE SAFETY RULES

- Workers and others must abide by the following Site Safety Rules.
- Workers and others must attend the Site Safety Induction.
- All workers must wear the Personal Protective Equipment (PPE) provided, as recommended and agreed to in the Safe Work Method Statements (SWMS) contained in this manual.
- Follow safety instructions provided in the SWMS and Safety Data Sheets (SDS) relevant to work being carried out on the site.
- Traffic control measures:
  - All vehicles must use the designated Traffic Management Plan if one is in place.
  - Truck, plant and machine operators must have a current operator's license.
  - All vehicles moving about on a site must be fitted with reversing beepers.
  - When loading / unloading plant, the plant operator / float driver is to wear a seatbelt if a ROPS cabin is fitted. Load/unload plant on level ground where possible. Extra care should be taken in wet conditions.
  - Beware of overhead power lines and low branches. Minimum clearances are to be observed when working under power lines (usually 3 metres). Where this is not possible, a qualified safety observer is to be appointed. Only plant operators and truck drivers with current "Plant and Crane Electrical Safety" qualifications are to work within minimum clearances.
  - Any diesel/petrol/oil spills must be cleaned up immediately. Large spills should be isolated and contained using whatever material is available to build a bund wall around it. An oil spill kit should be available on site for use in an emergency.
- Anyone affected by alcohol or drugs are not to be permitted on the site.
- Electric leads must be:
  - Tested and tagged
  - Checked for damage prior to use
  - Plugged into the nearest point of supply
  - Supported above the floor by stands or run through protective covers
  - Checked that protective covers do not create a hazard

- Disconnected from power when not in use.
- Use a licensed scaffolder to erect scaffold above 2.4 metres.
- All power tools are to be tested and tagged, have safety guards fitted and used in accordance with the manufacturers recommendations and instructions.

## TOOLBOX/PRE-START TALKS

All Toolbox/Pre-Start talks held by Pormpur Paanthu Aboriginal Corporation are recorded on this form and signed by all participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Officer/Supervisor to make sure that all corrective actions are completed and reviewed.

**Start & Finish Time:** \_\_\_\_\_

**Subject of Talk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### PERSONS PRESENT

Print Name	Signature	Print Name	Signature

### POINTS RAISED/COMMENTS


### CORRECTIVE ACTION

### RESPONSIBLE PERSON

### ACTION COMPLETED

#### SIGNOFF

#### DATE


## WASTE MANAGEMENT PLAN

### WASTE MANAGEMENT

#### General

Pormpur Paanthu Aboriginal Corporation waste management strategies include:

*Below are some examples of waste management strategies that could be used in your business. Add below waste management strategies your company would implement or currently have in your business*

- delivery of materials 'as needed' to avoid wastage of spoiled materials;
- avoiding over-ordering materials;
- re-use of excavated material on-site and disposal of any excess to an approved site;
- reducing the quantity of waste and encourage the recycling of waste generated by demolition and construction works;
- assisting the Federal and State Government waste minimization targets;
- ensuring that waste storage facilities are located appropriately and do not impact negatively on the streetscape;
- re-use of second hand building materials and recycled building products; and
- ensuring that waste can be effectively collected and managed.

#### Site Specific Waste Management

The following site specific waste management strategies will be adopted by Pormpur Paanthu Aboriginal Corporation :

*(Below are some examples of waste management strategies that are site specific that could be used in your business. Add below waste management strategies your company would implement or currently have that would manage waste on site)*

- waste will be minimised by reducing, re-using and recycling demolition and construction waste;
- excavated material, demolition and builders waste if not re-used or recycled will be processed in an appropriate manner at a site approved by the Department of Environment and Conservation;
- bricks, tiles and concrete will be re-used on site as appropriate, or recycled off-site;
- plasterboard re-used in landscaping on-site, or returned to supplier for recycling;
- framing timber will be re-used on site or recycled elsewhere;
- windows, doors and joinery will be recycled off-site;
- plumbing, fittings and metal elements will be recycled off-site;
- appropriate space will be provided for the temporary storage of garbage, recyclable and compostable waste to ensure separation of waste products;
- a convenient access for waste collection will be provided;
- adequate space will be provided from the street level for a collection vehicle to drive to any dumpster/bulk bins required for site;
- following completion of works, the site will be inspected and any waste removed;

- delivery of material will be programmed to minimise storage time on site;
- site disturbance will be minimised by limiting unnecessary excavation;
- all asbestos, hazardous and/or intractable wastes are to be disposed of in accordance with Workcover Authority and EPA requirements;
- On-going checks will be carried out to ensure correct separation and re-use of recyclable materials is being maintained.

#### **Demolition/Construction**

During demolition and construction stages of the works, will seek to where possible, reuse existing building materials. Where building materials cannot be used they will be disposed of at an appropriate waste management centre as stated below.

Pormpur Paanthu Aboriginal Corporation will ensure that all the strategies stated above are followed to minimise waste and allow the re-use of site materials

#### **Waste Separation**

During demolition and construction on-going checks will be carried to ensure correct separation and re-use of recyclable materials is being maintained. Waste will be sorted as to have minimal impact on the environment and where waste can be utilised on site again will be stored in a nominated area where it cannot be damaged.

#### **Disposal**

Pormpur Paanthu Aboriginal Corporation will ensure all waste is removed from site and disposed of in accordance with the Protection of the Environment Operations Act 1997 (POEO ACT 1997). All waste will be recorded via a tracking log sheet and will be disposed of at EPA approved waste management centres including:

- **Insert Waste Management Centre Name**  
Insert Address
- **Insert Waste Management Centre Name**  
Insert Address

#### **Reporting**

Pormpur Paanthu Aboriginal Corporation will monitor and record volumes of waste disposal and recycling as well as the methods and locations of disposal. Records will be kept by the home owner on the Waste Material Log Sheet (refer **Attachment 1**).

# ATTACHMENT 1

## Waste Material Log Sheet

### Demolition - Insert SiteAddress



Waste Material Type e.g. soil, rock, vegetation etc.	TOTAL amount (m³ and/or tonnes)	Date	On-site Re-use (Specify amount re-use onsite and intended use)		Off-site Re-use (Specify contractor and recycler)		Off-site Disposal			
			amount (m³/tonnes)	use/location	Amount (m³/tonnes)	name of recycler	amount (m³/tonnes)	name of contractor	pick up time/date	destination
Excavation Material										
Bricks										
Concrete										
Roof Tiles										
Timber - Framing										
Plasterboard										

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## ATTACHMENT 2

### Waste Material Log Sheet

#### Construction - Insert SiteAddress



Waste Material Type e.g. soil, rock, vegetation etc.	TOTAL amount (m³ and/or tonnes)	Date	On-site Re-use (Specify amount re-use onsite and intended use)		Off-site Re-use (Specify contractor and recycler)		Off-site Disposal			
			amount (m³/tonnes)	use/location	Amount (m³/tonnes)	name of recycler	amount (m³/tonnes)	name of contractor	pick up time/date	destination
Excavation Material										
Bricks										
Concrete										
Roof Tiles										
Timber - Framing										
Plasterboard										

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# SUBCONTRACTOR MANAGEMENT POLICY

## 16. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace for workers and others. It is important the subcontractors and their workers work practices of do not pose a risk to health, safety and the environment, and our workplace and workforce does not pose a risk to the subcontractor or their workers. This policy outlines the rules, responsibilities and procedures for subcontractor management.

## 17. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 18. RULES

All subcontractors engaged by Pormpur Paanthu Aboriginal Corporation are to adhere to the following requirements:

- Complete the [Subcontractor Safety Checklist](#) and provide any supporting documents required;
- Provide a Risk Assessment for the site and Safe Work Method Statements (SWMS) for the tasks for which they are contracted;
- Make sure their or their workers actions do not endanger the health and safety of other workers and visitors in or near the workplace; and
- Report incidents, near misses and hazards to the officer/supervisor;

## 19. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers and subcontractors about this policy;
- Make sure subcontractors are provided with the [Subcontractor Safety Checklist](#) and it is completed and any supporting documentation is provided by the subcontractor prior to them commencing work;
- Make sure all subcontractors understand Pormpur Paanthu Aboriginal Corporation policies, safety rules and their roles and responsibilities;
- Make sure any subcontractor is not put at risk by the activities of other workers; and
- Provide a safe and healthy workplace for all subcontractors;

Workers must:

- Work in a manner that does not endanger the health and safety of subcontractors in the workplace.

## 20. PROCEDURES

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Censure or Termination of Contract:

Subcontractors who do not comply with this policy will be subject to the following procedures:

- When a officer/supervisor becomes aware of an alleged breach of Pormpur Paanthu Aboriginal Corporation policies and/or site rules, they will initially speak with the subcontractor as soon as possible after the alleged breach has been reported;
- The subcontractor will have the opportunity within a reasonable time to explain their actions;
- The proceedings will be conducted honestly, fairly and without bias; and
- If the subcontractor does not give reasonable cause for their actions or does not rectify the reason for the grievance/complaint, the Contract will be terminated and the subcontractor removed from the workplace.

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# SUBCONTRACTOR SAFETY CHECKLIST

## SUBCONTRACTOR DETAILS

Subcontractor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contract Manager: \_\_\_\_\_ Telephone: \_\_\_\_\_

Period of Work: \_\_\_\_\_

Workers Compensation Insurer:  
(Please provide Certificate of Currency  
– Check date) \_\_\_\_\_ Policy Number: \_\_\_\_\_

Professional Indemnity Insurer  
(Please provide certificate of Currency  
– Check date) \_\_\_\_\_ Policy Number: \_\_\_\_\_

Public & Products Liability Insurer:  
(Please provide certificate of Currency  
– Check date) \_\_\_\_\_ Policy Number: \_\_\_\_\_

License Number: \_\_\_\_\_

Qualification(s)/Certificate(s) \_\_\_\_\_

Person responsible for ensuring the subcontractor complies with WHS policy, WHS Procedures, Induction and Training

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

## RISK ASSESSMENT

What are the health and safety issues that may arise out of the performance of the subcontractor that are in addition to site risks already identified?

Subcontractor to provide risk assessment and/or Work Method Statements for work to be carried out.

## SAFETY MANAGEMENT FOR SUBCONTRACTOR

How will the work be carried out to address the WHS issues identified above?

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**SUBCONTRACTOR SAFETY PLAN CHECKLIST** (*Subcontractor to address the following*)

Issues	Yes	No	N/A
A Signed WHS policy			
Clearly defined roles and responsibilities			
Training requirements are specified			
Qualifications of those completing the tasks provided (WHS Construction Induction Card, etc.)			
Company induction process (including how staff are to be inducted into SWMS's)			
Risk assessment process to determine level of risk rating for SWMS's			
States details of legislative requirements (Codes Of Practice, etc.)			
Plant and equipment register or maintenance log provided			
Plant and equipment for proposed work are in good working condition			
Electrical tool, leads etc. are tested and tagged and tagging records sighted			
Electrical register or details of how this will be managed			
Hazardous substances/SDS register and details on how these will be managed on site			
Consultation process – How are workers to be consulted on issues i.e. toolbox meetings			
SWMS's for low risk generic tasks not impacted by other works on site (these must be made specific to the site, signed and dated by those involved in the task)			
Non conformance process			

**REPRESENTATIVES**

**Name of Managing Organisations Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Contracting Organisations Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# EMERGENCY PROCEDURES POLICY

## INTRODUCTION

WHS Regulations s 43 - A person conducting a business or undertaking (PCBU) must ensure that an emergency plan is prepared for the workplace that provides for:

a) Emergency procedures, including:

- An effective response to an emergency;
- Evacuation procedures;
- Notification of emergency services at the earliest opportunity;
- Medical treatment and assistance; and
- Effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace.

b) Testing of the emergency procedures, including how often they should be tested; and

c) Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

## ADDITIONAL REQUIREMENTS FOR HIGHER RISK WORKPLACES

Higher-risk workplaces may require additional information in their emergency plans. Examples of these workplaces include:

- Workplaces with confined spaces;
- Workplaces that use fall arrest harness systems;
- Major Hazard Facilities and mines;
- Workplaces that handle or manage asbestos;
- Workplaces that store or handle hazardous;
- Chemicals, and
- Workplaces that carry out demolition and refurbishment sites.

For more information about these requirements refer to the relevant chapters in the WHS Regulations and the related Codes of Practice.

## PURPOSE

The purpose of this procedure is to provide guidelines and information on emergency preparedness management within Atlas Copco to assist staff when dealing with a range of emergency situations

## PURPOSE

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This procedure applies to all employees of Atlas Copco and includes contractors, volunteers, work experience students, trainees and clients

## RESPONSIBILITIES

It is the responsibility of all staff to attend training, participate in drill and follow instructions given by the appointed team members.

**Definitions**      **High Occupancy Building** – any of the following buildings, other than a building to which is used for temporary events

- (a) A class 2 or 3 building more than 25 m high;
- (b) A class 2, 3, 5, 6, 7b, 8, 9a or 9b building that is a workplace-
  - (i) Prescribed under the Workplace Health and Safety Regulation 2008, section 56; and
  - (ii) Where 20 or more workers are normally employed within the meaning of the Workplace Health and Safety Act 1995, section 93(5);
- (c) A class 6 or 9b building that the commissioner has decided is an at risk licensed building under section 104KD of the Fire Service Act.

**Low Occupancy Building** – a building other than the following

- (a) A building used for temporary events
- (b) A high occupancy building

**Multi-occupancy Building** – a building which –

- (a) An entity is the occupier of a part of the building; and
- (b) At least 1 other entity is the occupier of at least 1 other part of the building.

**General Evacuation Instructions** – for a building, means instructions about-

- (a) The location of the fire safety reference points for the building; and
- (b) The procedures for evacuation the building safely in the event of a fire or hazardous materials emergency.

**First-Response Evacuation Instructions** –for a building, means instructions about the method of operation of manually operated fire alarms and firefighting equipment in the building, including at least 1 of the following –

- (a) Training in the use of the fire alarms and firefighting equipment;
- (b) A demonstration of the use of manually operated fire alarms and firefighting equipment that is identical, or at least similar to, the fire alarms and firefighting equipment in the building.

**Prescribed Fire Safety Installation** – a fire safety installation –

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- (a) That was at any time required to be maintained in the building in question by or under any Act, including as a prerequisite to the granting or any approval or the issue of any notice, certificate or instrument; and
- (b) That was not at any time authorised by or under any Act to be no longer maintained.

## References

*Workplace Health and Safety Act 2011*

*Workplace Health and Safety Regulation 2011*

*Building Fire Safety Regulation 2008*

*Fire and Service Rescue Act 1990*

*Building Act 1975*

QDC MP 6.1 – Maintenance of fire safety installations

*Hazardous Substances Code of Practice 2003*

*AS 3745:2010 – Emergency in facilities*

*AS 1851:2005 – Maintenance of fire protection systems and equipment*

*AS 4655-2005 Fire safety audits*

## Associated Documents

Pormpur Paanthu Aboriginal Corporation Emergency Management Plan

Pormpur Paanthu Aboriginal Corporation Fire and Evacuation Plan

## Procedure

### General Emergency Preparation

Review the work environment for the appropriate systems and equipment necessary in an emergency situation. Check that the following elements have been considered:

- Pormpur Paanthu Aboriginal Corporation Emergency Management Plan
- Fire alarm system and emergency warning systems.
- Fire hose reels.
- Portable fire extinguishers.
- Neighbouring and surrounding buildings.

A risk assessment is to be conducted for all foreseeable emergencies or disasters applicable to each workplace. (Ensure these risk assessments are included in an overall Emergency Management Plan for Pormpur Paanthu Aboriginal Corporation). Some examples of occurrences that lead to emergencies include:

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- MAJOR STRUCTURAL DAMAGE TO BUILDING
- NATURAL DISASTER
- SUSPICIOUS MAIL ITEM OR PACKAGE
- THREATS TO SECURITY
- CIVIL UNREST
- MEDICAL EMERGENCY
- FLU EPIDEMIC/PANDEMIC

Always conduct a risk assessment before any controls are implemented and a risk assessment after the controls are implemented to ensure the risk has been reduced.

The choice of emergency systems is to be based on the risk assessment process. In making this decision, consideration should be given to the following:

1. Assess the risk of emergencies by taking into account:
  - The frequency (how often) the worker is exposed to the hazard;
  - The duration (how long) the worker is exposed to the hazard; and
  - The outcomes (this can range from a simple cut to a fatal injury).
2. The nature of the work that is being conducted, and the hazardous substances (if any) that are being used.
3. The size and layout of the workplace, for example:
  - The types of work being performed at different work areas.
  - The distance an injured person has to be transported to first aid facilities or hospital, and the ease in which this can be undertaken.
  - The level of first aid that is available throughout the workplace.
4. The number and distribution of workers at various workplaces or floors of the building.

### **Emergency Preparedness Roles and Responsibilities**

**Occupier** – Is the entity occupying the building, in most cases this will be Pormpur Paanthu Aboriginal Corporation.

Responsibilities of the Occupier:

Evacuation routes

- Not to allow evacuation routes to be obstructed.
- Not to allow the final exit of an adjoining building to be obstructed.
- Ensure that a door on an evacuation route of the building is not locked.

### **Occupancy**

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- Ensure that the number of persons in the building at any one time does not present an unreasonable risk to the safety of a person in the building.
- Ensure that the number of persons in the building at any one time is not more than the maximum number that may be accommodated (see *Building Fire Safety Regulation 2008 s16*).

#### ***Fire and Evacuation Plan***

- Ensure that the fire and evacuation plan for the building is kept in the specified form.
- Ensure that a copy of the fire safety management procedure is included in the buildings fire and evacuation plan, and that the plan adequately reflects the procedure.
- Keep a relevant approval document for the building, or a copy of the document with the buildings fire and evacuation plan.
- Ensure the fire and evacuation plan for the building is made available for inspection in the building during its normal Pormpur Paanthu Aboriginal Corporation hours, and allow a person to inspect the fire and evacuation plan free of charge.
- Ensure that necessary changes to the evacuation plan are made as soon as practicable but no later than one month.
- Annually review the fire and evacuation plan for the building. Keep a written record of this..

#### ***Signage***

- Display evacuation signs and evacuation diagrams for the building in compliance with subsections (2) and (3) of see *Building Fire Safety Regulation 2008 s30*.

#### ***Buildings used for temporary events***

- For buildings used for temporary events (events no longer than 3 months, to which members of the public are expected to attend.) – The occupier must give the person general evacuation instructions and first-response evacuation instructions for the building before a person starts to work in the building. And before the building is used for conducting the event, the occupier must give the evacuation coordination instructions for the building to the evacuation coordinator and the persons responsible for carrying out the evacuation coordination procedures under the fire and evacuation plan for the building.

#### ***General Evacuation Instructions***

- Give annual general evacuation instructions for the building to each person working in the building.
- Changes to the general evacuation instructions involving the location of a fire safety reference point for the building or the procedures for evacuating the building safely in the event of a fire or hazardous materials emergency must be given as changed to each person working in the building as soon as practicable but no later than 1 month after the change.

#### ***First Response Evacuation Instructions***

- Give bi-annual first response evacuation instructions for the building to each person working in the building.

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- Changes to the first-response evacuation instructions if there is a material change to the method of operation of a manually operated fire alarm or firefighting equipment in the building must be given as changed to each person working in the building as soon as practicable but no later than 1 month after the change.

#### ***Evacuation Coordination Instructions***

- Give the evacuation coordination instructions for the building annually to the evacuation coordinator and the persons responsible for carrying out the evacuation coordination procedures under the buildings fire and evacuation plan.
- Changes to the evacuation coordination instructions involving a material change to an evacuation coordination procedure must be given as changed to the evacuation coordinator and responsible persons as soon as practicable but no later than 1 month after the change.

#### ***Evacuation Practice***

- Ensure that an evacuation (drill) of the building is carried out by an appropriate number of persons, in an appropriate way and at intervals of not more than 1 year.

#### ***Records***

- Keep a record (a fire and evacuation instruction record, for each occasion fire and evacuation instructions (this includes general evacuation instructions, first-response evacuation instructions or evacuation coordination instructions) for the building are given to a person. The record must state the following:
  - The name of each person who was given the instructions.
  - The name of the person who gave the instructions.
  - The date the instructions were given.
  - A brief description of the instructions given.
- Keep a record of each practice evacuation of the building. The evacuation practice record must state the following:
  - The date of the evacuation.
  - The times when the evacuation started and ended.
  - Any action to be taken as a result of the evacuation, including, for example, carrying out a review of the buildings fire and evacuation plan or giving additional fire and evacuation instructions.

#### ***Maintenance of prescribed fire safety installations***

- Ensure that maintenance of each prescribed fire safety installation for the building is carried out by an appropriately qualified person.
- Ensure that each prescribed fire safety installation for the building is inspected and tested at intervals in compliance with QDC, part MP6.1.
- If the record of maintenance for a prescribed fire safety installation for a building shows that repair or other corrective action is required for the installation, the occupier of the building must ensure the repair is carried out or the corrective action is taken no later than one month after the maintenance of the installation was carried out, unless the occupier has a reasonable excuse.

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- Keep a record of maintenance for the maintenance of each prescribed fire safety installation. The record must state:
  - A description of the prescribed fire safety installation on which the maintenance was carried out.
  - If the maintenance was carried out by an appropriately qualified person-the name and licence number of the person who carried out the maintenance.
  - If the maintenance was not carried out personally by an appropriately qualified person-the name and licence number of the appropriately qualified person under whose personal supervision the maintenance was carried out.
  - The date the maintenance was carried out (the maintenance date).
  - A brief description of the maintenance carried out.
  - That the maintenance was carried out in compliance with *QDC, part MP6.1*.
  - The results of the maintenance of the installation, including:
    - Whether or not the person carrying out the maintenance considered the installation was in proper working order; and
    - The details of any repair or other corrective action the person considered was required for the installation; and
    - The details, including the date, of any repairs made to the installation or any other corrective action taken.
  - A statement, signed by the person who carried out the maintenance, certifying that the matters stated in the record of maintenance are correct.
  - If the occupier has been given a critical defect notice relating to a prescribed fire safety installation mentioned in the record of maintenance-the notice.

#### ***Occupier statements***

- Prepare a statement annually about the maintenance of each prescribed fire safety installation for the building.
- Keep a copy of each occupier statement with the record of maintenance for 2 years after the statement is prepared.
- Within ten days after the occupier is required to prepare an occupier statement, give the commissioner a copy of the statement.

#### ***Keeping plans and other particular documents***

- The owner or occupier must keep a copy of the fire and evacuation plan or document in the building in a way that it is reasonably likely not to be damaged in the event of a fire or hazardous materials emergency and in a secure place in other premises. (NOTE: If a copy of a plan or document is kept in electronic form at a place, the information contained in the electronic form of the plan or document must be readily accessible at the place so as to be usable for subsequent reference.)

#### ***Retention of prescribed documents***

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- Keep a prescribed document (i.e. record of a review of fire and evacuation plan, a fire and evacuation instruction record, an evacuation practice record, a record of maintenance) for the building for at least two years after the document was made. If the document includes entries for more than 1 day it must be kept for at least 2 years after the last day for which an entry was made in the document.

## HAZARD REPORT FORM

### DETAILS OF IDENTIFIED RISK

<b>Date:</b>		<b>Time:</b>	
<b>Reported By:</b>		<b>Signature:</b>	
The following hazard has been identified in relation to the above site:			
<b>Risk Rating:</b>	<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3	<b>Location:</b>	
<b>Address:</b>		<b>Suburb:</b>	
		<b>Post Code:</b>	
		<b>State:</b>	

### CORRECTIVE ACTION REQUIRED

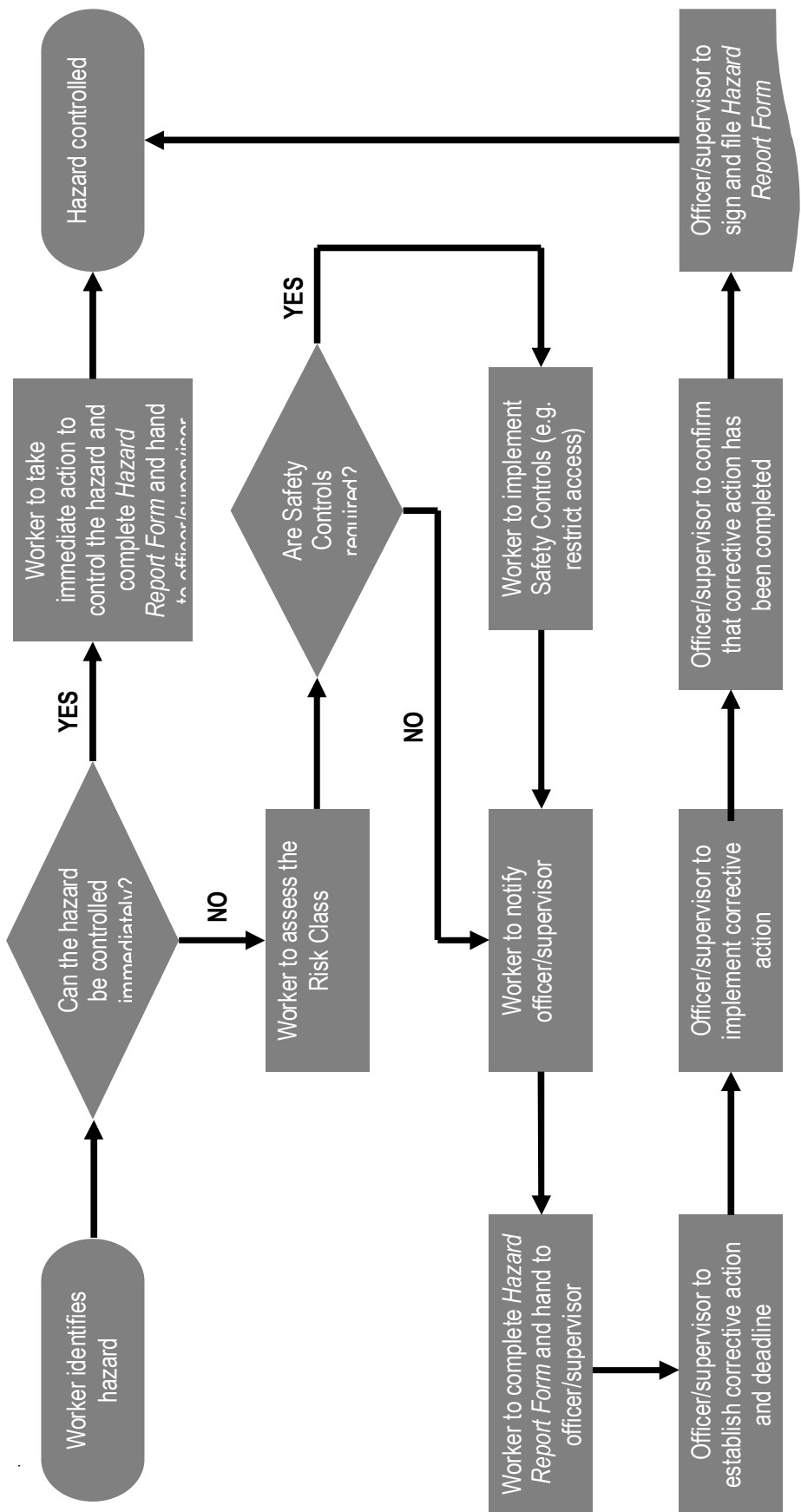
The following hazard has been identified in relation to the above site:			
<b>Action to be completed:</b> <input type="checkbox"/> Immediately <input type="checkbox"/> Within 24 Hours <input type="checkbox"/> Within 48 Hours <input type="checkbox"/> Within 7 Days			

### CORRECTIVE ACTION COMPLETED BY

<b>Surname:</b>		<b>Signature:</b>	<b>Confirmed By:</b>	
<b>Given Name(s):</b>			<b>Signature:</b>	
<b>Date:</b>			<b>Time:</b>	

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# HAZARD REPORTING PROCESS



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# HAZARDOUS SUBSTANCES POLICY

## 21. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation is committed to preventing any injury or ill health due to the use of hazardous substances in the workplace and has developed the following policy to create healthy and safe workplace(s) for all workers, subcontractors, visitors, and prevent environment damage. This policy outlines the rules, responsibilities and procedures for Hazardous Substances.

## 22. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 23. RULES

- Store all hazardous substances and dangerous goods in their original containers with the label intact at all times.
- Make sure a current Safety Data Sheet (SDS) for hazardous substances, including all chemicals and fibrous material, are available, read and understood by the relevant workers;
- Always use the chemicals and other substances for their intended use and in a safe and appropriate manner;
- Follow safety and environmental precautions for use, transport and storage of hazardous substances listed on the SDS;
- Workers are to have their appropriate PPE that it is fitted correctly and well maintained when handling hazardous substances and stored safely when not in use. Notify their officer/supervisor immediately when PPE is NOT provided or is unserviceable or unsuitable;
- Use and/or adhere to safety signs and placards when and where required; and
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures.

## 24. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Identify hazards and assess risks arising from storage and handling of herbicides, pesticides, solvents, oxidising agents and other hazardous substances and eliminate or control the risks;
- Provide information to all workers about hazardous substances used and stored in the workplace;
- Provide resources, information, training and supervision for relevant workers to allow them to adhere to the rules and have the knowledge and resources to handle, use, transport and store hazardous substances and follow the procedures and understand their roles and responsibilities;
- Make sure the appropriate personal protective equipment (PPE) is provided to workers, worn and maintained correctly;

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- Make sure an emergency plan is in place and workers notified and trained to deal with accidents either environmental or personal contamination. For example containing spills, wash down area and appropriate first aid;
- Consult with product suppliers and conduct independent research to purchase the least hazardous substance to achieve the desired result. Make sure that SDS are provided with all hazardous substances purchased;
- Make sure that SDS are available for workers and others in the workplace that may be exposed to herbicides, pesticides, solvents, oxidising agents and other hazardous substances. Make sure the SDS are no more than 5 years old;
- Provide and display appropriate signage where hazardous substances are being used or stored; and
- Monitor air quality and provide health surveillance and the choice of a medical practitioner (when required).

Workers must:

- Always wear your own clean and maintained protective equipment to prevent personal or chemical contamination or contaminate others;
- Cooperate with officers/supervisors when risks from hazardous substances are being assessed;
- Participate in consultation, induction and training of hazardous substances to allow safe completion of a required task;
- Carry out directions and control measures put in place for using, handling, transporting and storing hazardous substances;
- Always use chemicals and other substances **only** for their intended use.
- Store personal protective equipment in an appropriate manner when it is not in use;
- Always wash before eating, drinking or smoking;
- Report any defects in any control measure, device for applying, storing or handling hazardous substances promptly to the responsible officer or supervisor; and
- Cooperate when monitoring air or health surveillance programs are put in place.

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## HAZARDOUS SUBSTANCES REGISTER

Product Name	Location where Product is Used	Quantity	Clearly Labeled	SDS on Site		Action / Comments
			Yes / No	Yes / No	Date	

An SDS is a Safety Data Sheet – these are available from the substance manufacturer or the point of purchase. SDS must be on site together with the hazardous substance.

Action / Comments - note any particular safety controls required e.g. use, transport, PPE, first aid, storage, spill control and whether each substance is classified as hazardous (according to NOHSC) or dangerous goods for transportation (according to ADG code).

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# HAZARDOUS SUBSTANCES RISK CHECKLIST

## COMPANY DETAILS

**Inspected By:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Date of Inspection:** \_\_\_\_\_ **Next Inspection Due:** \_\_\_\_\_  
**Location of Chemicals:** \_\_\_\_\_ **Area (e.g. office, factory):** \_\_\_\_\_

HAZARDOUS SUBSTANCES/CHEMICALS	YES/NO	WHAT NEEDS TO BE DONE
Are all hazardous substances recorded in the Hazardous Substances Register?		
Are Safety Data Sheets (SDS) up to date? (check with supplier if unsure)		
Are chemicals stored according to SDS with no incompatible chemicals stored together?		
Do we have emergency procedures for dealing with spills, splashes?		
Do we have emergency procedures displayed?		
Is emergency equipment in place, e.g. eye wash, safety shower?		
Are waste hazardous substances disposed of appropriately?		
Are substances that produce fumes used in enclosed areas?		
Do our work practices ensure safe handling?		
Do we have/need enclosure or isolation of work area using hazardous substances?		
Do we have/need general ventilation/ exhaust systems in place?		
Are our hazardous substances highly toxic?		
Do we have a high level of exposure?		
Is it possible that a dangerous reaction can occur with other substances?		
Are we likely to have spills, splashes or leaks from the way we work with our hazardous substances?		
Are all hazardous substances stored appropriately?		

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WORKER KNOWLEDGE/TRAINING AND SAFE WORK METHODS	YES/NO	WHAT NEEDS TO BE DONE
Do workers have easy access to SDS and know how to read them?		
Are workers consulted and informed about using hazardous substances?		
Do we include hazardous substances training in our induction programme?		
Are workers aware of any harmful effects of hazardous substances?		
Are workers trained in storage, use, disposal and emergency procedures for hazardous substances?		
Do workers have the correct PPE for using hazardous substances?		
How often have we discussed our hazardous substances and safe work methods in the past 12 months? Should we do this more often?		
Are all workers able to read and understand labels on hazardous substances?		
Does our emergency first aid kit and procedures cover splashes & incidents, e.g. eye wash, safety shower?		
Do we have Safe Work Method Statements (SWMS) for using our hazardous substances?		
Do we need to update training for workers in the use of our hazardous substances?		

REVIEW OF HAZARDOUS SUBSTANCES	YES/NO	WHAT NEEDS TO BE DONE
Are safer products available for any of our substances?		
Can we minimise risks by buying smaller quantities to avoid decanting, spillage, splashes?		
Are other risk controls needed?		

Use the Risk Management Process to determine the level of harm and the priority for controlling the hazards and risks:

- ☐ The risk assessment conducted identifies that the level of harm is high and risks found could almost certainly happen at any time. Risk and hazard controls will be implemented immediately to control them.
- ☐ The risk assessment conducted identifies the level of harm is medium and risks found could happen occasionally. Risk and hazard controls will be implemented ASAP to control them.

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- ☐ The risk assessment conducted identifies the level of harm is low and an increase in risk is unlikely in the future.  
Risk controls are in place for the hazardous substances and risks will be controlled with routine procedures.

## SAFETY DATA SHEET (SDS) REGISTER

Prepared By: \_\_\_\_\_

### SAFETY DATA SHEET REGISTER

SDS Number	Date of Issue	Worker	Description	Date Reviewed*	Signed

\*Check SDS is current before starting each project.

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SDS must not be more than five years old from date of issued date.

Refer to: *Safe Work Australia Code of Practice - Preparation of Safety Data Sheets for Hazardous Chemicals*

## PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

### 25. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace for workers and others. The company will make every effort to eliminate or control risks and only use PPE when there is no other alternative to protect the workers from the hazard. This policy outlines the rules, responsibilities and procedures for PPE use, maintenance and storage.

### 26. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

### 27. RULES

- Make sure the PPE issued is fitted correctly and is appropriate for the tasks performed;
- Wear and use appropriate PPE when required in accordance with manufacturer's instructions and for its intended purpose;
- Participate in consultation and training in regard to the correct fitting, use, maintenance and storage of PPE;
- Workers must inspect their PPE to make sure it is in good working condition, maintain and store their PPE safely. The PPE remains the property of the company;
- Inform the officer/supervisor if PPE has not been issued or is unsuitable or unwearable; and
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures.

### 28. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Inform all workers of this policy;
- Provide PPE without any cost to the worker;
- Provide resources, information, training and supervision to allow workers to adhere to the rules and have the knowledge and resources to fit, use, maintain and store their PPE and follow the procedures and understand their roles and responsibilities;
- Consult with workers about the use of PPE;
- Make sure all PPE items purchased are manufactured to the relevant Australian Standards, and used, maintained and stored in accordance with the manufacturers recommendations;
- Record all PPE issued to a worker; and
- Replace all PPE due to 'wear and tear' by the worker.

Workers must:

- Comply with the rules of this policy; and

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- Participate in consultation and training in regard to PPE.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

The selection, maintenance and effective life of PPE will depend on your work situation. Make a note when certain PPE is due to be replaced in the [PPE Register-Company](#) and [PPE Register-Worker](#). Consult with your PPE or material supplier for more information or refer to the relevant Australian Standard. Train your workers on how to fit, wear and maintain PPE.

### SUN SCREEN/SUNGLASSES/HAT - UV RADIATION

#### Possible Hazards:

- Sunburn;
- Skin cancer;
- Pterygia; and
- Corneal cataracts.



#### Safety Controls:

- Wear cotton long sleeved shirt with collar and trousers;
- Wear a hat with an 8 cm brim or a cap with flaps;
- Use an SPF 15+ broad spectrum, water resistant sunscreen;
- Wear wraparound sunglasses that fit the face and conform to AS1067;
- Work in the shade as much as possible and sit in the shade during work breaks; and
- Where appropriate, change the job so that much of the work is carried out undercover or away from direct sunlight such as natural shade or by using tarpaulins, tents, sails, canopies or umbrellas to protect workers.

*Skin cancer researchers say that providing PPE is insufficient, prevention messages must be coupled with early detection education to make sure that skin cancer risks are appropriately managed and there is early detection of skin cancer in the workplace.*

### HAT/COTTON CLOTHING - HEAT STRESS

#### Possible Hazards:

- Dehydration; and
- Temporary or permanent damage through rise in body temperature.



#### Safety Controls:

- Wear a hat;
- Wear a single layer of cotton clothing;
- Where appropriate, install tarpaulins, tents, sails, canopies or umbrellas to enable working in the shade; and
- Drink water frequently, at least every hour and more than required to satisfy thirst.

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## RESPIRATION EQUIPMENT – DUST

### Possible Hazards:

- Inhalation of dust particles can cause rhinitis or bronchitis, damage to lung tissue, allergic reactions or trigger asthma attacks; and
- Permanent scarring in the lungs known as fibrosis from some types of dust particles.



### Safety Controls:

- Reduce dust where possible, such as wetting down dusty areas;
- Use tools fitted with a water attachment to suppress dust (on power saws, jack picks);
- Work in a ventilated area; and
- If you have a beard, wear a respirator with a hood or helmet and visor.

*Proper breathing protection must be worn when working with materials that produce airborne particles.*

## RESPIRATION EQUIPMENT – CHEMICAL

### Possible Hazards:

- Inhalation of toxic chemicals can cause injury to health or death in extreme cases.



### Safety Controls:

- Consult manufacturer's Safety Data Sheets (SDS). Make sure manufacturer's instructions are followed at all times when using hazardous substances;
- Wear appropriate respiratory equipment with chemical filters or oxygen; and
- Train workers in the use of chemicals and application equipment.

### Use and Maintenance

- Make sure the correct filter is used for the work to be carried out. Check the expiry date on the filter pack;
- Filters should be checked and changed regularly – consult the manufacturers or suppliers filter time usage. A maximum of eight hours of actual use is recommended but if the odour or taste of the chemical is noticed, the filters should be changed immediately;
- Follow manufacturers or suppliers recommendations for use and maintenance of PPE as stated on the SDS;
- Always test the respirator to make sure a good comfortable seal is maintained on the face by following these procedures:
  - Place the hands over the filter(s) and inhale. In the case of a good seal, the face-piece will collapse inwardly, and no leak can be heard;
  - If air enters, tighten the fit by adjusting the headband;
  - Note: A proper fit cannot be achieved if the person has a beard or facial hair, the seal should touch the face, therefore a respirator with a hood or helmet and visor should be worn.
- Face-pieces are available in different shapes and sizes and it is important to make sure the type used provides a satisfactory seal;

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- Before use, make sure that the face-piece, valves, filters and hoses are in good condition and well maintained. If not, **DO NOT USE**;
- The inside of the respirator shall not be exposed to any chemicals or other substances during use or storage. After use, remove filter(s) and wash the face-piece using warm water and soap;
- Fumes and chemicals in the air can still be absorbed by respirator filters even when they are not being worn and will shorten the use life of the filter. Keep the filter in an air tight container while not in use;
- Store any respirator and filter(s) in a sealed plastic bag and in a clean dry place, away from the chemical storage area; and
- Any person using chemicals should have their own face-piece. Respirators should not be shared, borrowed or lent without proper sterilisation.

## EAR MUFFS/EAR PLUGS – EXCESSIVE NOISE

### Possible Hazards:

- Loud and excessive noise, and prolonged exposure to noise can lead to deafness.



### Safety Controls:

- Hearing protection (ear muffs or ear plugs) must be worn at all times when operating or working near loud noise or noisy equipment;
- Complying with the Safe Work Australia Code of Practice Managing Noise and Preventing Hearing Loss at work;
- Try and separate the workers from the noise source by isolating the noisy equipment and making the location a hearing protection area;
- Do not expose anyone to 85dB(A) for more than 8 hours;
- Do not expose anyone to noise levels more than 140dB(A); and
- The following equipment and average noise levels are listed as a guide:
  - Stroke mower – 100 dB(A)
  - Chainsaw idling - 80-90 dB(A)
  - Chainsaw cutting - 105-120 dB(A)
  - Threshold of pain - 140 dB(A)

## HARD HATS – HEAD INJURIES

### Possible Hazards:

- Cuts;
- Abrasions;
- Bruising;
- Concussion;
- Fractures; and
- Death (in extreme cases).



### Safety Controls:

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- Hard hats to be worn when working in low or confined spaces;
- Hard hats to be worn when operating or working near plant and equipment; and
- Hard hats to be worn when working below overhead work or around areas where objects may fall from a height.

## SAFETY FOOTWEAR/STEEL CAPPED BOOTS/LEATHER BOOTS/GUM BOOTS

### Possible Hazards:

- Cuts;
- Abrasions;
- Bruising; and
- Fractures.



### Safety Controls:

- Wearing safety boots / steel capped boots will prevent or reduce the damage to feet and ankles caused by objects falling onto, hitting or penetrating footwear;
- Make sure boots fit properly and are in good condition; and
- Wear gumboots when required.

## EYE PROTECTION/FACE PROTECTION

### Possible Hazards:

- Flying objects / debris;
- Cuts;
- Abrasions;
- Bruises; and
- Eye damage or blindness.



### Safety Controls:

- Wearing eye protection or face protection where objects or debris can become projectiles and cause damage to the face or eyes, such as lawn edger's, angle grinders and generally most power tools;
- Wearing eye or face protection when chemicals and solvents are being used or handled;
- Wearing eye and face protection when carrying out hot work such as using welding and cutting equipment; and
- Make sure water is available for flushing the eyes and washing skin.

## HAND PROTECTION/GLOVES

### Possible Hazards:

- Cuts;
- Abrasions;
- Burns (heat);
- Burns (chemical);



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- Absorption;
- White finger syndrome;
- Needles / syringes - in public workplaces; and
- Stings or bites.

#### **Safety Controls:**

- Wear gloves when handling hot, sharp or abrasive objects, where there is the potential to be stung or bitten by spiders or insects or where there is the potential to be stuck by needles while working in public places;
- Wear approved safety gloves when handling chemicals or solvents as per manufacturer's recommendations (Refer to SDS); and
- Wear thick gloves with a cotton lining to prevent white finger or Reinald syndrome caused by repetitive work motions or exposure to vibrations caused by machinery or power tools. If numbness, tingling, pain or whitening of the skin occurs, stop using machinery or tool and consult a physician.

### **HIGH VISIBILITY CLOTHING / VEST**

#### **Possible Hazards:**

- Cuts;
- Bruising;
- Crushing; and
- Death in extreme cases.



#### **Safety Controls:**

- High visibility clothing or illuminated safety vests must be worn when working on or near plant and equipment, near roads, railways or traffic, and in situations where it is essential that the worker is visible to others;
- Vest must be fastened (fines may apply for the worker wearing a vest open if caught by relevant Authorities).
- Reflective clothing / vests to be worn at night.

### **OVERALLS / COVERALLS**

#### **Possible Hazards:**

- Cuts;
- Abrasions;
- Chemical burns or absorption; and
- Hazardous waste exposure.



#### **Safety Controls:**

- Wear overalls when the body needs protection from sharp or abrasive surfaces or objects, contact with extreme temperatures;
- Where required, wear washable or disposable boiler suit as recommended by the manufacturer in the SDS; and
- Tyvek or similar overalls should be worn if recommended by the manufacturer of a chemical that can cause skin irritation or illness through skin absorption. Consult the manufacturer's SDS for overall or coverall recommendations.

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## FALL ARREST SYSTEM / SAFETY HARNESS – WORKING NEAR OR AT HEIGHTS

### Possible Hazards:

- Falling from height or objects dropped from height;
- Bruising;
- Fractures; and
- Death.



### Entanglement Hazards:

- To reduce the risk of injury from entanglement, do not wear loose clothing, tie long hair back and remove jewellery, when using rotating equipment or equipment fitted with rotating accessories.

### Safety Controls:

- Harnesses should be worn if there is a risk of falling from a height in excess of 1.8 metres;
- When selecting safety harness or inertia reel system, ensure compliance with Code of Practices and Australian Standards; and
- Check condition of all harnesses, ropes, shackles and fixing points for fall arrest system prior to use.

## AUSTRALIAN STANDARDS FOR PPE

- **Safety helmets** must comply with AS1800, AS1801 and AS1698 and are to be replaced after 2 years from issue date or earlier if damaged.
- All **eye protection** must comply with AS1336, AS1337 and AS1338.
- **Ear protection** must comply with AS1270.
- **Respiratory protection** to be used will depend on the work to be carried out and must comply with AS1715 and AS1716.
- **Hand protection** must comply with AS2161 and AS2225.
- **Footwear** for work must comply with AS2210.

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# COMPANY PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

Issuer Name : \_\_\_\_\_ Telephone: \_\_\_\_\_

## PERSONAL PROTECTIVE EQUIPMENT SUPPLIED

PPE Supplied	Date of Issue	Worker Name	Signature of Recipient	Replacement Date <i>(if required)</i>

### Standards for PPE:

- **Safety helmets** must comply with AS1800, AS1801 and AS1698 and are to be replaced after 2 years from issue date or earlier if damaged.
- All **eye protection** must comply with AS1336, AS1337 and AS1338.
- **Ear protection** must comply with AS1270.
- **Respiratory protection** to be used will depend on the work to be carried out and must comply with AS1715 and 1716.

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- **Hand protection** must comply with AS2161 and AS2225.
- **Footwear** for work must comply with AS2210.

## WORKER PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

Worker's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### PERSONAL PROTECTIVE EQUIPMENT SUPPLIED

PPE	No. Of	Date Received	Lost/Stolen	Replacement Date (if required)

Worker's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Standards for PPE:

- **Safety helmets** must comply with AS1800, AS1801 and AS1698 and are to be replaced after 2 years from issue date or earlier if damaged.
- All **eye protection** must comply with AS1336, AS1337 and AS1338.
- **Ear protection** must comply with AS1270.
- **Respiratory protection** to be used will depend on the work to be carried out and must comply with AS1715 and AS1716.

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- **Hand protection** must comply with AS2161 and AS2225.
- **Footwear** must comply with AS2210.

## PLANT AND EQUIPMENT CHECKLIST

### PLANT & MACHINERY

<b>Plant / Machinery Type:</b>	<b>Registration No./Plant Identification No.:</b>	
<b>Operator Certificate No./License No.:</b>	<b>Maintenance Frequency:</b>	
<b>Checklist</b>	<b>Yes/No</b>	<b>Comments/Action Required</b>
Does the plant/machinery have any defects or faults?		
Is the plant/machinery in good condition?		
Does the plant/machinery have an operator's manual and log books?		
Has the plant/machinery been maintained in accordance with the manufactures recommendations and is there a maintenance record available?		
Is all the necessary PPE and information provided with the plant/machinery?		
Does the plant/machinery require a specific certificate, license or other form of competency to use, erect or install?		
Is the plant/machinery registered with the relevant authority?		
Has risk assessment and hazards been identified for the use of plant/machinery on site?		
Have the chains for use with the plant/machinery been tested and tagged?		
Will the plant/machinery be safely stowed, locked up or safeguarded after hours or when not in use?		

**Name of Authorised Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

# PLANT AND EQUIPMENT POLICY

## 29. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for plant and equipment, and also includes machinery and tools.

## 30. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 31. RULES

- All plant and equipment brought into the workplace must have a current service/maintenance record, registration or be tagged;
- All workers must be trained, certified or licensed and competent to operate specific plant and equipment;
- Make sure workers and others are aware of the hazards and risks associated with the plant and equipment in the workplace;
- Make sure workers and others are wearing the appropriate PPE; and
- If plant and equipment or the environment becomes unsafe, cease operation until risks have been eliminated or controlled.

## 32. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers in regard to this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the rules, procedures and understand their roles and responsibilities;
- Carry out an assessment to determine the most appropriate type of plant and equipment for the job at hand;
- Maintain plant and equipment to comply with Australian Standards or manufacturer's recommendations;
- Choose a suitable location for the plant to operate in;
- Make sure safety features and warning devices are provided and are working effectively;
- Make sure all machine guards are in place and in good working order;
- Carry out appropriate tests, checks and inspections to the plant and equipment as per manufacturer's instructions;
- Record all incidents and near misses;
- Carry out inspections on all hired plant and equipment.

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Workers must:

- Comply with the rules of this policy;
- Participate in consultation and training in regards to working near and operating plant and equipment;
- No worker is to interfere or alter any plant or equipment;
- Carry out regular inspection and maintenance of plant and equipment before and during use;
- Have relevant certificates or licenses to operate any plant or equipment;
- Report any faulty plant and equipment to their officer/supervisor; and
- Report all hazards, incidents and near misses to their officer/supervisor.

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# TOOLS AND EQUIPMENT MAINTENANCE REGISTER

Tool/Equipment: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

TOOL OR EQUIPMENT					
Date	Maintenance Carried Out	Person / Company Performing Maintenance	Next Service	Additional Comments	Signed

Records to be kept for 7 years



# COMPANY TOOLS AND EQUIPMENT REGISTER

Prepared  
By: \_\_\_\_\_

Date: \_\_\_\_\_

## EQUIPMENT AND TOOLS

Tool/Equipment	Manufacturer	Serial Number	Date of Last Inspection and/or Test	Date of Next Inspection and/or Test	Signature of Authorised Person	Certificate Number

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# WORKER TOOLS AND EQUIPMENT REGISTER

Worker  
Name:

Date: \_\_\_\_\_

## EQUIPMENT AND TOOLS

Tool/Equipment	Manufacturer	Serial Number	Date of Last Inspection and/or Test	Date of Next Inspection and/or Test	Date Received	Signature of Worker

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# TOOLS AND EQUIPMENT REPAIR REGISTER

Workplace/Site: \_\_\_\_\_ Telephone: \_\_\_\_\_

## EQUIPMENT AND TOOLS

Tool/Equipment (ID No. or serial number required)	Date Received	Fault/Damage	Repair Required	Name of Repairer	Repair Completed	
					Date	Signed

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# VEHICLE INSPECTION CHECKLIST


## VEHICLE DETAILS

**Make:** \_\_\_\_\_ **Registration:** \_\_\_\_\_  
**Date Inspected:** \_\_\_\_\_ **Next Inspection Date:** \_\_\_\_\_  
**Inspector Name:** \_\_\_\_\_ **Log Book Provided:** \_\_\_\_\_

## VEHICLE CHECKLIST

Maintenance	No Visible Defects	Maintenance/Repairs Required	Comments
Seat Belts			
Warning Lights			
Engine Performance			
Battery			
Windscreen			
Steering			
Suspension			
Brakes (inc. Brake fluid)			
Exhaust			
Wheels and Tyres	No Visible Defects	Maintenance/Repairs Required	Comments
Tyres (including spare)			
Rims			
Engine	No Visible Defects	Maintenance/Repairs Required	Comments
Engine Oil (Level/condition)			
Trans Fluid (Level/condition)			
Coolant (Level/condition)			
Cooling System (Hoses/fittings)			
Steering fluid			
Belts			
Electrical	No Visible Defects	Maintenance/Repairs Required	Comments
Headlights			

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Hazard Lights			
Plate Lights			
Brake Lights			
Indicators			
Park Lights			
<b>Safety Equipment</b>	<b>No Visible Defects</b>	<b>Maintenance/Repairs Required</b>	<b>Comments</b>
First Aid Kit			
Spill Kit			
Warning Triangles			
Registration			
Windscreen Wipers			
Fire Extinguishers			
Fluro Vest			
Gloves			
Hard Hat			
<b>Vehicle Body</b> Place an <b>X</b> on any body damage or missing items and note below.			
<b>Overall Comments</b>			
<b>Drivers Signature:</b>		<b>Date:</b>	

**Note:** Inspection Forms are to be kept for 7 years.

# VEHICLE MAINTENANCE REGISTER

Make: \_\_\_\_\_ Registration / VIN: \_\_\_\_\_  
Model: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

## VEHICLE MAINTENANCE

Date	Maintenance Carried Out	Odometer Reading	Person / Company Performing Maintenance	Next Service	Additional Comments	Signed

Records to be kept for 7 years

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# MANUAL HANDLING POLICY

## 33. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace(s) for workers and others. Manual handling or Musculoskeletal disorder (MSD) causes the highest number of injuries to occur in the workplace as it requires the person to exert force to lift, lower, push, pull, carry, hold or restrain an animate or inanimate object this accounts for most activities. Manual handling injuries refer to strains, sprains, torn muscles and ligaments including injury to spinal discs. These injuries are painful and can take months to recover affecting work and home life. This policy outlines the rules, responsibilities and procedures for Manual Handling.

## 34. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 35. RULES

- Assess the hazards and risks of all manual handling task and eliminate or control the risks;
- Where hazards or risks can not be eliminated always use lifting devices/aids to minimise the risk or ask for assistance from another worker;
- Notify the officer/supervisor if you believe a task to be hazardous or beyond your capabilities;
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures;
- Follow suggested procedures for eliminating or controlling the risks set out in the Manual Handling Safe Work Method Statement (SWMS).

## 36. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Assess the hazards and risks of manual handling, taking into account the experience, skills and physical abilities of the workers performing the tasks;
- Assess the ergonomic design of work areas that may pose hazards to workers and eliminate or control the risks;
- Provide appropriate lifting devices/aids to control the risks from manual handling task;
- Provide information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Record all injuries arising from manual handling.

Workers must:

- Comply with the rules of this policy;

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- Inform the officer or supervisor if incidents or injuries occur; and
- Participate in consultation and training in relation to manual handling.

## PURCHASING POLICY

### 37. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a safe and healthy workplace for workers and others. This policy outlines the rules, responsibilities and procedures for purchasing plant, machinery, tools, furniture, chemicals, supplies and materials in our endeavour to eliminate or minimise the risks to workers.

### 38. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

### 39. RULES

- Undertake training for the use, storage and transportation of the equipment or substance purchased; and
- Use the [Purchasing Procedures and Checklist](#) and/or [Purchasing Register](#) when purchasing plant, machinery, tools, furniture, chemicals, supplies and materials.

### 40. RESPONSIBILITIES

Officers and Supervisors must:

- Consult with workers regarding proposed purchases of new equipment, substances and materials;
- Obtain the risk control strategies for the safe use, transport or storage of any new equipment or substance from the manufacturer, supplier or Australian Standards prior to purchasing;
- Train workers in the safety aspects of the purchased equipment or substance;
- Review Safe Work Method Statement (SWMS) in relation to the newly purchased equipment or substance; and
- Purchase and issue the appropriate PPE for use with the newly purchased equipment or substance.

Workers must:

- Comply with the rules of this policy; and
- Participate in any consultation and training relating to this policy.

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# PURCHASING PROCEDURE AND CHECKLIST

## SAFE PURCHASING PROCEDURE

Determine who will do the purchasing in your workplace and make sure WHS issues are adequately address.

- Determine what WHS risks the proposed purchase may pose for health and safety, use [Hazardous Substances Risk Checklist](#) for Hazardous Substances;
- What will the organisation need to do to eliminate or control the risks associated with the proposed purchase;
- What other purchases will need to be made to control the risks of the proposed purchase item;
- Consult with workers and supervisors who will be affected or required to work with the equipment or substances;
- Obtain information regarding the transport or storage of the equipment or substance from the manufacturer or supplier;
- What control strategies are in place or need to be in place for the use, storage or transport of the equipment or substance;
- Amending safety procedures to meet the requirements of the purchase; and
- Provide information and training for supervisors and workers who will use the equipment or substance.

Use the [Safe Purchasing Checklist](#) below to make sure all WHS issues are addressed and the [Purchasing Register](#) to list items you have conducted a risk analysis on and are regularly purchased.

## SAFE PURCHASING CHECKLIST

**Proposed purchase item:**

**Safety information obtained regarding the purchase:**

- ☐ Equipment Manual      ☐ Safety Data Sheets (SDS)      ☐ Australian Standards  
☐ Other safety information

**List workers and work processes affected by the purchase:** (Use the [Risk Assessment Worksheet](#) if required)

**Affected workers consulted:** Yes/No      **Date:**

**Safe Work Procedures for use, storage and transport of the purchased item:** (new line for each)

**New procedure required:** Yes / No / N/A

**Change current Safe Work Procedure:** Safe Work Method Statement (SWMS) / Other:

**What training is required:**

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Who requires training:

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How will training be provided:

When will training be provided:

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## PURCHASING REGISTER

Item	Description	Manufacturer	Supplier of Item	Contact Name	Contact Number	Email	Signoff by Approving Officer

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# SITE ENVIRONMENTAL CHECKLIST

## ENVIRONMENTAL ISSUES

Erosion and Sediment Control	Yes	No	N/A	Comments
Has an erosion and sediment control plan been created.				
Are sediment and control measures in place of construction works e.g. sediment traps, sediment fence etc.				
Are these being maintained and kept in correct working order.				
Have materials been contained or placed in designated areas to be away from stormwater drains/runoff.				
Are designated washout areas in place away from storm water drains.				
Is relevant protection surrounding flora in place to stop any damage.				
Is the site maintained and cleaned away of all soil, earth, mud, clay and concrete waste that may cause an environmental issue daily.				
Waste Management	Yes	No	N/A	Comments
Has a Waste Management Plan been created and implemented.				
Have stock piles or designated waste area been created.				
Is the waste being stored in such an area as not to pollute or contaminate stormwater drains.				
Have excess materials been recycled, reused or returned.				
Hazardous Materials	Yes	No	N/A	Comments
Are spill kits available and held on site.				
Are spills attended to and cleaned up immediately.				
Are procedures in place noting the correct methods for removing Asbestos.				
Is there a designated storage area for hazardous materials where leaks can't flow to open ground or drains.				
Are all hazardous material containers sealed properly and no leaks evident.				

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Are Safety Data Sheet(SDS) on site for all hazardous materials				
<b>Air Quality</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Does all plant and equipment comply with the relevant codes and emission standards for air quality				
<b>Noise Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are procedures in place to minimise noise to workers, site and surrounding areas.				
Does all plant and equipment comply with the relevant codes, guidelines and standards for noise control				

# SITE ENVIRONMENTAL POLICY

## 41. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a safe and healthy workplace(s). This policy outlines the rules, responsibilities and procedures for environmental protection.

## 42. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and across all workplaces/worksites under this organisations control, including contractors/sub-contractors and visitors to the workplace/worksite.

## 43. RULES

- Wherever practicable employees at Pormpur Paanthu Aboriginal Corporation will reduce the volume of waste generated and reuse and recycle. Whenever possible new products and supplies should be reusable and/or recyclable;
- Where possible purchase responsibly for example purchase local products to reduce transport emissions and support the local community, be aware of where the product or it's raw components have come from – is it causing deforestation, loss of habitat or exploiting workers in another country;
- Prevent any actions from work activities causing environmental damage by following preventative procedures In the event of an incident/accident follow the emergency procedures, making sure that the appropriate equipment is available for clean up and that a quick response is applied to eliminate or reduce any damage; and
- Be aware of environmental issues and safeguards, including erosion and sediment control, weed invasion, sensitive/rare vegetation and fauna, air quality, noise, waste, heritage and archaeological sites.

## 44. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Comply with statutory requirements, codes, standards and guidelines;
- Implement and comply with site Environmental Management Plans (EMP)
- Make sure all equipment is serviced and not showing visible emissions;
- Make sure noise and air pollution are monitored and kept to the appropriate levels;
- Provide areas for chemical storage and hosing down;
- Make sure all incidents are investigated and if required appropriate disciplinary action carried out; and

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- Undertake site environmental inspections and fill out [Site Environmental Checklist](#), and [Waste Management Plan](#) when required.

Workers must:

- Comply with the rules of this policy and follow procedures;
- Use, store and dispose of chemicals as per the Safety Data Sheet (SDS);
- Remove waste from the workplace/worksites and place in designated receptacle/waste area;
- Reduce the damage to flora and fauna;
- Make sure correct measures are in place for sediment control;
- Report any incidents or complaints to the officer/supervisor;
- Wash machinery in designated area;
- Participate in consultation and training in relation to environmental management; and
- Advise officer or supervisor of any potential breaches of plans or statements, and sightings of rare plants or animals, fauna or archaeological or heritage items.

## 45. PROCEDURES

### Responsible Behaviour

- Dispose of rubbish responsibly, either recycle or place in designated receptacle/area;
- Prevent chemicals and other foreign material from entering drains, gutters or contaminating ground soil;
- Wash down plant and equipment in designated area if available, make sure site soil and weed seeds are contained and not spread to another site or allowed to enter drains or gutters.

### Failure of Erosion/Sediment Control Device

- Prevent further escape of sediment;
- Contain escaped material, using silt fence, hay bales, pipes etc;
- Notify officer or supervisor of incident;
- Repair or replace failed device as appropriate;
- Dig/scrape up escaped material. Take care prevent further damage to the site or vegetation and monitor for effectiveness until re-stabilised; and
- Officer or supervisor to record incident.

### Bank/Slope Failure

- Stabilise toe of slope to prevent sediment escape by using aggregate bags, silt fence, logs, hay bales, pipes etc;
- Notify officer/supervisor of the incident;
- Divert water away from failed fence;
- Protect area from further collapse as appropriate;
- Restore as advised by officer/supervisor; and
- Monitor for effectiveness until stabilised.

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### Waste

- Know what types of waste will be generated during excavation, demolition and construction;
- Check the council development consent and environment protection licence to make sure the waste facility can lawfully accept the waste;
- Prepare and implement a [Waste Management Plan](#);
- Regularly update the waste management plan to record how waste is managed and audit where waste is taken;
- Dispose of chemicals and hazardous substances as directed on the SDS;
- Keep accurate written records such as:
  - Who transported the waste (company name, ABN, vehicle registration and driver details, date and time of transport, description of waste)
  - Copies of waste dockets/receipts for the waste facility (date and time of delivery, name and address of the facility, its ABN, contact person)

### Discovery of Rare or Endangered Species

- Stop work;
- Notify officer or supervisor;
- If a plant is found, mark location of plants. If an animal, mark location where sighted;
- Officer/supervisor to identify/arrange identification of species;
- If confirmed significant, officer/supervisor to liaise with relevant local and state government authorities; and
- Recommence work when cleared by officer/supervisor.

### Discovery of Archaeological/Heritage Item(s)

- Stop work;
- Do not further disturb the area;
- Notify officer/supervisor;
- Officer/supervisor to arrange appraisal of specimen;
- If confirmed significant, officer/supervisor to liaise with relevant local and state government authorities; and
- Recommence work when cleared by officer/supervisor.

### Exceeding Clean Air or Noise Levels

- Stop work;
- Notify officer/supervisor;
- Confirm all plant and equipment has been suitably maintained;
- Undertake any necessary repairs or maintenance to plant and equipment;
- Implement additional mitigation measures as set out in the site EMP (if required), such as dust suppression measures;
- Recommence work when cleared by officer/supervisor.

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# FATIGUE HAZARDS CHECKLIST

This checklist is to be completed by all personnel of Pormpur Paanthu Aboriginal Corporation. Circle **YES** if any question relates to you.

## Work-related factors that can contribute to fatigue

If you answer yes to any of the questions in **BOLD**, refer to 'Assessing Fatigue Risks' below. If yes is circled three times or more for questions in the non-bold areas, also refer to 'Assessing Fatigue Risks' below.

### MENTAL AND PHYSICAL WORK DEMANDS

Does anyone undertake work that is physically demanding? (E.g. tasks that are especially tiring and/or repetitive such as: bricklaying, typing, process work, moving bags of cement, felling trees).	YES
Does anyone undertake work that is mentally demanding? (E.g. work that requires long periods of vigilance, work that requires continuous concentration and minimal stimulation, work performed under pressure, work to tight deadlines, emergency callouts, interacting/dealing with the public).	YES

### WORK SCHEDULING AND PLANNING

Does anyone consistently work or travel between midnight and 6am?	YES
Does the work schedule prevent full-time workers having at least one day off per week?	YES
Does the work schedule make it difficult for workers to consistently have at least two consecutive nights sleep per week?	YES
Do work practices include on-call work, call-backs and/or sleepovers?	YES
Do planned work schedules vary from those actually worked?	YES
Does the work schedule involve rotating shifts?	YES
Does anyone travel more than one hour to their job?	YES

### WORKING TIME

Does anyone regularly work in excess of 12 hours a day including overtime?	YES
Is the break between shifts less than 10 hours? (E.g. split shifts, quick shift changeovers).	YES
Is work performed at low body clock times (between 2am and 6am)?	YES

### WORKING TIME

Does anyone perform work in harsh or uncomfortable conditions (E.g. hot, humid or cold)?	YES
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Does anyone work with plant or machinery that vibrates?	YES
Is anyone exposed to hazardous substances?	YES
Is anyone consistently exposed to loud noise?	YES

## ASSESSING FATIGUE RISKS

Risk assessment is a way of deciding which hazards need to be addressed and in what order. Risk assessment should reveal:

- where, which and how many workers are likely to be at risk of becoming impaired by fatigue, and
- how often this is likely to occur and the degree of harm that would result.

When assessing fatigue risk, it is important to recognise factors can be interrelated and therefore should not be considered in isolation. The risk assessment should place the fatigue risk factors in order of priority, and areas with the highest risk should be addressed first.

### Risk-assessment methods include:

- Consulting workers on workloads and schedules – ask if they are having or have experienced work-related fatigue.
- Analysing an audit of working hours and ensure this includes comparing planned working hours with hours actually worked. Where appropriate, related issues to consider in the audit may include work-related travel and work completed outside of normal hours (e.g. when people take work home).
- Completing a risk-assessment of the workplace.
- Reviewing workplace incident data in regard to the fatigue hazard factors. Ask:
  - What is the likelihood that fatigue is contributing to the incidents?
  - What time of day do incidents occur?
  - When incidents occurred, how long had the workers involved been working?
  - Do the incidents often occur when a worker's body clock is low and concentration poor?
- Consulting industry or worker associations who may be able to assist with risk assessments for type of work and workplace, and
- Checking whether workers have had accidents (including transport) travelling home or on work-related journeys.

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# STRESS AND FATIGUE POLICY

## 46. INTRODUCTION

Stress and fatigue can reduce reaction times and thereby compromise the ability of a person to work safely. Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe workplace for workers and others. This policy outlines the rules, responsibilities and procedures for Stress and Fatigue.

## 47. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 48. RULES

- Workers must notify their officer/supervisor if they feel excessively fatigued and their ability to work safely may be effect;
- Workers are encouraged to talk to their officer/supervisors if they feel their ability to work safely is impaired by stress due to work or personal matters.

## 49. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about the effects of stress and fatigue in the workplace and this policy;
- Provide resources, information, training and supervision for all workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Assess the nature and scale of workplace risks to health and make sure there are adequate control measures in place;
- Deal with conflict in the workplace;
- Monitor and review stress and fatigue in the workplace;
- Adjust and monitor exposure to hazards during extended working hours;
- Provide training on fatigue and stress management; and
- Modify work methods as needed to reduce stress-causing hazards.

Workers must:

- Comply with the rules of this policy; and
- Report all accidents and near misses.

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# STRESS CHECKLIST

## SELF-HELP FOR THE INDIVIDUAL

A person suffering from work-related stress can help themselves in a number of ways, including:

- Thinking about the changes you need to make at work in order to reduce your stress levels. Some changes you can manage yourself, while others will need the cooperation of others;
- Talking over your concerns with your PCBU;
- Making sure you are well organised. List your tasks in order of priority. Schedule the most difficult tasks of each day for times when you are fresh, such as first thing in the morning;
- Taking care of yourself, eating a healthy diet and exercise regularly;
- Considering the benefits of regular relaxation;
- Making sure you have enough free time to yourself every week.
- Not taking out your stress on loved ones. Instead, tell them about your work problems and ask for their support and suggestions;
- Avoid excessive drinking and smoking. Drugs, such as alcohol and tobacco will not alleviate stress and can cause additional health problems.

If work-related stress continues to be a problem, despite your efforts, you may need to consider another job or a career change. You could seek advice from a career counsellor or psychologist.

## WORK-RELATED STRESS IS A MANAGEMENT ISSUE

A company should take steps to make sure workers are not subjected to unnecessary stress:

- Make sure a safe working environment is provided and maintained
- Make sure that everyone is properly trained for their job;
- Recognise work related stress as a genuine problem;
- Discuss issues and grievances with workers, and take appropriate action when possible;
- Create a stress management policy in consultation with the workers;
- Provide an environment where workers have more say over their duties, promotional prospects and safety;
- Provide a Human Resources Manager.
- Reorganising duties or employing extra workers to reduce the need for overtime;
- Take into account worker's personal lives and recognise the demands of home may sometimes clash with work demands; and
- Seek advice from health professionals, if necessary.

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## NOISE CONTROL CHECKLIST

Responsible person will use the following steps to control noise at all workplaces under this organisations control:

- Conduct a preliminary noise check to determine whether noise exposure problems are likely to exist;
- Decide the type and detail of assessments to be carried out, the time between assessments and the responsible person(s) to carry them out;
- Decide whether engineering noise control measures are required and determine priorities;
- Decide on suitable administrative noise control measures;
- Select, provide and maintain suitable personal hearing protection for all workers;
- Where possible, isolate noisy plant and equipment and make location a hearing protection area;
- Inform workers of hearing protection areas by erection of appropriate signs;
- Follow the *Purchasing Procedures and Checklist* form when selecting new or replacement plant and/or equipment;
- Provide audiometric testing for workers who are frequently required to use personal hearing protectors as a noise control measure for noise that exceeds the exposure standard. Testing must be provided within three (3) months of the worker commencing work, and regular follow-up tests must be carried out at least every two (2) years;
- Develop monitoring procedures that should include the following:
  - Check the measures used to control noise levels, such as silencers or enclosures, and make sure they are maintained to be in good working order and are in position during the operation of noisy machines;
  - Monitor noise levels to make sure workers are not exposed to high noise levels due to hidden defects or faulty equipment;
  - Make sure the correct personal hearing protection is being used; and
  - Check that all personal hearing protection is maintained and in good working condition.
- Keep relevant up-to-date records and make them available. The records should be kept in a form easily understood by all.
- Provide on-going training and education to workers;

***Safe Work Australia Code of Practice Managing Noise and Preventing Hearing Loss at Work***

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# NOISE POLICY

## 50. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to prevent permanent hearing loss caused by excessive noise or exposure to prolonged noise and create a safe and healthy and safe workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for managing noise.

## 51. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and across all workplaces under our control.

## 52. RULES

- Monitor and control noise levels in the workplace;
- Audiometric testing must be provided for workers required to frequently use personal hearing protectors as a control measure for noise that exceeds the exposure standard. Testing must be provided within three (3) months of the worker commencing work, and regular follow-up tests must be carried out at least every two (2) years; and
- Wear appropriate personal protective equipment PPE.

## 53. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules, have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Provide appropriate control measures for safe work practices whenever there is constant and/or high exposure to noise;
- Comply with statutory requirements, codes, standards and guidelines;
- Make sure all workers are aware of all control measures that are in place to reduce exposure to noise and the risk of constant exposure;
- Eliminate or control the source of the noise by isolating the noise source from workers or make location a hearing protection area where PPE must be worn;
- Be aware of and monitor the noise levels that workers will be subjected to through audiometric testing where required;
- Where possible, purchase plant and equipment with safe working noise levels;
- Implement the [Noise Control Checklist](#) to monitor and control excessive noise in the workplace; and
- Carry out regular inspection, tests and maintenance checks on all plant and equipment to make sure they are in safe working order.

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Workers must:

- Comply with the rules of this policy and follow procedures;
- Report any incidents or complaints to the officer/supervisor; and
- Wear appropriate hearing protection when required.

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# SHIFTWORK POLICY

## 54. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a safe and healthy workplace for workers, and others. Shiftwork can lead to stress or excessive fatigue due to the disturbances in the body's natural rhythms and may have an effect on safe work practises. This policy outlines the rules, responsibilities and procedures for Shiftwork.

## 55. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and across all workplaces under this organisations control.

## 56. RULES

- Report incidents/ accidents, near misses and other hazards; and
- Notify the officer/supervisor if fatigue may affect work safety.

## 57. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Monitor work conditions and work performance;
- Approve all rostered shifts;
- Approve all on call shifts;
- Approach a worker if their fatigue may affect work safety;
- Keep confidential records of injuries and 'near misses';
- Provide information to and train all workers about the potential health and safety impacts of fatigue at work; and
- Meet with workers to consult them on all issues of Work Health and Safety (WHS) in particular hazard identification and hazard control, safe work procedures and training.

Workers must:

- Comply with the rules of this policy;
- Participate in any training relating to this policy;
- Utilise breaks provided within and between shifts to rest and recuperate;
- Recognise signs of sleep deprivation and/or fatigue and the impact on themselves and others and report to their officer or supervisor the circumstances in which fatigue and lack of sleep are impacting on individual well being and workplace safety; and

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- Report incidents/ accidents, near misses and other hazards to relevant officers.

## ALCOHOL - RESPONSIBLE SERVICE CHECKLIST

Event/Occasion: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Quantity and Type of Non-Alcoholic Drinks

---



---

Quantity of Low Alcoholic Drinks

---



---

Quantity of Alcoholic Drinks

---



---

Food Available

---



---

Trained Worker: \_\_\_\_\_

Trained Worker: \_\_\_\_\_

Trained Worker: \_\_\_\_\_

Signoff

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Company Representative

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Consumption of alcohol while at work or conducting work is **not** permitted, there may be occasions or events when consumption of alcohol is authorised by management. It is important that these occasions do not end up causing harm to anyone as a result of too much alcohol being consumed. It is the responsibility of workers and managers to provide a safe working environment at work-related functions where alcohol is served.

- Provide plenty of non-alcoholic and low alcoholic drinks.
- If possible, serve alcoholic drinks as standard drinks.
- Make sure plenty of food is available for the duration of the work function.
- Consider limiting the number of alcoholic drinks per person.
- If possible, serve alcohol as “standard drinks”, to enable employees to keep track of their alcohol consumption.
- Consider limiting the number of alcoholic drinks per person.
- Closely supervise and monitor younger people.
- Do not serve alcohol to people who are intoxicated.
- Arrange training in responsible service of alcohol (RSA) for any employee who will be serving alcohol at the function, or hire staff who are trained in RSA, or hold the function at a venue where staff is trained in RSA.
- Closely supervise and monitor younger people.
- Provide safe transport home for any employee who requires it.
- Refuse to serve alcohol to people who are intoxicated.

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# DRUG AND ALCOHOL POLICY

## 58. INTRODUCTION

The abuse of alcohol and other drugs can damage physical and mental health, and impair judgement and behaviour of those affected that may cause them to injure themselves or others. This places workmates in the uncomfortable position of feeling obliged to cover for poor work performance or do in a mate for their own good. Pormpur Paanthu Aboriginal Corporation has developed the following policy to create a healthy and safe workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for drug and alcohol use.

## 59. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 60. RULES

- All workers must have a Blood Alcohol Reading of 0.00ml/l. When a company event is to take place onsite an approval must be given from management. The [Alcohol - Responsible Service Checklist](#) must be completed and signed off by management;
- Workers must not consume or be under the influence of alcohol or other drugs while at work or during the course of their work for Pormpur Paanthu Aboriginal Corporation or they will be subject to disciplinary action that may result in termination of employment;
- Not drive a vehicle on work-related business or to and from work if his/her blood alcohol concentration (BAC) level is above 0.00ml/l or if under the influence of any drugs which may impair their ability to drive;
- Workers who require prescription or over the counter medication for a particular condition or illness, must notify management of the medication they are taking and any side effects that may occur. The worker will perform suitable duties while taking the medication. Should the medication be required for long term or permanent use and affects the worker doing their core responsibilities, consultation with their doctor may be required;
- No worker is to commence work, or return to work while affected by alcohol or other drugs;
- Workers who are aware that their co-workers or a subcontractor are affected by alcohol or drugs and believe that person's ability to work safely may be impaired, have a responsibility to report it to their supervisor/health and safety representative (HSR) so action may be taken immediately; and
- Workers that are aware that a visitor to the workplace is affected by alcohol or drugs and believe the visitor could affect the health and safety of any person, have a responsibility to report it to their supervisor/health and safety representative (HSR) immediately. If the supervisor believes the visitor's behaviour is unacceptable, immediate action is to be taken including removal of the visitor from the workplace.

## 61. RESPONSIBILITIES

Officers and Supervisors must:

- Monitor work conditions and work performance;
- Approach people in the workplace who may be affected by alcohol or other drugs;

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- Approach a worker who may have ongoing alcohol or drug-related problems that are affecting their work;
- Encourage and refer workers to support and counselling as appropriate;
- Implement corrective or disciplinary procedures;
- Keep confidential records of alcohol or drug-related incidents or events;
- Implement responsible service of alcohol measures at approved work functions;
- Implement and review this policy;
- Make sure that all workers understand the organisation's Drug and Alcohol Policy and their roles and responsibilities;
- Provide information to all workers about the potential health and safety impacts of alcohol and drugs at work;
- Provide appropriate training to workers according to their roles and responsibilities; and
- Consult with workers about this Drug and Alcohol Policy so employees can contribute to decisions effecting their health, safety and welfare.

Workers must:

- Comply with the rules of this policy;
- Participate in consultation, company initiatives and any training in relation to alcohol and drug use; and
- Discuss the matter with their supervisor or other designated person and seek appropriate support if they are experiencing alcohol or drug related problems.

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# DRUG & ALCOHOL PROCEDURES

## APPROACHING AN INTOXICATED PERSON

Approaching a person who is under the influence of alcohol or other drugs requires skill and sensitivity to achieve the best outcome for all at the workplace. Consider designating and training a person to approach workers who are displaying signs of being under the influence of alcohol or other drugs. The suitable person may include the officer/supervisor or health and safety representative. It's important the designated persons are aware of the most effective style of approach.

The approach taken when dealing with a worker whose work performance is affected by alcohol or other drugs depends on:

- The industry
- The workplace culture and structure
- The position of the worker
- The personality of the worker
- The legal environment including the contract of employment.

Procedures of this kind should include a chain of responsibility for making the approach if the initial contact produces a negative or hostile response.

When approaching an apparently intoxicated worker it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use.

Care needs to be taken when making this judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour. Where legitimate medication is the cause of unsafe performance the worker may need to see their general practitioner for a medication review.

It is important to make sure that the person is actually impaired by alcohol or other drugs before treating it as an alcohol or drug-related issue. Observing the person for typical signs of alcohol or drug intoxication may help to make that judgement.

The final decision about a worker's ability to work in a safe manner should be made by management.

## ALCOHOL AND DRUG TESTING

Testing should be considered for safety only, rather than impairment or efficiency, as these can be judged through observation alone. Drug and alcohol testing has a number of limitations such as technical problems relating to reliability (false positive and false negative results). Some drugs such as marijuana will produce a positive test result for several weeks after the effect of the drug has worn off and alcohol can impair work function 14 hours after a drinking session when no blood alcohol is detected.

A focus on function is the most valid way to approach the issue as factors other than alcohol or other drugs may affect a workers concentration or coordination such as fatigue, illness or stress.

Workers have a legal right to refuse to be tested, unless specific legislation, contracts or employment agreements provide otherwise the reliability of testing can be subject to legal challenge due to varying accuracy rates.

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The decision to use alcohol and other drug testing should be made in consultation with workers, health and safety representatives (HSR) and union representatives. Agreement may be sought where a risk assessment has identified that there are risks involved in undertaking certain activities whilst under the influence of alcohol and other drugs. Privacy, confidentiality and the legal position of workers and management also need to be considered.

Other less invasive strategies should be investigated before making a decision to introduce testing. Workplace alcohol and other drug testing should be introduced if legislative provisions exist, such as those relating to rail safety workers, passenger transport workers and heavy vehicle drivers.

There is also legislation prohibiting workers from working while intoxicated in the mining and aviation industries. Workers should be informed about drug and alcohol testing expectations before commencing employment. Workers should also be informed that alcohol and other drugs used outside of the workplace may remain in their systems after returning to work and can affect work performance.

### **Testing procedure**

If testing is to be conducted, it is recommended that rigorous testing procedures be developed and applied. For further information, Australian Standards (including AS/NZS 4308:2001 and AS 4760-2006) are a source of detailed technical advice on appropriate collection procedures. These and other relevant Australian Standards can be purchased online at [www.saiglobal.com](http://www.saiglobal.com). PCBU's need to make sure an accredited laboratory undertakes all testing.

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# SMOKE-FREE WORKPLACE POLICY

## 62. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a healthy and safe smoke-free workplace for all workers and others. There are many studies to indicate the harmful effects of smoking and passive smoking. This policy outlines the rules, responsibilities and procedures for a smoke-free workplace.

## 63. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 64. RULES

- No smoking is allowed in any indoor or enclosed areas including the toilets, corridors and company vehicles;
- No smoking within 10 meters of non smokers, buildings, exits or air intake systems;
- Smoke breaks are to be taken in worker's official meal breaks only;
- Smoking is only allowed in the designated smoking areas when provided;
- Notify the manager/supervisor of any breaches to the Smoke-free Workplace Policy; and
- Smokers must not smoke near materials or substances that are flammable, hazardous or dangerous.

## 65. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this Smoke-free Workplace Policy so workers can contribute to decisions affecting their health, safety and welfare;
- Make sure all workers understand the organisation's smoke-free workplace policy and their roles and responsibilities;
- Provide information to all workers about the potential health and safety impacts smoking has at work;
- Provide access to professional counselling and support services when appropriate;
- Make sure practical measures are undertaken to protect workers in relation to their health, safety and welfare;
- Erect signs using standard symbols clearly indicating to workers and the public that the indoor areas are no-smoking; and
- Inform workers that not complying with the Smoke-free Workplace Policy can mean they are personally liable for a fine under the Work Health and Safety (WHS) Act.

Workers must:

- Comply with the rules of this policy;
- Participate in any consultation and training relating to this policy; and
- Report any worker who is in breach of the policy to the officer/supervisor.

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# INTERNET AND EMAIL POLICY

## 66. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to outline the responsible use of the Internet and Electronic Mail (Email) provided by the company for the use by workers. This policy outlines the rules, responsibilities and procedures for Internet and email use, in particular security, privacy, confidentiality and preventing inappropriate material being downloaded or sent that may offend or insult.

## 67. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 68. RULES

- The use of Email and the Internet during company time is to conduct company business only. No personal business is to be conducted using the companies email system. All documents created or results of network activity conducted while doing company business and with the company's resources remain the property of the company;
- The management at Pormpur Paanthu Aboriginal Corporation reserves the right to monitor, log and/or restrict employee email and Internet access without notice;
- Keep email attachments to a minimum of 1 – 5Mb for efficient delivery;
- Workers are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive and discriminatory or contains profanities. Sending emails of a harassing nature or causes offence, embarrassment or humiliation to persons inside or outside of the company is prohibited;
- The use of the internet for any illegal purpose is strictly prohibited;
- Purchasing via email is to be for goods and services required for the company and must have approval from the Officer;
- Downloading software is prohibited unless approval is given as it may corrupt the system;
- Any worker who is aware of any unauthorised or inappropriate use of email or the Internet must contact the Officer; and
- Any worker who does not comply with these rules will be subject to disciplinary action.

## 69. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Inform all workers of this policy;
- Make sure that all workers understand the organisation's Internet and Email Policy and their roles and responsibilities;
- Implement disciplinary procedures when there is abuse of the internet or email; and
- Monitor internet and email usage.

Workers must:

- Comply with the rules of this policy;
- Participate in consultation and training that relates to this policy; and
- Inform the officer or supervisor if inappropriate emails are received;

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# MOBILE PHONE POLICY

## 70. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to outline the safe and responsible use of Mobile Phones provided by the company for workers. There is no scientific data as yet to prove there are any long-term effects to mobile phone usage, although the distraction of using a mobile phone while needing to concentrate on driving a vehicle or operating other machinery is a real risk to the safety of the operator and others near by. This policy outlines the rules, responsibilities and procedures for the company's mobile phones and usage.

## 71. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 72. RULES

- Use a land line wherever possible;
- Limit the number and duration of calls where practical;
- Always use a hands free set when using your mobile phone especially when driving, although it is recommended to avoid using the mobile phone while driving as it can be a distraction;
- Turn off the mobile phone at service stations;
- **Never** use a mobile phone while operating plant and equipment;
- Notify the officer/supervisor if the mobile phone has been damaged, lost or stolen. Maintain the batteries in accordance with the manufacturer's recommendations;
- All mobile phones and numbers issued to workers remain the property of the company and must be returned if employment ceases; and
- Workers whose behaviour has placed their safety or others at risk will be subject to disciplinary procedures.

## 73. RESPONSIBILITIES

- Officers and Supervisors must:
- Implement and review this policy;
- Inform all workers of this policy;
- Make sure that all workers understand the organisation's mobile phone policy and their roles and responsibilities;
- Issue all mobile phones and record in the [Employee Tools and Equipment Register](#);
- Provide hands free sets with the mobile phone particularly if driving is part of the workers work; and
- Monitor mobile phone usage;

Workers must:

Comply with the rules of this policy;

- Use and care for the phones in their possession in a responsible manner;
  - Use the mobile phone for work purposes only; and
- Always have the phone accessible during work hours.

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# REMOTE OR ISOLATED WORK PROCEDURE

## 1. PURPOSE

Pormpur Paanthu Aboriginal Corporation is committed to the health and wellbeing of all its workers and others. A safe and healthy workplace is the right of every worker.

Pormpur Paanthu Aboriginal Corporation aims to eliminate any exposure to risk by staff including contractors and visitors engaged in remote or isolated work. In locations where the risks cannot be eliminated, controls must be implemented to minimise the risks.

It is intended that as an outcome of this procedure:

- The risk of injury to staff and contractors will be prevented;
- Staff will be consulted in the risk management process;
- Pormpur Paanthu Aboriginal Corporation will provide appropriate Work Health and Safety (WHS) training, instruction, information and supervision;
- Safe systems for remote or isolated work will be established, with regard to:
  - Emergency planning
  - Emergency procedures

This procedure applies to all workers performing remote or isolated work.

## 2. SCOPE

This procedure covers all Pormpur Paanthu Aboriginal Corporation workplaces and includes:

- Pormpur Paanthu Aboriginal Corporation workers, contractors or subcontractors, an employee of a contractor or subcontractor, labor hire, apprentices, trainees, work experience students and volunteers;
- Other duty holders who carry out work for Pormpur Paanthu Aboriginal Corporation or those (such as visitors) who are likely to be directly affected by safety issues relating to remote or isolated work;
- All Pormpur Paanthu Aboriginal Corporation workers (including contractors) must comply with this procedure. Contractors are also required to have in place an equivalent procedure for managing risks associated with workers engaged in remote or isolated work.
- Remote or isolated work refers to work activity that is isolated from the assistance of other persons due to location, lack of communications or contact, and the time or the nature of the work. This type of work includes (but is not limited to):
  - Equipment installation, repair, maintenance and inspection;
  - Surveying, site visits and inspections;
  - Working alone with the public; and
  - Driving in remote areas where there is no effective communication.

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### 3. GENERAL REQUIREMENTS

Pormpur Paanthu Aboriginal Corporation workers are required to take necessary precautions to prevent and effectively manage any potential hazards and risks, especially during remote or isolated work.

The nature of remote or isolated work is such that workers may be isolated from the assistance of other people, due to location, time or nature of the work being done. Assistance from other people includes medical attention, and the availability of rescue and emergency services.

There may be varying circumstances, which could cause workers to be isolated. They could become isolated whilst working in less populated geographical areas or performing work activities alone.

Common occurrences of remote or isolated work include:

- working far away from population centres;
- work-related travel, particularly long distance travel;
- the specific nature of certain work tasks (such as working with specific types of plant or machinery);
- shift work; and
- other field-based work.

Pormpur Paanthu Aboriginal Corporation will consult with workers (including contractors) in relation to remote or isolated work. If such work is identified as a potential workplace hazard, then appropriate control measures will be implemented to eliminate or minimise workers' exposure to such hazards.

### 4. RESPONSIBILITIES

Pormpur Paanthu Aboriginal Corporation will:	<p>Comply with the WHS legislation and make sure that systems are in place to manage potential WHS risks arising for workers from remote or isolated work.</p> <p>Make sure that WHS responsibilities are appropriately defined and that appropriate resources (including financial and time) are provided to ensure effective hazard and risk management for workers.</p>
All Pormpur Paanthu Aboriginal Corporation <b>Managers</b> will:	<p>Make sure workplace risks are minimised as far as possible for workers and others by:</p> <ul style="list-style-type: none"><li>• Provide effective communication tools or devices for workers performing remote or isolated work;</li><li>• Provide safe systems of work, including developing Safe Work Method Statements (SWMS), travel itineraries, emergency procedures and training in the use of emergency equipment's;</li><li>• Make sure all workers have received adequate training, especially if they are working in isolation with specialist equipment; and</li><li>• Provide and maintain safe equipment;</li><li>• Provide adequate facilities for the welfare at work of workers carrying</li></ul>

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	<p>out remote or isolated work;</p> <ul style="list-style-type: none"> <li>• Provide advice, information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety, arising from remote or isolated work;</li> <li>• Make sure the conditions at the workplace are monitored for the purpose of preventing illness or injury to workers;</li> <li>• Make sure that Pormpur Paanthu Aboriginal Corporation workers and contractors are consulted when determining effective controls; and</li> <li>• Comply with safe systems for remote or isolated work.</li> </ul>
All Pormpur Paanthu Aboriginal Corporation <b>Workers</b> will:	<ul style="list-style-type: none"> <li>• Make sure they maintain regular contact and communications with their managers, if working from remote areas or in isolation;</li> <li>• Maintain movement records, if travelling in or between remote areas;</li> <li>• Comply with all instructions provided, including the information in this procedure;</li> <li>• Comply with Pormpur Paanthu Aboriginal Corporation safe systems of work;</li> <li>• Participate in the development of SWMS and emergency procedures contact arrangements where required;</li> <li>• Ensure that any high-risk work is undertaken in compliance with approved SWMS.</li> </ul>
All <b>Contractors</b> must:	<p>Make sure that systems are in place to eliminate or minimise WHS risks to workers engaged in remote or isolated work</p> <p>Comply with this procedure.</p>

## 5. RISK MANAGEMENT

### 5.1 Identifying hazards

Remote or isolated work-related health and safety hazards can be controlled by a number of measures. Pormpur Paanthu Aboriginal Corporation will carry out all risk assessments in accordance with the Pormpur Paanthu Aboriginal Corporation *Risk Management Process*.

### 5.2 Risk Assessment

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Remote or isolated work can pose several WHS safety hazards. The primary hazards are poor or limited access to emergency assistance and facilities, and the lack of effective communications and contact between workers and their managers.

The following factors need to be considered when assessing the risks:

- The length of time a worker is engaged in remote or isolated work (including how long a person needs to work alone to complete a job);
- Worker(s) access to effective communications with their manager and others – taking into account whether emergency communications will function properly at all times; establishing regular contact times with their manager or colleagues, and continued access to these communication tools at all times;
- Location of work – keeping in mind whether emergency services can quickly and easily reach a worker, in the event of an incident or accident. Additionally, provisions will need to be in place for vehicle breakdowns or similar equipment emergencies that workers may face in remote areas;
- The nature of work – consider the nature of the work activity, when assessing risks, Pormpur Paanthu Aboriginal Corporation will assess the level of risk inherent in a work activity, including the potential for fatigue;
- Remote or isolated work can increase potential WHS risks. Pormpur Paanthu Aboriginal Corporation will consider several factors that may contribute to such risks. These factors include:
  - length of time a person needs to work alone or in isolation;
  - increased risk at certain times of the day/night; worker's access to effective communications; and
  - location of workplace or work activities and environmental factors, amongst others, and the skills and capabilities of the workers;
- Pormpur Paanthu Aboriginal Corporation will also consider each worker's level of skills and abilities, and the extent of their training and work experience. Managers should also be aware if their workers have any pre-existing medical conditions and of their ability to make sound judgments about their own health and safety.

### 5.3 Risk Control Measures for Remote or Isolated Work

Where no single measure is sufficient for controlling the risks, a number or combination of safety controls is usually required.

Safety control measures for remote or isolated work include but are not limited to:

- developing Safe Work Method Statements (SWMS) for remote or isolated work;
- making sure travel itineraries are developed and provided to Pormpur Paanthu Aboriginal Corporation managers and workers;
- establishing contact procedures for when workers arrive at their work destinations in remote areas, including agreed emergency procedures to be activated if contact is not made within agreed timeframes;
- providing workers with satellite phones and or Global Positioning Systems (GPS) that have an optional tracking feature;
- making sure that workers are not fatigued, by providing ample rest breaks and recovery time, when they are travelling long distances, especially to remote work locations

## 6. DEFINITIONS

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<b>Consultation</b>	The two-way exchange between Pormpur Paanthu Aboriginal Corporation managers and workers and between Pormpur Paanthu Aboriginal Corporation managers and other duty holders that involves sharing information about health and safety. It gives workers a reasonable opportunity to express their views relating to a work health and safety matter, with those views taken into account when decisions are made. Note that agreement does not have to be reached, however, opinions must be considered when making decisions that affect a person's health, safety and welfare.
<b>Hazard</b>	A situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment. The situation could involve a task, chemical or equipment used.
<b>Hazard management</b>	A problem-solving process aimed at defining problems (identifying hazards), gathering information about them (risk assessment) and solving them (risk control). This is followed up by checking to see if the controls were successful (evaluation) and reviewing the whole process (review) after a period of time or when something changes.
<b>Risk</b>	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
<b>Risk management</b>	The systematic management of workplace hazards.
<b>Other duty holders</b>	Refers to persons with a shared WHS responsibility for a work activity, including contractors and subcontractors.
Pormpur Paanthu Aboriginal Corporation <b>workers</b>	Includes Pormpur Paanthu Aboriginal Corporation employees, contractors or subcontractors, an employee of a contractor or subcontractor, labor hire, apprentices, trainees, work experience students and volunteers

## 7. REFERENCE DOCUMENTS

- Work Health and Safety (WHS) Act 2011;
- Work Health and Safety (WHS) Regulations 2011;
- *Risk Management Process*
- 

## PART D – INCIDENT AND INJURY MANAGEMENT

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## 1. Incident and Injury Management Procedures

1.1. Incident and Injury Management Policy\_v1.2

1.2. Incident and Injury Management Procedures

## 2. Incident and Injury Reporting

2.1. Incident and Injury Register

2.2. Incident and Injury Report Form

2.3. Traffic Incident Report Form

## 3. Incident and Injury Review

3.1. Incident and Injury Investigation Form

## 4. First Aid

4.1. First Aid Policy\_v1.2

4.2. First Aid Requirements and Plan

## 5. Workplace Violence and Bullying

5.1. Workplace Violence & Bullying Policy\_v1.2

5.2. Workplace Violence and Bullying Procedures

## 6. Disciplinary Procedures and Counselling

6.1. Procedures and Counselling

# INCIDENT AND INJURY MANAGEMENT POLICY

## 74. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed a Work Health and Safety management system to prevent incidents, injury and illness occurring in the workplace. This policy has been developed to provide all workers with a means to make

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compensation claims in the event an injury does happen. This policy outlines the rules, responsibilities and procedures for Incident and Injury Management.

## 75. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 76. RULES

- All workers must carry out work in a safe manner that prevents harm to themselves and others or causes damage to property, the environment or loss of process or product;
- All workers must follow the Incident or Injury Management procedures in the event of an incident or injury;

## 77. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules, have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Maintain a current workers compensation policy with a licensed workers compensation insurer;
- Provide workers with the resources to report incidents and injuries and claim for injuries;
- Check the condition, wellbeing and status of workers when they have been injured in the workplace;
- Have First Aid Officer(s) in place to provide first aid;
- Provide details of people who are responsible for the Incident and Injury Management procedures and process;
- Record all incidents and injuries;
- Follow the [Incident and injury Management Procedures](#);
- Take witness reports of injury or incident;
- Indicate that the medical restrictions documented on the medical certificate will be followed and have suitable duties available to the injured worker;
- Not dismiss an injured worker because of their injury or inability to work, within six months of the injury or illness occurring;
- Provide workers with support as appropriate;
- Keep a record of notifiable incidents for 5 years;
- Have an appropriate [Return to Work Program](#); and
- Nominate and train someone to be responsible for coordinating the [Return to Work Program](#).

Workers must:

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- Comply with the rules of this policy;
- Participate in consultation and training in regard to incident and injury management;
- Immediately inform your officer/supervisor when incidents/injuries or illness occur; and
- Provide details of injuries and allowed duties for your return-to-work to the officer/supervisor.

## INCIDENT AND INJURY MANAGEMENT PROCEDURES

The benefits of recording all incident and injuries reminds officers/supervisors and workers to keep health and safety in mind and helps to keep track of the hazards reported and what action was taken to prevent them happening again. Investigating the reports makes sure officers/supervisors decide how serious the hazard is, how quickly they need to respond and what action needs to be taken.

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## REPORTING A COMPLAINT

- Worker describes the incident in writing and completes the *Incident and Injury Report Form*;
- The worker(s) will be given the full details of the allegation(s) against them;
- The worker(s) whom the complaint is made will have the opportunity to respond within a reasonable time to put their side of the story before resolution is attempted; and
- Proceedings will be conducted honestly, fairly and without bias and will not be unduly delayed.

## REPORTING HAZARDS / RISKS

- Worker identifies a hazard/risk and reports to *administration*.
- *Safety Advisor or Supervisor* eliminates the hazard/risk when possible or isolates the hazard/risk from workers and records the details associated with the hazard/risk in the *Hazard Report Form*;
- *Safety Advisor or Supervisor* records any further action to be taken and when it will be completed;
- *Safety Advisor or Supervisor* signs off the report when all corrective actions have been taken and provides the Health and Safety Representative (HSR) with a copy of *Hazard Report Form*;
- The HSR checks the completed *Hazard Report Form*, notifies workers of the corrective action taken and keeps a copy for future reference; and
- *Safety Advisor or Supervisor* makes any adjustments to work procedures and notifies and trains workers in the new procedures.

## REPORTING INCIDENTS / NEAR MISSES

- Worker reports an incident/near miss to *Safety Advisor or Supervisor*;
- *Safety Advisor or Supervisor* responds to the incident with a corrective action when possible or isolates hazards/risks if required and records the incident/near miss details in the *Incident and Injury Report Form*;
- *Safety Advisor or Supervisor* records any further action to be taken and when it will be completed;
- *Safety Advisor or Supervisor* signs off the report when all corrective actions have been taken and provides the HSR with a copy of *Incident and Injury Report Form*;
- The HSR checks the completed *Incident and Injury Report Form*, notifies workers of the corrective action taken and keeps a copy for future reference; and
- *Safety Advisor or Supervisor* makes any adjustments to work procedures and notifies and trains workers in the new procedures;

## REPORTING AN INJURY

- Worker reports the injury to *Safety Advisor or Supervisor*; (or a witness if worker is unable)
- *Safety Advisor or Supervisor* is to be notified on *PhoneNo* immediately of a workplace injury, if they are not available *Safety Advisor or Supervisor* is to be contacted on *PhoneNo*;
- Worker completes the *Incident and Injury Report Form*. If the worker is incapable of completing the form at the time of the injury *Safety Advisor or Supervisor* will arrange for the form to be completed when the injured worker is able. If the

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worker is unlikely to be able to fill in the *Incident and Injury Report Form* within 48 hours the *Safety Advisor or Supervisor* will complete the form with information from witnesses if available. Where a number of workers are affected by a common incident, and suffer similar injury, it is recommended that a common document is produced, photocopied and endorsed for each worker;

- *Safety Advisor or Supervisor* will conduct an investigation of the injury and complete the relevant sections of the *Incident and Injury Report Form*;
- *Safety Advisor or Supervisor* will take corrective action if required to prevent the cause of the injury occurring again;
- *Safety Advisor or Supervisor* records any further action to be taken and when it will be completed;
- *Safety Advisor or Supervisor* signs off the report when all corrective actions have been taken and provides the HSR with a copy of *Incident and Injury Report Form*;
- The HSR checks the completed *Incident and Injury Report Form*, notifies workers of the corrective action taken and keeps a copy for future reference.
- *Safety Advisor or Supervisor* notifies the insurance company within 48 hours of becoming aware of the injury;
- The HSR discusses the details of the injury at the monthly safety meeting when appropriate; and
- *Safety Advisor or Supervisor* makes any adjustments to work procedures and notifies and trains workers in the new procedures;

#### MAKING A WORKERS COMPENSATION CLAIM

When a worker's injury is likely to require a worker's Compensation Claim and the worker will be away from normal duties for seven or more consecutive days. The following timeframes may form "best practice" and you are encouraged to adopt them as part of your *Incident and Injury Management Policy*. Check with your insurer to make sure the timeframes are consistent with their claim procedures.

Determine who is to be involved in the Injury Management process as early action and intervention is the key to successfully managing injuries and claims.

- *Safety Advisor or Supervisor* is to provide the injured worker with an *Incident and Injury Report Form* and your insurer's Claims Form if required;
- *Safety Advisor or Supervisor* fills out *Incident and Injury Report Form* and insurer's Claims Form within 24 hours;
- *Safety Advisor or Supervisor* will contact injured workers within 24 hours of them leaving the workplace to make sure they have sought medical attention / opinion of their injuries;
- *Safety Advisor or Supervisor* are to take reasonable care to make sure the confidentiality of information, according to the WHS Regulations;
- *Safety Advisor or Supervisor* notifies the relevant state government authority responsible for WHS within 48 hours, for example WorkCover;
- *Safety Advisor or Supervisor* reports injury of the worker to *Insurance Company* within 48 hours of becoming aware of a workplace injury to the worker. This can be made verbally although you must confirm in writing or electronically within 3 days. The insurer must take action within 3 business days after receiving the injury notice by contacting you, the injured worker and the nominated treating doctor.

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- *Safety Advisor or Supervisor* submits *Incident and Injury Report Form* and insurer's Claims Form and attaches the worker's Compensation Prescribed Medical Certificate and any other accounts for payment within seven days of receipt of claims;
- *Safety Advisor or Supervisor* re-contacts the injured worker and their treating medical practitioner within 3 days of the injury; and
- *Safety Advisor or Supervisor* organises rehabilitation for the injured worker - subject to advice from medical practitioner and negotiation with the worker.

## RETURN TO WORK PLAN

- *Safety Advisor or Supervisor* is to be trained and responsible for coordinating our Return to Work Program;
- *Safety Advisor or Supervisor* writes up a Return to Work Plan by negotiating the plan with the worker and their treating doctor. Decide on suitable duties for the worker:
  - List the worker's current duties; and
  - Consider how other workers may be affected by the restricted duties and hours.
- *Safety Advisor or Supervisor* is to notify *InsuranceCompany* if unable to provide suitable duties
- *Safety Advisor or Supervisor* monitors the return to work and up-grades duties as required;
- *Safety Advisor or Supervisor* engages or liaises with a rehabilitation provider when / where appropriate; and
- *Safety Advisor or Supervisor* maintains contact with the *InsuranceCompany*.

## INVESTIGATING THE CAUSE OF AN INCIDENT AND/OR INJURY

Officers, in consultation with health and safety representatives, shall investigate the cause of an injury. The extent of the investigation will depend upon the seriousness of the injury and/or incident. The following factors will direct the investigation:

- The cause/contributing factors;
- The events surrounding it;
- The actions taken for the welfare of the injured worker; and
- Actions to prevent recurrence.
- Begin the investigation immediately after the injured worker has received prompt medical attention.
- Do not disturb the scene except to help the injured worker until all relevant information has been gathered and the scene has been thoroughly inspected. This is particularly important if the relevant state government authority is to be notified as an inspector may wish to investigate the scene.
- Maintain objectivity and gather all the facts: i.e. Who, What, Why, When and Where;
- Discuss the circumstances surrounding the injury or incident with the injured worker and/or any witnesses;
- Review any relevant documentation: e.g. procedures, guidelines, hazard/near miss reports, maintenance records, etc.;
- Reconstruct the events that led to the injury taking into account all possible causes including underlying or procedural failures or inadequacies.

## IMPLEMENTING CONTROL MEASURES TO PREVENT RECURRENCE

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- Make sure remedial action is taken to prevent recurrence once all causes are clearly understood;
- Use the *Incident and Injury Report Form* to record the details of the injury and create additional notes if necessary;
- Base remedial actions on the hierarchy of control i.e. elimination, substitution, engineering, administration and training and the use of personal protective equipment; and
- Review controls and any relevant procedures and modify when necessary.

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# RETURN TO WORK PROGRAM

## OUR COMMITMENT

*Pormpur Paanthu Aboriginal Corporation* is committed to the return to work of our injured workers;

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

## PROCEDURES

### Notifications of injuries

- All injuries must be notified to the officer/supervisor as soon as possible;
- All injuries will be recorded in the *Incident and Injury Register*; and
- Our workers compensation Scheme Agent (see below) will be notified of any injuries within 48 hours.

### Recovery

- We will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible; and
- The injured worker must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

### Return to work

- We will arrange a suitable person to explain the return to work process to the injured worker; and
- We will make sure that the injured worker is offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

The PCBU's preferred accredited rehabilitation providers include:

- 
- We will arrange for the worker's return to work (subject to medical and rehabilitation provider advice).

### Suitable duties

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- When the injured worker, according to medical advice, is capable of returning to work we will develop an individual return to work plan;
- We will undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition;
- Depending on the individual circumstances of the injured worker, our suitable duties may be:
  - At the same workplace or a different workplace;
  - The same job with different hours or modified duties;
  - A different job; and
  - Full-time or part-time.

#### Dispute resolution

- If disagreements about the return to work program or suitable duties arise, we will work together with the injured worker and any union representing them to try to resolve them;
- If we are unable to resolve the dispute, we will involve our Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant;
- If you need help or advice on what you should do, contact the relevant state government authority; and
- Refer to the Workers Compensation Commission (WCC) who handles conciliation of all claims for most workers.

#### CONTACTS

Workplace contact for return to work program

**Name:** Bruce Irvine

**Phone:** 0407082896

Workers Compensation Scheme Agent

**Name:**

**Address:**

**Phone:**

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# INCIDENT AND INJURY REGISTER

To be filled out in conjunction with the [Incident and Injury Report Form](#)

Report Form No.	Name of Injured Worker	Incident Date	Status of Injured Party <i>employee, subcontractor, visitor</i>	Incident Details Recorded	Injury Details Recorded	First Aid Given	Medical Treatment Given	Signature <i>officer/supervisor</i>	Date

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# INCIDENT AND INJURY REPORT FORM

Report Form Number:

## DETAILS OF INJURED PERSON

Surname :		Given Name(s):		DOB:	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Street Address:				Suburb:	
Post code:	State:	Contact Phone Number:		Mobile:	
PCBU Business Name:					
Street Address:				Suburb:	
Post code:	State:	Work Place Location:			
Status of Injured Party:	<input type="checkbox"/> Employee <input type="checkbox"/> Subcontractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____				

## INCIDENT DETAILS DESCRIPTION OF EVENTS

Date of Incident:	/	/	M	T	W	T	F	S	S	Time of Incident:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Task/operation undertaken at the time of the incident:											
Exact location where incident occurred:											
Did the person cease work? <input type="checkbox"/> Yes <input type="checkbox"/> No											

## INJURY DETAILS

Was a injury sustained as a result of the incident: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Injury: (e.g. bruise, cut, fracture, grit in eye)	
Part(s) of Body Injured: (e.g. arm, torso, head)	
Cause of Injury: (what happened)	
Treatment provided by First Aid Officer <input type="checkbox"/> Yes <input type="checkbox"/> No	
Treatment Given/Action Taken:	
Witness Name:	Contact Number:

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Witness Address:

**DETAILS OF TREATMENT**

Doctor/ Medical Centre Attended: ☐ Yes ☐ No if yes, Name:

Hospital Attended: ☐ Yes ☐ No if yes, Name:

Date Attended: Medical certificate Received ☐ Yes ☐ No

Treatment: (e.g. x-ray)

Has a referral for further treatment been issued? ☐ Yes ☐ No

Is Injury Management Required? ☐ Yes ☐ No (if yes, return to work coordinator shall be notified)

**PERSON COMPLETING THIS FORM**

Surname:

Signature:

Given Name(s):

Date:

Time:

☐ AM

☐ PM

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# TRAFFIC INCIDENT REPORT FORM

## PROJECT DETAILS

Project Name: _____		Hours of Work: _____	
Address: _____			
Site Supervisor: _____	Telephone: _____	Health and Safety Representative: _____	Telephone: _____

## INCIDENT DETAILS

Details of Traffic Safety Signs: _____		Date of Incident: _____	Time of Incident: _____
Details of Vehicles Involved: _____		Traffic Control Diagram	
_____			
_____			
Details of Persons Involved / Injured			
Name: _____ Telephone: _____			
Name: _____ Telephone: _____			
Name: _____ Telephone: _____			
Details of Witnesses			
Name: _____ Telephone: _____			
Name: _____ Telephone: _____			
Were Photographs Taken of the Incident: <input type="checkbox"/> Yes <input type="checkbox"/> No			

# INCIDENT AND INJURY INVESTIGATION FORM

## PREVENTATIVE ACTION *(to be filled in by the officer responsible for the injured party)*

### Preventative Strategy:

- |  |  |
|--|--|
| <input type="checkbox"/> Training / retraining required                | <input type="checkbox"/> Change / review work procedures |
| <input type="checkbox"/> Equipment / machinery modification required   | <input type="checkbox"/> Improved supervision            |
| <input type="checkbox"/> Maintenance required of equipment / machinery | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> Change to the working environment             |  |

Describe any preventative action required now and in the future:

--

<input type="checkbox"/>	
<b>Has the person taken any time off from normal duties because of incident:</b> <input type="checkbox"/> Yes (notify the return to work coordinator) <input type="checkbox"/> No	
<b>Officer:</b>	<b>Department</b>
<b>Signature:</b>	<b>Date:</b>

**OFFICER'S CHECKLIST** *(to be completed by the officer in charge of workplace)*

<b>Will an accident investigation be carried out:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Has a Workers Compensation or a Public Liability claim been lodged for the incident:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Has WorkCover / Worksafe been notified:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Has the health and safety representative been notified:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Has the return to work coordinator been notified:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>Has an incident and injury report form been completed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Comments:</b>
<b>What further action is required:</b>		
<b>Officer:</b>	<b>Department:</b>	
<b>Signature:</b>	<b>Date:</b>	

*Only completed this section for Accident Investigation*

**Major contributory factors** (use multiple boxes as required)

**Design**

- ☐ Lighting
- ☐ Ventilation
- ☐ Noise
- ☐ Tools, machine, equipment etc.
- ☐ Manual handling
- ☐ Malfunction or defect in machine, tool or equipment
- ☐ Safety clothing or equipment maintenance

**Environment**

- ☐ Ambient conditions (wind, dust, rain etc.)
- ☐ Terrain
- ☐ Temperatures
- ☐ Poor housekeeping
- ☐ Building surface conditions (stair, floors etc.)
- ☐ Storage / stacking of material
- ☐ Exposure or contact with chemicals or other agents
- ☐ Exposure to bacteria / infectious disease
- ☐ Visibility

**Other:**

**Behaviour**

- ☐ Fatigue / stress
- ☐ Physical disability
- ☐ Culpable act
- ☐ Skylarking or misconduct
- ☐ Possible personal problems
- ☐ Inexperience
- ☐ Failure to use prescribed safety equipment
- ☐ Work method used
- ☐ Alcohol or drugs

**Management**

- ☐ Work procedures
- ☐ Supervision
- ☐ Prescribed safety equipment or clothing
- ☐ Training provided
- ☐ Plant or equipment maintenance
- ☐ Suitable plant / equipment
- ☐ Instructions

**Investigation team's conclusions as to main reason for this accident:**

**Specific preventative actions taken / recommended:**

**Who will be responsible for implementing these actions:**

**Officer:**

**Department:**

**Signature:**

**Date:**

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# FIRST AID POLICY

## 78. INTRODUCTION

Pormpur Paanthu Aboriginal Corporation has developed this policy to provide a safe and healthy workplace for all workers, subcontractors and visitors. This policy outlines the rules, responsibilities and procedures for First Aid. Pormpur Paanthu Aboriginal Corporation is committed to providing prompt and effective first aid treatment to all people in the workplace to minimise the severity of an injury or illness.

## 79. SCOPE

This policy applies across the organisation of Pormpur Paanthu Aboriginal Corporation and all workplaces under our control.

## 80. RULES

- All workers are to know the location of the first aid kit and who and how to contact the first aid officer; and
- Report all injuries so they can be treated and recorded in the [Injury Register](#).

## 81. RESPONSIBILITIES

Officers and Supervisors must:

- Appoint a First Aid officer(s) with a current First Aid certificate for the workplace and each worksite;
- Clearly identify First Aid roles and responsibilities;
- Have an effective, prompt and coordinated approach to the provisions of First Aid to all workers and visitors;
- Provide nationally recognised First Aid training for worker(s) appointed as First Aid officers;
- Arrange refresher courses for First Aid officers before their certificates expire;
- Pay First Aid allowance to workers appointed as First Aid officers;
- Provide First Aid kits appropriate for the number of workers and the workplace and the treatment of injuries and illnesses identified during the risk management process. First aid kits must be kept in a prominent, clean and easily accessible location known to all workers and portable first aid kits available to remote workers.
- First aid facilities appropriate for the number of workers and the workplace; and
- Consult with workers about this First Aid Policy so workers can contribute to decisions effecting their health, safety and welfare.

Workers must:

- Comply with the rules of this policy;
- Respond to any reasonable request to help with first aid; and
- Participate in workplace consultation and/or training in regard to first aid.

First Aid Officers must:

- Provide a quick and competent first aid response;

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- Recognise their limitations and only administer or carry out duties that have been included in their training;
- Remain with an injured or ill person until no further treatment or assistance is required, or until the person is handed over to ambulance or other medical personnel, unless the officer's personal safety is at risk;
- Fulfil their responsibilities and maintain their qualifications to continue the appointment as a First Aid officer;
- Provide initial First Aid attention when necessary to any worker and the public whilst on work premises;
- Conduct monthly audits on the contents of all First Aid kits and restock supplies when required including when use by dates have expired;
- Make sure a notice is displayed, on or near any First Aid Kit they are responsible for, detailing their name, telephone number and work location;
- Carry their current First Aid certificates on them at all times; and
- Keep a record all injuries and illness in the [Injury Register](#). The register must be kept at the workplace for seven years.

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# FIRST AID REQUIREMENTS AND PLAN

## FIRST AID OFFICER DETAILS

First Aid Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ Date: \_\_\_\_\_  
Work to be undertaken: \_\_\_\_\_

Area of the workplace: \_\_\_\_\_ Type of access between floors: (e.g. stairs) \_\_\_\_\_  
No. of floors \_\_\_\_\_

## DETERMINING FIRST AID REQUIREMENTS (*First Aid in the Workplace – Code of Practice 2012*)

Activities that may cause injury: \_\_\_\_\_

Injuries or illnesses that may be sustained: \_\_\_\_\_

How many workers will be on-site: \_\_\_\_\_

Are members of the public present: \_\_\_\_\_

Are there any known or visible hazards: \_\_\_\_\_

Severity of risk: \_\_\_\_\_

First aid requirements specified on product labels and MSDSs: \_\_\_\_\_

First Aider: (1) \_\_\_\_\_ Telephone: \_\_\_\_\_

Training undertaken: \_\_\_\_\_ Competencies: \_\_\_\_\_

First Aider: (2) \_\_\_\_\_ Telephone: \_\_\_\_\_

Training undertaken: \_\_\_\_\_ Competencies: \_\_\_\_\_

Location of First Aid Room: \_\_\_\_\_

First Aid Room requirements: \_\_\_\_\_

First Aid Kit: (*requirements and location*) \_\_\_\_\_

Injury and illness register: \_\_\_\_\_

Workers notified of the First Aid facilities: \_\_\_\_\_

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**IF SITE IS UNATTENDED DIAL 000 – ASK FOR AMBULANCE**

## HOW TO DETERMINE FIRST AID REQUIREMENTS FOR YOUR WORKPLACE

First aid requirements vary from one workplace to the next, depending on the nature of the work, the type of hazards, the workplace size and location, as well as the number of people at the workplace. These factors must be taken into account when deciding what first aid arrangements need to be provided.

A risk assessment must be conducted to tailor first aid that suits the circumstances of your workplace, while also providing guidance on the number of first aid kits, their contents and the number of trained first aiders that are appropriate for some types of workplaces.

The risk management approach involves the following four steps:

- identifying hazards that could result in work-related injury or illness
- assessing the type, severity and likelihood of injuries and illness
- providing the appropriate first aid equipment, facilities and training
- reviewing your first aid requirements on a regular basis or as circumstances change.

Guidance on the general risk management process is available in the [Risk Management Process](#) and *Code of Practice: How to Manage Work Health and Safety Risks*.

**WHS Regulation 42:** When considering how to provide first aid, a person conducting a business or undertaking must consider all relevant matters including:

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

**Table 1:** Injuries associated with common workplace hazards that may require first aid:

Hazard	Potential harm
Manual tasks	Overexertion can cause muscular strain.
Working at height	Slips, trips and falls can cause fractures, bruises, lacerations, dislocations, concussion.
Electricity	Potential ignition source could cause injuries from fire. Exposure to live electrical wires can cause shock, burns and cardiac arrest.
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, amputation, bruises, lacerations, dislocations.
Hazardous chemicals	Toxic or corrosive chemicals may be inhaled, contact skin or eyes causing poisoning, chemical burns, irritation. Flammable chemicals could result in injuries from fire or explosion.
Extreme temperatures	Hot surfaces and materials can cause burns. Exposure to heat can cause heat stress and fatigue. Exposure to extreme cold can cause hypothermia and frost bite.
Radiation	Welding arc flashes, ionizing radiation and lasers can cause burns
Violence	Behaviours including intimidation and physical assault can cause nausea, shock and physical injuries

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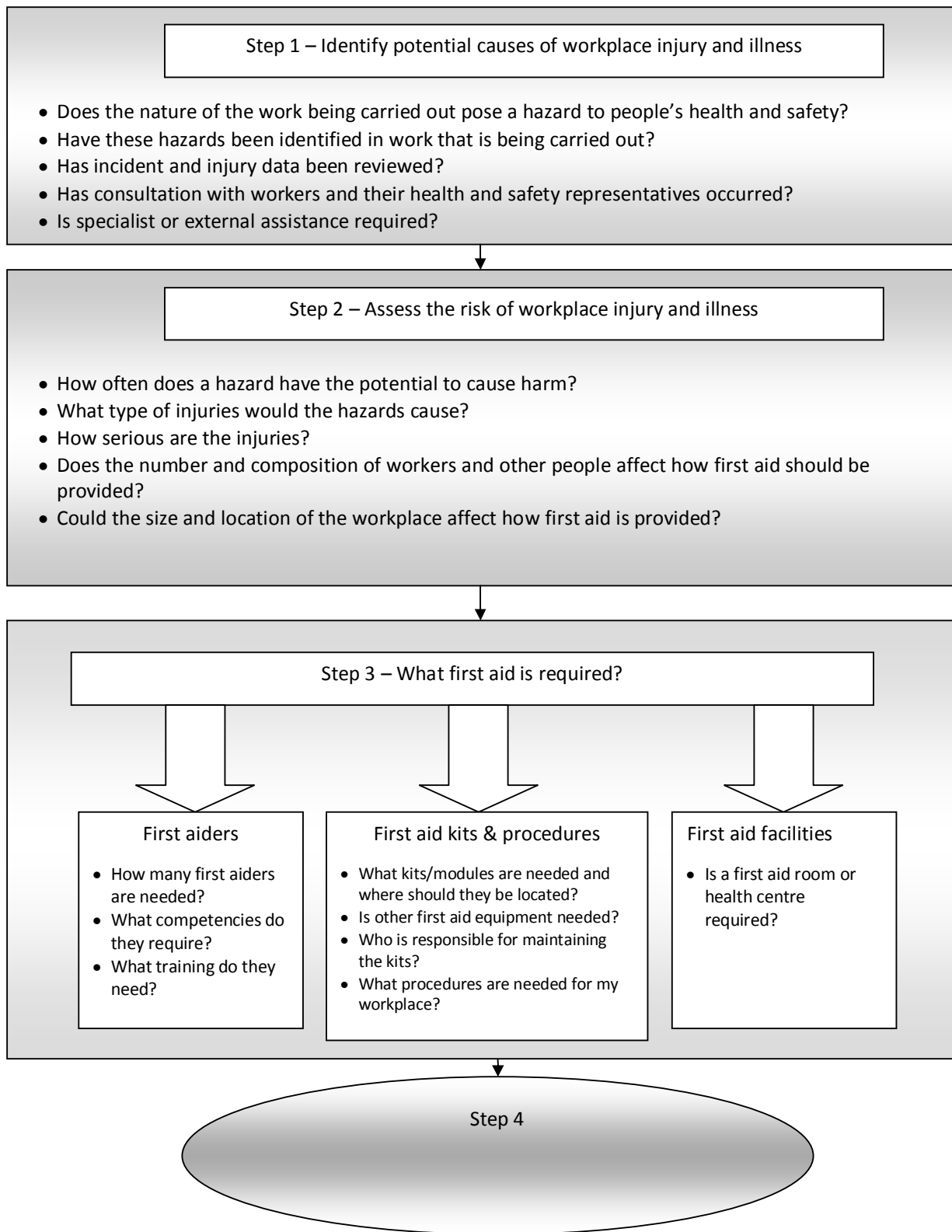


Biological	Infection, allergic reactions
Animals	Bites, stings, kicks, scratches

Records of injuries, illnesses, 'near miss' incidents and other information that has already been obtained to assist in controlling risks at the workplace will be useful to make appropriate decisions about first aid.

**Table 2: FIRST AID AND THE RISK MANAGEMENT PROCESS**

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**TABLE 3: FIRST AID KIT CHECKLIST**

Item	Kit contents		
	Min Quantity	Item included? √	Quantity Supplied
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1		
Note book and pen	1		
Resuscitation face mask or face shield	1		
Disposable nitrile examination gloves	5 pairs		
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 packs		
Saline (15 ml)	8		
Wound cleaning wipe (single 1% Cetrimide BP)	10		
Adhesive dressing strips – plastic or fabric (packet of 50)	1		
Splinter probes (single use, disposable)	10		
Tweezers/forceps	1		
Antiseptic liquid/spray (50 ml)	1		
Non-adherent wound dressing/pad 5 x 5 cm (small)	6		
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3		
Non-adherent wound dressing/pad 10 x 10 cm (large)	1		
Conforming cotton bandage, 5 cm width	3		
Conforming cotton bandage, 7.5 cm width	3		
Crepe bandage 10 cm (for serious bleeding and pressure application)	1		
Scissors	1		
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1		
Safety pins (packet of 6)	1		
BPC wound dressings No. 14, medium	1		
BPC wound dressings No. 15, large	1		
Dressing – Combine Pad 9 x 20 cm	1		
Plastic bags - clip seal	1		
Triangular bandage (calico or cotton minimum width 90 cm)	2		
Emergency rescue blanket (for shock or hypothermia)	1		
Eye pad (single use)	4		
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5		
Instant ice pack (e.g. for treatment of soft tissue injuries)	1		

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Item	Kit contents		
	Min Quantity	Item included? √	Quantity Supplied
and some stings).			

The first aid risk assessment must take into account the number and location of workers, type of low, high and hazardous risk activities being carried out to determine the number and make up first aid kits required for a particular worksite/s

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary. Some types of workplaces may require additional items to treat specific types of injuries or illnesses.

## FIRST AID REQUIREMENTS

**Contents** – this will depend on your workplace hazards, and the type injury / illness likely to occur. A list for first aid kit contents for different workplaces can be found in [Table 3: Contents for a First Aid Kit](#). It is important to note that this list represents minimum requirements, and additional contents may be needed depending on the hazards.

**Number of kits** – at least one first aid kit must be provided for each workplace. Many workplaces will require multiple kits and this will be determined by your assessment. A 'central' first aid kit with smaller portable kits may be required in some cases.

**Location of kits** – first aid kits should be located close to areas where there is a likely risk of injury/ illness occurring. They should be clearly visible and easily accessible. First aid kits must be provided for persons working in remote areas or in vehicles where access to accident and emergency services may be limited.

**Signs** – the first aid kit should be clearly identified with a white cross on a green background displayed on the outside.

**Information** – a list of contents should be provided with the kit and the names and locations of trained first aiders should also be displayed, along with relevant telephone numbers, including 000.

**Management** – the first aid kit should be managed by a trained first aider, this person should be responsible for assessing kit requirements, checking and replenishing contents, and making sure kits are available and not locked whilst workers are at work.

**First Aid Records** - Make sure that personal information about the health of a worker is kept confidential and should be filled out by a trained first aider. Use the [Medical Register – Worker](#) and [Incident and Injury Report Form](#). Keep the injury report forms close to the first aid stations and retain the original form for seven years in a secure location. A copy should accompany an injured worker if they are transferred to a hospital or medical service and workers must be given a copy of the form or have access to it on request.

**First Aiders** is a trained first aider who is responsible for administering first aid and arrange for assistance if required. First Aiders are responsible for dispensing items from the first aid kit and making sure that stocks are replenished and within their use by date. Must also record accident / injury details in [Medical Register – Worker](#) and advise management immediately of any serious or potentially serious accident.

### Types of first aid training

First aiders should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

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*Apply First Aid* provides competencies required to recognise and respond to common life-threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.

In low risk workplaces, first aiders are sufficiently trained if they can perform CPR and treat minor illnesses and injuries.

*Apply Advanced First Aid* – provides additional competencies required to apply advanced first aid procedures. This type of training is suitable for some high risk workplaces.

*Manage First Aid in the Workplace (Occupational First Aid)* – provides competencies required to apply advanced first aid procedures and to manage a first aid room.

*Provide First Aid in Remote Situations* – provides the competencies required to administer first aid in a remote and/or isolated situation, including preparing for aero-medical evacuation. This type of training is suitable for high risk workplaces that are likely to have a major delay in accessing emergency services.

### **Additional training for first aiders**

First aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid. Refresher training in CPR should be undertaken annually and first aid qualifications should be renewed every three years.

First aiders may also need to undertake additional first aid training to respond to specific situations at their workplace. For example, where workers have severe allergies, first aiders should be trained to respond to anaphylaxis if this topic has not been covered in previous first aid training.

### **Number of trained first aiders**

The following ratios are recommended:

- low risk workplaces – one first aider for every 50 workers
- high risk workplaces – one first aider for every 25 workers.

The number and type of trained first aiders can be further refined by following the five-step guide below:

Step 1: Identify the maximum number of workers at the workplace at any one time.

Step 2: Consider the nature of the work being carried out at the workplace and determine if your workers are at a high risk of being exposed to hazards that could require immediate first aid treatment.

Step 3: Determine if the workplace is remote or if access to emergency services is difficult. High risk workplaces that do not have timely access to medical and ambulance services should have at least one first aider for every 10 workers.

Step 4: Consider the variety of ways that your workers carry out work, for example:

- if a worker spends most, if not all, of their time working alone and in transit i.e. their workplace is their vehicle and the places they visit in the course of their work (for example, couriers, taxi drivers, sales representatives, door-to-door charity collectors and inspectors)
- if a worker's location varies on a regular basis and they often work without supervision (for example, tradespeople, construction workers in the housing industry, farm hands and cleaners)
- if a worker sometimes works alone for relatively short periods of time (for example, when opening or closing a business for trade or working back late to meet a deadline).

In these situations, it may not be practicable to have a first aider available at all times at the workplace. However, these workers must be able to access first aid assistance, for example by ensuring they are provided with:

- an effective means of contacting emergency services or first aiders
- information, instruction and training on how to respond if a serious injury or illness occurs.

Step 5:

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Before finalising the number of first aiders your workers require access to, consider if there are any other factors that indicate that your workplace needs additional first aiders, for example:

- the arrangement of work (multiple shifts or overtime)
- seasonal work, where there may be a sudden and significant increase or decrease in the number of workers
- where there are large numbers of other persons present on a regular basis (e.g. schools, shopping centres, hotels and function centres)
- workplaces that have unique hazards such as fitness centres, amusement rides and dive schools
- Access during times when a first aider is absent (e.g. annual leave).

**First Aid Room** should be established at the workplace if a risk assessment indicates that it would be difficult to administer appropriate first aid unless a first aid room is provided.

For example, workers who carry out work at workplaces where there is a higher risk of serious injury or illness occurring that would not only require immediate first aid, but also further treatment by an emergency service, may benefit from having access to a dedicated first aid room.

A first aid room is recommended for:

- low risk workplaces with 200 workers or more
- high risk workplaces with 100 workers or more.

The contents of a first aid room should suit the hazards that are specific to the workplace. The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair. Refer to *First Aid in the Workplace –Code of Practice 2012*

**Hygiene** is important when dealing with first aid as this helps prevent infection. Make sure you always wash your hands before and after administering first aid and cover cuts and abrasions with waterproof dressings. Disposable first aid items must only be used once and then disposed. Clean non-disposable items with water and detergent and sterilize for by boiling for 5 minutes or use chemical disinfection. Larger items in first aid rooms may require sterilization by autoclave.

**Dealing with blood and bodily substances** requires the appropriate PPE to be worn such as gloves, overalls or aprons and glasses where splashes may occur. Treat all blood and bodily substances as potentially infectious. Use splinter forceps rather than needles to avoid needle prick injuries. If blood is on the floor cordon off the area to prevent other people coming in contact with it. Clean up the bulk of the blood with paper towel and place in leak proof sealed bags. Use 1:10 parts bleach to water to thoroughly clean the area, make sure PPE is worn during the clean up.

**Contact with blood and bodily substances** should be washed away with soap and water and apply antiseptic to any cuts or abrasions and cover with a dressing. If eyes have become contaminated rinse with running water or saline solution with eyes the open. Spit out any blood and rinse the mouth repeatedly with water if blood has entered the mouth. Follow up with a medical assessment.

**Soiled laundry** must be labelled as soiled and PPE must be worn when handling it. Launder with normal detergent and hot water in a washing machine and soak heavily soiled items in a diluted bleach solution.

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# WORKPLACE VIOLENCE AND BULLYING POLICY

## 82. INTRODUCTION

- Pormpur Paanthu Aboriginal Corporation is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by Pormpur Paanthu Aboriginal Corporation.
- This policy outlines the Pormpur Paanthu Aboriginal Corporation's commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of Pormpur Paanthu Aboriginal Corporation and employees in relation to preventing bullying in the workplace.

## 83. SCOPE

- This policy covers all employees and workers of Pormpur Paanthu Aboriginal Corporation (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of Pormpur Paanthu Aboriginal Corporation (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively "workplace participants").
- This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

## 84. RULES

- All workers must treat each other, customers/clients and the general public with courtesy and respect during the course of their work;
- Do not commit a violent act or threaten to commit a violent act towards another person or property; and
- Report all incidents of workplace violence which includes assault, verbal abuse, harassment, bullying, threatened assaults, ganging up or intimidation, physical or sexual assault, armed robbery and malicious damage.

## 85. RESPONSIBILITIES

Everyone at the workplace has a legal responsibility to prevent bullying from occurring.

Under relevant health and safety legislation (the "Legislation") Pormpur Paanthu Aboriginal Corporation has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This policy will assist Pormpur Paanthu Aboriginal Corporation comply with its legal responsibilities.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at Pormpur Paanthu Aboriginal Corporation's workplace. All workplace participants must also comply with any reasonable instruction given by Pormpur Paanthu Aboriginal Corporation

Officers and Supervisors must:

- Implement and review this policy;

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- Consult with workers about this policy so they can contribute to decisions affecting their health, safety and welfare;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules, have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Provide information to all workers about the potential health and safety impacts of violence in the workplace;
- Provide appropriate training in the operation of any security equipment for workers according to their needs, roles and responsibilities;
- Provide a secure work environment and take action against anyone who threatens or bullies their workers;
- Monitor work conditions and work performance;
- Take each and every threat or violent act seriously and report acts or threats of violence to the appropriate authorities;
- Outline the procedures for the management of violence;
- Encourage and refer workers to support and counselling as appropriate;
- Record all incidents of violence and threats; and
- Continue to monitor workplace conditions and the environment, performance and culture for problematic behaviours and attitudes.

Workers must:

- Be courteous, understanding and show mutual respect towards all persons;
- Participate in consultation and any training required to prevent workplace violence;
- Comply with the rules of this policy; and
- Advise their officer/supervisor if they feel unsafe performing any work activity or if they feel they have not been properly trained.

What is workplace bullying?

Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.

'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, electronic abuse – i.e. sexting and emails, unreasonable criticism, isolation and subsequently being denied opportunities – ie. a pattern is being established from a series of events).

'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

Examples of workplace bullying

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:-

Direct bullying:

- (a) abusive, insulting or offensive language
- (b) spreading misinformation or malicious rumours
- (c) behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming

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- (d) displaying offensive material
- (e) inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- (f) teasing or regularly making someone the brunt of pranks or practical jokes
- (g) interfering with a person's personal property or work equipment, or
- (h) harmful or offensive initiation practices.
- (i)

Indirect bullying:

- (j) unreasonably overloading a person with work, or not providing enough work
  - (k) setting timeframes that are difficult to achieve, or constantly changing them
  - (l) setting tasks that are unreasonably below, or above, a person's skill level
  - (m) deliberately excluding or isolating a person from normal work activities
  - (n) withholding information that is necessary for effective work performance
  - (o) deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
  - (p) deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers
- 1.2 The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours which may constitute bullying and therefore unacceptable to Pormpur Paanthu Aboriginal Corporation.
- 1.3 A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.
- 1.4 A person's intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.
- 1.5 Bullying in the workplace is harmful not only to the target of the behaviour but damages Pormpur Paanthu Aboriginal Corporation's culture and reputation. It is unacceptable and will not be tolerated.
2. What does NOT constitute workplace bullying?
- 2.1 Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:
- (a) setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience
  - (b) allocating work fairly
  - (c) fairly rostering and allocating working hours
  - (d) transferring a workplace participant for legitimate and explained operational reasons
  - (e) deciding not to select a workplace participant for promotion, following a fair and documented process
  - (f) informing a workplace participant about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements

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- (g) informing a workplace participant about inappropriate behaviour in an objective and confidential way
  - (h) implementing organisational changes or restructuring, and
  - (i) performance management processes.
3. What steps will Pormpur Paanthu Aboriginal Corporation take to prevent workplace bullying?
- 3.1 Pormpur Paanthu Aboriginal Corporation will take all reasonable steps to prevent bullying through a risk management process. This process includes, but is not limited to:
- (a) identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies (refer to the common risk factors set out below);
  - (b) assessment of the likelihood of bullying occurring from the risk factors identified and their potential impact on the workplace participants or workplace;
  - (c) eliminating the risks, as far as reasonable practicable, or controlling, or minimising, them as far as reasonable practicable;
  - (d) reviewing the effectiveness of the control methods put in place and the process generally; and
  - (e) training workplace participants about bullying, how to deal with it and its impact on the workplace.
- 3.2 Pormpur Paanthu Aboriginal Corporation will use the Workplace Bullying Assessment Checklist to facilitate the risk management process. This checklist has been developed to assist Pormpur Paanthu Aboriginal Corporation to identify, assess, eliminate and/ or control bullying in the workplace, taking into account the common risk factors (refer below).
4. What are some of the common risk factors which may lead to bullying?
- 4.1 Bullying can result from a number of different factors in a workplace, from the general culture to poor management skills. Some risk factors which make bullying more likely to occur are:
- (a) Organisational change - i.e. significant change in the workplace that may lead to job insecurity for example, restructure and redundancy, introduction of technology, change in management.
  - (b) The culture – Pormpur Paanthu Aboriginal Corporation's values, views and beliefs can either expressly or implicitly encourage bullying behaviours, for example, when a company promotes aggressive behaviour as a means of ensuring its workers are performing their roles, or adopts a culture in which it is acceptable to ignore such behaviours.
  - (c) Negative leadership styles – such as strict, autocratic management styles, which do not allow for flexibility or involvement by employees; or passive, 'laissez-faire' management styles which are characterized by a tendency to avoid decisions, inadequate supervision and little guidance to workers.
  - (d) Inappropriate systems of work – this includes excessive workloads, unreasonable timeframes, uncertainty about roles and how they should be performed, and lack of employee support.
  - (e) Poor work relationships –this can be characterized by poor communication between staff and management, or negative relationships with supervisors or colleagues, excessive criticism by manager and the exclusion or isolation of workers.
  - (f) Workforce characteristics – a company's workforce can be made up groups of workers who may be at a higher risk of bullying because of certain characteristics: for example, young workers, new workers, apprentices, injured workers, workers in a minority group because of their race, disability, religion, gender or sexual preference.

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- 4.2 Pormpur Paanthu Aboriginal Corporation will consider these factors when undertaking its risk management process.
5. Complaint Procedure
- 5.1 If a workplace participant feels that they have been bullied, they should not ignore it.
- 5.2 Any bullying issue should be brought to Pormpur Paanthu Aboriginal Corporation's attention as soon as possible. There are a number of options available to workplace participants.
6. Confront the Issue
- 6.1 If a workplace participant feels comfortable doing so, they should address the issue with the person concerned. A workplace participant should identify the bullying behaviour, explain that the behaviour is unwelcome and offensive and ask that it stop.
- 6.2 This is not a compulsory step. If a workplace participant does not feel comfortable confronting the person, or the workplace participant confronts the person and the behaviour continues, the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, or to Manager or immediate supervisor.
- 6.3 If at any time, a workplace participant is unsure about how to handle a situation they should contact Manager or immediate supervisor for support and guidance.
7. Report the Issue
- 7.1 There are two complaint procedures that can be used to resolve bullying complaints: informal and formal (detailed further below). The type of complaint procedure used depends on the nature of the complaint that is made. The aim is to ensure that workplace participants are able to return to a productive and harmonious working relationship as soon as possible.
8. Informal Complaint Procedure
- 8.1 Under the informal complaint procedure there are a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. The manager or Manager or immediate supervisor will determine which process to follow. The possible options include, but are not limited to, the manager or Manager or immediate supervisor:
- (a) discussing the issue with the person against whom the complaint is made; and/or
  - (b) facilitating a meeting between the parties in an attempt to resolve the issue and move forward.
- 8.2 The informal complaint procedure is more suited to less serious allegations that if founded, may not warrant disciplinary action being taken.
9. Formal Complaint Procedure
- 9.1 The formal complaint procedure involves the workplace participant making a written complaint and a formal investigation of that complaint. It is appropriate for more serious allegations, or if senior management are involved. Formal investigations may be conducted by Pormpur Paanthu Aboriginal Corporation or by an external investigator appointed by Pormpur Paanthu Aboriginal Corporation.
- 9.2 An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, Pormpur Paanthu Aboriginal Corporation or the external investigator will make recommendations about what actions should be taken to resolve the complaint and any appropriate disciplinary action.
- 9.3 If Company considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. Pormpur Paanthu Aboriginal Corporation may also

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provide alternative duties or work during the investigation period. Generally, workplace participants will be paid their normal pay during any such period.

10. Dealing with bullying complaints

10.1 In handling bullying complaints, Pormpur Paanthu Aboriginal Corporation will adopt the following principles:

- (a) Take all complaints seriously
- (b) Act promptly
- (c) Not victimise any person who makes a complaint, any person accused of bullying, or any witnesses
- (d) Support all parties
- (e) Be impartial
- (f) Communicate the investigation or complaint process to all parties involved, including estimating length of time for resolution
- (g) Maintain confidentiality - Pormpur Paanthu Aboriginal Corporation will endeavour to maintain confidentiality as far as possible. However, it may be necessary to speak with other workers in order to determine what happened, to legal representatives or Pormpur Paanthu Aboriginal Corporation's senior managers. It will also be necessary to speak to those against whom the complaint has been made in order to afford fairness. All workplace participants involved in the complaint must also maintain confidentiality, including the workplace participant who lodges the complaint. Spreading rumours or gossip may expose the workplace participant responsible to a defamation claim
- (h) Act appropriately - if a complaint is made and it appears that bullying has occurred, Pormpur Paanthu Aboriginal Corporation will endeavour to take appropriate action in relation to the complaint
- (i) Keep records – documentation is essential. A record of all meetings and interviews stating who was present and agreed outcomes should always be maintained

11. Possible Outcomes

11.1 The possible outcomes of an investigation will depend on the nature of the complaint. Where an investigation results in a finding that a person has engaged in bullying behaviour, that person will be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker/s and Pormpur Paanthu Aboriginal Corporation.

11.2 Pormpur Paanthu Aboriginal Corporation may take a range of disciplinary action. Examples include, but are not limited to:

- (a) providing training to assist in addressing the problems underpinning the complaint
- (b) monitoring to ensure that there are no further problems
- (c) implementing a new policy
- (d) mentoring and support from senior manager
- (e) requiring an apology or an undertaking that certain behaviour stop
- (f) changing work arrangements
- (g) transferring to another work area

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- (h) issuing a written warning (this can be a first or final warning depending on the circumstances)
  - (i) dismissal
12. Management's role
- 12.1 Managers and supervisors have a key role in the prevention of workplace bullying.
- Managers and supervisors must:
- (a) ensure that they do not bully employees, other managers or supervisors, clients or customers
  - (b) ensure that they do not aid, abet or encourage other persons to engage in bullying behaviour
  - (c) ensure all staff who report to them are aware and understand this policy and their responsibility to comply with it
  - (d) ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by Pormpur Paanthu Aboriginal Corporation
  - (e) act promptly and appropriately if they observe bullying behaviours
  - (f) ensure that all staff who report to them understand that they should report any bullying behaviour
  - (g) ensure all staff who report to them are aware and understand the complaint procedures
  - (h) act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the Manager or immediate supervisor as soon as possible
13. workplace participant's role
- 13.1 All workplace participants must:
- (a) understand and comply with this policy
  - (b) sign the workplace participant acknowledgement to this policy
  - (c) ensure they do not engage in any conduct which may constitute bullying towards other workplace participants, customers/clients or others with whom they come into contact through work
  - (d) ensure they do not aid, abet or encourage other persons to engage in bullying behaviour
  - (e) follow Pormpur Paanthu Aboriginal Corporation's complaint procedure if they experience bullying
  - (f) report any bullying they see occurring to others in the workplace in accordance with this policy
  - (g) maintain confidentiality if they are involved in the incident complained of
14. Breach of this Policy
- 14.1 Pormpur Paanthu Aboriginal Corporation takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workplace participants are required to comply with this policy.
- 14.2 If an employee breaches this policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with Pormpur Paanthu Aboriginal Corporation terminated or not renewed.
- 14.3 If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

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- 15. More information
  - 15.1 If a workplace participant is unsure about any matter covered by this policy, or requires more information about workplace bullying they should seek the assistance of their manager, or of Manager or immediate supervisor. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.
- 16. Review
  - 16.1 This procedure will be reviewed annually during the WHS Audit Program, through consultation with employees and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving bullying.

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# WORKPLACE VIOLENCE AND BULLYING PROCEDURES

## VIOLENT OR THREATENING INCIDENTS AT WORK:

### Violent Incident

- Avoid physical violence by recognising these signs and try to de-escalate the aggressive behaviour;
- Violence from external aggressors (robber, distressed people) may be immediate and unpreventable. Be prepared to take escape action as soon as possible;
- Where the aggressor threatens violence but has not yet become physically violent, do not do anything to aggravate them;
- If a duress alarm is in place, and the situation is serious enough to warrant it, activate the alarm for duress response;
- Summon help and call police (if appropriate). If there are no other alternatives, self-defence may be the only option; and
- Record details after the incident, notify or report the incident to your supervisor. The supervisor will make sure post incident support is provided as required (including first aid, other impact management, reporting, debriefing, counselling, compensation or legal assistance).

### Abusive, Threatening or Harassing Telephone Calls

- Try to calm the person by acknowledging their feelings of frustration and get them to explain their needs in a civil manner to enable you to provide help and guidance;
- If the behaviour continues, advise the caller that you cannot help them unless they are civil;
- If this does not work, warn the caller that you will hang up unless they are civil;
- If the behaviour continues, hang up. Immediately notify your supervisor of the incident and complete the [Incident and Injury Report Form](#) or write down the details;
- For each call received, keep a personal record of the time, details of the conversation and duration of the call, the gender of the caller, approximate age, and any other details such as accent, background noise etc. The Police will require this information to be reported; and
- Report the incident and any further calls to the Police for advice. Police have the power to trace the calls if warranted and take further action as required.

### Verbal Assault and Threats

- Withdraw from the situation immediately. Do not put yourself at risk or make the situation worse;
- Immediately notify your supervisor of the incident and complete any reporting forms or write down the details;
- Supervisor to make sure that the threatened worker is not left alone at work or placed in situations at work where he or she could be at risk of repeated aggression;
- Supervisor will make sure that the worker is accompanied home or taken home by taxi if applicable, to reduce the risk of continued aggression away from the workplace. Such protection should be provided as long as there is reasonable fear of repeated aggression; and
- The incident should be reported to the Police (where appropriate).

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### Physical and Armed Assault

- If a duress alarm is in place, activate it;
- Withdraw from the situation immediately if possible. Do not put yourself or others at risk or make the situation worse;
- Take refuge in a safe place;
- Summon help if possible;
- If you cannot withdraw you are entitled to use reasonable force to protect yourself;
- As soon as you can, withdraw to a safe place;
- If you are injured, seek medical assistance immediately; and
- Contact the Police and notify your supervisor.

### Armed Hold-Up

- Stand still and keep your hands where they can be seen;
- Do not make any sudden movements;
- Obey the offender's instructions exactly;
- Remain calm and quiet;
- Speak only when spoken to;
- Do not shout or provoke the offender;
- Be submissive and do not draw attention to yourself;
- Do not stare at the offender or make direct eye contact;
- Mentally note, if you can do so safely, the offender's details – height, build, hair colour, race, age, any scars or tattoos, their speech (accent, any names or phrases they use);
- Allow the offender to leave;
- Do not chase the offender – summon help, activate duress alarm, contact your supervisor and/or call Police;
- Ask any witnesses to remain; and
- Immediately seal off the area, including locking doors to prevent the offender re-entering.

### Bomb Threats

- Take the threat seriously;
- Remain calm – try to record the exact wording of the caller and any distinctive background noises which might be used to identify the source of the call;
- Ask questions to find out:
  - Where the bomb is;
  - What it looks like or what it is in; and
  - What time it will detonate.
- Report the incident immediately to your supervisor ; and [Incident and Injury Report Form](#)
- Assist as instructed to report the incident to the police and evacuate the area.

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## STEPS AFTER A VIOLENT OR THREATENING INCIDENT AT WORK:

### Steps after a Violent or Threatening Incident at Work:

- Provide first aid treatment for injured people and/or arrange for medical treatment for any serious injuries;
- Record details of the incident/injury;
- Report the incident to the Officer / Supervisor and the Police if necessary;
- Support workers and others involved; and
- Acknowledge the incident and take steps to prevent a repeat occurrence.

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# DISCIPLINARY PROCEDURES AND COUNSELLING

Person(s) Conducting a Business or Undertaking (PCBU) have a duty of care, and condoning workers' breaches of WHS legislation is in effect a breach of the legislation. Health and safety is a serious matter and there will be times when disciplining of workers is required. It is important to set rules and guidelines for what is, and what isn't acceptable behaviour and actions. This should include the behaviour and actions your workers have towards each other and to people outside the organisation they deal with through the course of their work, such as subcontractors, customers, suppliers and the general public. Also set rules, guidelines and procedures when someone from outside your organisation acts inappropriately or endangers your workers. Create your rules, guidelines and procedures in consultation with your workers. Once you have done this, you need to communicate these rules, guidelines and procedures to your workers and let them know what the consequences will be if they choose to disregard them. This also applies to your subcontractors, suppliers and customer's behaviour, what your workers should do in certain situations and how you will deal with the inappropriate behaviour and actions directed towards your workers.

- Does the worker deal with the inappropriate behaviour themselves, if so what procedures do they follow; or
- Does the worker report the behaviour to their supervisor;
- What procedures does the supervisor follow; and
- Will you discontinue using the services of subcontractors and suppliers or not deal with customers that behave inappropriately to your workers?

By setting out the rules and the consequences before they happen you can prevent situations escalating out of control and your workers will feel empowered in the knowledge there are procedures to deal with unacceptable and dangerous behaviour.

## DISCIPLINE

Workers who breach the Company's rules outlined in the policies, Site Specific Rules or have placed their own safety and/or the safety others at risk will be subject to the following disciplinary procedures:

- Workers who are performing unsatisfactorily will be counselled so they understand the standards expected of them. They will be offered assistance, guidance and appropriate support to allow them to meet the expected standards;
- Confidential records of any counselling undertaken will be made (if required). The worker will be shown and given a copy of the written records and will have an opportunity to comment on its contents. The record will only be placed on the worker's personal file when the worker has been given the opportunity of responding to the record and adding any notations regarding the contents of the record;
- Workers whose performance or behaviour is unsatisfactory will be given adequate time to demonstrate a willingness to improve. If at the end of this period the worker shows no willingness to improve in the opinion of the PCBU, a final warning in writing will be issued to the worker. This notice will inform the worker in writing that disciplinary action including dismissal may be taken if the worker does not cease the unsatisfactory performance or behaviour immediately;
- The PCBU also has the right to instantly dismiss a worker for serious and wilful misconduct; and
- At every stage of the disciplinary process, the worker has the right to have another worker or union representative present as a witness.

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## FOUR PART INTERVIEW PROCESS

This procedure uses a series of interviews to guide a worker away from inappropriate behaviour, and towards safer and acceptable work practices.

### Interview one

The first interview should be held between the worker, supervisor and union or other worker's representative if requested. The following should be discussed:

- Details of the unsatisfactory work performance; and
- The standard of performance required.

The PCBU/supervisor should give the worker an opportunity to discuss any factors contributing to poor work performance. If appropriate, the PCBU/supervisor should refer the worker to professional counselling (for example through an Employee Assistance Program (EAP) if one is available) with time off work to attend; and

An agreement should be reached about the time it will take for the worker to return to satisfactory performance. If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required.

### Interview two

The second interview should be held between the worker, supervisor and union or other worker's representative if requested. Any additional details of unsatisfactory performance and the standard of performance required should be stated;

- The worker must be informed that they risk discipline and possible dismissal for failing to improve performance; and
- Repeat the offer of assistance through counselling or other appropriate professional help.

An agreement should be reached about the time it will take for the worker to return to satisfactory performance. If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required subject to continued good performance.

### Interview three

Interview three should be held between the worker, supervisor and union representative if requested.

- All details of unsatisfactory performance should be stated;
- Inform the worker that they risk losing their job if their performance continues to be unsatisfactory;
- Repeat the offer of professional counselling;
- The performance of the worker should then be reviewed on an on-going basis; and
- If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required subject to continued good performance.

### Interview four

Interview four should be held between the worker, a union representative (if requested) and the supervisor with the authority to take disciplinary measures and terminate employment. It is convened to arrange appropriate disciplinary measures, which may include termination of employment.

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## Records of interview and confidentiality

When collecting records relating to workers, PCBU's should consider:

- The type and quality of information that is collected;
- The confidential and secure storage of information; and
- Allow workers to access their own records.

The invasion of privacy, including the misuse of personal information, is unlawful under various state and federal laws, and PCBU's should determine what their legal obligations are. For further information, refer to the Office of the NSW Privacy Commissioner [www.lawlink.nsw.gov.au/privacynsw](http://www.lawlink.nsw.gov.au/privacynsw)

## EMPLOYEE ASSISTANCE PROGRAMS (EAPs)

An EAP is aimed at providing assistance to workers to help them resolve personal problems, health or work-related concerns. Personal issues that may be of concern include relationship, legal, gambling and financial problems, illness and the use of alcohol and drugs.

Most small businesses can't justify having an in-house EAP counsellor and workers should be referred to an appropriate professional for help such as their GP, private consultants or an organisation set up specifically to deal with their problem.

Establish your EAP procedures in consultation with workers, set out the goals of your program and alleviate workers' fears about the methods used, confidentiality and any referrals to counselling. The main aim of an EAP is to help workers restore their health and work performance and not the worker's personal problems being the business of the PCBU.

- Workers are encouraged to refer themselves for assistance with no penalties for seeking assistance through an EAP;
- Workers can refer themselves to a counsellor by contacting the counsellor personally. If an worker visits a counsellor during working hours they should advise their supervisor that they are using the service and do not have to give the reason for the visit. If they use the service outside of working hours they do not have to tell anyone;
- Certain industries or work activities may require workers to undertake mandatory counselling to protect themselves and others that would be affected by their unsafe work performance; and
- Workers requiring treatment must be allowed to use any accrued sick leave, annual leave or leave without pay.

When a supervisor speaks to a worker about poor work performance they may suggest the worker see a counsellor if required. If the worker does not want to discuss the problem with their supervisor, the worker is free to reject the offer. If the worker is interviewed for a second or third time, the supervisor should suggest seeing a counsellor again and remind them if the problem persists disciplinary action will be taken. Suggesting counselling need not be seen as a moral judgement as it should be based on a decline in work performance.

Clinical psychologists, psychiatrists and social workers are suitably qualified to be EAP counsellors. You may wish to select an EAP provider that is an accredited member of the Employee Assistance Professional Association of Australia (EAPAA). The EAPAA provides guidance for quality control for EAPs, defines professional and ethical standards in EAP provision and provides recommendations for qualifications and issues of accreditation in service provision. For further information refer to the EAPAA website [www.eapaa.org.au](http://www.eapaa.org.au).

Provide workers with the information about your EAP and display and distribute lists of EAP counsellors and their specialist areas. EAP counsellors may inform PCBU's that a worker will be attending a counselling session between certain times.

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## PART E – RECORD, REVIEW AND IMPROVMENT

### 7. WHS Meetings

7.1. WHS Meeting Minutes

7.2. WHS Meeting Procedures

### 8. WHS Audits

8.1. WHS Audit Checklist

8.2. WHS Audit Register

### 9. WHS Document Control and Review

9.1. Document Review Register

9.2. Documents Issued to Workers Register

9.3. Forms Register

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# WHS MEETING MINUTES

## MEETING DETAILS

<b>Start Time:</b>		<b>Finish Time:</b>		<b>Date:</b>	
<b>Persons Present:</b>					
<b>Matters from previous meeting to be raised:</b>					

## AGENDA

<b>Item 1</b>	
<b>Item 2</b>	
<b>Item 3</b>	
<b>Item 4</b>	
<b>Item 5</b>	

## MINUTES


## ACTIONS RESULTING FROM MEETING

Action	Responsible Person	Due Date

## SIGNOFF

<b>Signed By:</b>	
<b>Seconded:</b>	

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# WHS MEETING PROCEDURES

WHS meetings are held on the last Thursday of every month. All other relevant workers required to attend will be notified at least one week prior to the meeting date. Workers will be given as much notice as possible in the event of an incident and an emergency meeting is required.

## SAFETY MEETING AIMS

- To provide workers with the opportunity to be involved in WHS issues affecting the workplace and their activities.
- Allow management and workers to access a wide range of knowledge and points of view;
- Provide workers with information, training and encourage them to become more aware of safety; and
- Develop preventive measures and make changes to workplace procedures as required.

## SUGGESTED TOPICS FOR SAFETY MEETINGS

- |   |                                      |
|---|--------------------------------------|
| → WHS safety training                               | → Safety audits                      |
| → Hazard identification and risk assessment process | → First aid                          |
| → Control measures to manage hazards and risks      | → Environmental issues               |
| → Accidents, incidents and near misses              | → Changes to policies and procedures |
| → Emergency procedures                              | → Inspections                        |
| → Safety performance                                | → Changes to legislation             |
| → Safe Work Method Statements (SWMS)                |                                      |

## ELECTING A HEALTH AND SAFETY REPRESENTATIVE (HSR)

- The HSR must be elected by and from the workers in the relevant workgroup the person represents;
- The election must be conducted in a manner consistent with recognised democratic principles;
- The election may be conducted by a Federal or State industrial organisation if a majority of the workers request it;
- An HSR is elected for a maximum period of 2 years although the term may be shortened in connection with a change in HSR consultation arrangements; and
- A person elected as an HSR is eligible for re-election.

For more information about Workplace Consultation and electing a Health and Safety Representative or Health and Safety Committee go to [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au) and download **Safe Work Australia Code of Practice - How to Consult on Work Health and Safety**

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## WHS MANAGEMENT SYSTEM AUDIT CHECKLIST

AUDIT DETAILS:	
<b>AUDIT OF:</b>	Pormpur Paanthu Aboriginal Corporation Work Health and Safety (WHS) Management System
<b>AUDIT DATE:</b>	
<b>AUDITOR(S):</b>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<b>NEXT AUDIT DATE:</b>	

AUDIT PARTICIPANTS:	
Name	Position

LIST OF REVIEWED DOCUMENTS:	
Document Name	Name of Reviewer



## LIST OF REVIEWED DOCUMENTS:

[illegible]

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**LIST OF REVIEWED DOCUMENTS:**

Document Name	Name of Reviewer

**WHS MANAGEMENT SYSTEM AUDIT OVERVIEW**

A WHS audit is a systematic and periodic review of the complete WHS Management System, including the policies, procedures and programs used to promote WHS and to prevent workplace accidents and incidents.

Auditing is a management tool used to monitor the performance of the WHS Management System and to determine if WHS procedures are in place and working. The audit can be conducted over the whole organisation, certain sections of the organisation, or in relation to a particular aspect of risk control such as fire safety or electrical safety.

WHS audit findings should be reviewed at regular intervals and the information collected is to be used to improve the system. Each safety audit will build upon previous audits as hazards identified from previous audits can be further investigated and

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fine-tuned. The following list is generic to most businesses and you are encouraged to tailor the audit checklist to your business.

## ASSESSMENT AND RATING METHODOLOGY

Legislation requires an assessment of a workplace every 12 months with results reported to the relevant WHS Committee within 30 days of the assessment. This report provides an overview of the WHS Management System specifying whether the system conforms to the standard's objectives. Should there be an element that does not conform; the degree of non-compliance should be stated as shown below:

Result	Performance
Conformance <b>YES</b>	An element is deemed to have met conformance when it can be demonstrated that the element requirements have been addressed.
Minor Non-Conformance <b>"NO - Minor"</b>	A minor non-conformance occurs if all requirements have only been partially implemented. Satisfies minimum requirements of the indicator only. Basic documentation can be produced if specified in the indicator.
Major Non-Conformance <b>"NO - Major"</b>	A major non-conformance is where many of the element requirements have not been met or are in the early stages of development. Areas of high risk that have not been effectively controlled would also constitute a major non-conformance.

For a more in depth review the identification of shortcomings are presented within the "Comments" section of Part B of this report. It is intended that this information will assist the organisation in the continuous improvement of its WHS system.

Once WHS Management System audit review is completed, audit conformance findings should be entered in the [WHS Management System Audit Findings Register](#) by the Person Conducting a Business or Undertaking (PCBU). The PCBU is responsible for ensuring any non-compliance elements are actioned, changes implemented, recorded and reviewed.

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**PART A - Assessment and Rating Table (Audit Summary)**

AS/NZS 4801:2001 Reference	AS/NZS 4801:2001 Element	Documentation Reviewed (Yes / No)	Conformance (Yes / No)	Major / Minor Non- Conformance
4.2	WHS Policy			
4.3.1	Planning Identification of hazards, assessment & control of risks.			
4.3.2	Legal & other Requirements			
4.3.3	Objectives & Targets			
4.3.4	WHS Management Plans			
4.4.1.1	Resources			
4.4.1.2	Responsibility & Accountability			
4.4.2	Training & Competency			
4.4.3.1	Consultation			
4.4.3.2	Communication			
4.4.3.3	Reporting			
4.4.4	Documentation			
4.4.5	Document and Data Control			
4.4.6.1	Hazard Identification, Risk Assessment and Control of Risks			
4.4.6.2	Hazard Identification			
4.4.6.3	Risk Assessment			
4.4.6.4	Control of Risks			
4.4.6.5	Evaluation			
4.4.7	Emergency Preparedness & Response			
4.5.1.1	Monitoring and Measurement			
4.5.1.2	Health Surveillance			
4.5.2	Incident Investigation, Corrective &			

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	Preventative Action			
4.5.3	Records & Records Management			
4.5.4	WHS Management System Audit			
4.6	Management Review			

## PART B – WHS Management System Audit Elements

WHS Policy	AS/NZS 4801:2001	Rating
<p>Does the organisation have a Work Health and Safety (WHS) Policy?</p> <p>Does the WHS Policy comply to the following:</p> <ul style="list-style-type: none"> <li>• appropriate to the nature and scale of the organisation's WHS risks;</li> <li>• demonstrates a commitment to establish measurable objectives and targets to ensure continued improvement aimed at eliminating work-related injury and illness;</li> <li>• documented, implemented, communicated to all employees and maintained;</li> <li>• accessible to all interested parties; and</li> <li>• Reviewed periodically.</li> </ul>	4.2	
<b>Comments:</b>		
<input type="checkbox"/> All workers have read the Policies, demonstrated they understand the content and signed the <a href="#">Policy Agreement</a> ; <input type="checkbox"/> All workers have a copy or access to policies and procedures and signed <a href="#">Policy Agreement</a> ; <input type="checkbox"/> New workers including contractors inducted into the organisation and understand their roles, responsibilities and the rules of the organisation; <input type="checkbox"/> Company WHS Policy includes a commitment to comply with relevant WHS Legislation and other requirements to which the organisation subscribes.		

Planning - Identification of Hazards, Assessment and Control of Risks	AS/NZS 4801:2001	Rating
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<p>Has the organisation established, implemented and maintained documented procedures for hazard identification, hazard/risk assessment and control of hazards/risks of activities, products and services over which an organisation has control or influence, including activities, products or services of contractors and suppliers?</p> <p>Has the organisation developed its methodology for hazard identification, risk assessment and control of risks, based on its operational experience and its commitment to eliminate workplace illness and injury? The methodology shall be kept up-to-date.</p>	<b>4.3.1</b>	
<b>Comments:</b>		
<input type="checkbox"/> Risk management process, procedures, risk matrix, methodology, evaluation and review implemented; <input type="checkbox"/> Hazards have been identified and risks assessed; <input type="checkbox"/> Risks are controlled in accordance with the hierarchy of controls and recorded in the risk register; <input type="checkbox"/> Procedures are reviewed when work process or environment changes or when an incident or injury occurs;		

Legal and other Requirements	AS/NZS 4801:2001	Rating
<p>Has the organisation established, implemented and maintained procedures to identify and have access to all legal and other requirements that are directly applicable to the WHS issues related to its activities, products or services, including relevant relationships with contractors or suppliers?</p> <p>Has the organisation communicated relevant legal and other requirements to its employees?</p>	<b>4.3.2</b>	
<b>Comments:</b>		
<input type="checkbox"/> Organisation has implemented current Acts, Regulations and Codes Of Practice into company objectives, policy, procedures and risk management processes with access for all workers; <input type="checkbox"/> Organisation keeps up to date with changes in legislation and legal obligations to workers; <input type="checkbox"/> Workers compensation, rehabilitation and return to work programs are implemented; <input type="checkbox"/> Are there Health and Safety Committee meeting minutes, workplace inspection records, safety newsletters and a WHS Manual?		

Objectives and Targets	AS/NZS 4801:2001	Rating

<p>The organisation has established implemented and maintained documented WHS objectives and targets, at each relevant function and level within the organisation.</p> <p>When establishing and reviewing its objectives, the organisation has considered its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements, and the views of interested parties. The objectives and targets shall be consistent with the WHS policy, including a commitment to measuring and improving WHS performance.</p>	<b>4.3.3</b>	
<b>Comments:</b>		
<input type="checkbox"/> The organisation has developed key performance targets defined and recorded in WHS Committee meeting minutes; <input type="checkbox"/> The organisation conducts regular audits of its policies, procedures, risks, hazards and system processes; <input type="checkbox"/> The organisation regularly records and reports audit findings to the WHS committee for review; <input type="checkbox"/> The organisation has implemented a WHS Management System management review plan; <input type="checkbox"/> The organisation has set safety targets for reducing injury and or illness to workers; <input type="checkbox"/> The organisation regularly consults with the WHS Representative and WHS Committee.		

WHS Management Plans	AS/NZS 4801:2001	Rating
<p>Have WHS Management Plans been established and maintained that include the following:</p> <ul style="list-style-type: none"> <li>Plans for achieving WHS objectives and targets;</li> <li>Designation of responsibility for objectives and targets at relevant functions and levels of the organisation; and</li> <li>The means and time frame by which objectives and targets are to be achieved.</li> </ul>	<b>4.3.4</b>	
<b>Comments:</b>		
<input type="checkbox"/> Internal work sites/areas safety inspections conducted regularly by WHS representative/s and recorded evidence; <input type="checkbox"/> Organisation regularly conducts reviews of WHS Management System processes and adjusts site or project specific WHS Management Plans; <input type="checkbox"/> Check WHS Management Plans are documented and actually relate to the specific workplace being audited, i.e. WHS Committee minutes should address this for workplaces they oversee.		

Resources	AS/NZS 4801:2001	Rating
<p>Have management identified and provided resources to implement, maintain and improve the WHSMS, as required?</p> <ul style="list-style-type: none"> <li><i>Resources include human resources, specialised skills, technology and financial resources.</i></li> </ul>	<b>4.4.1.1</b>	

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**Comments:**

- ☐ Are required technical resources available?
- ☐ Are a sufficient number of personnel allocated for the workplace? Sight roles and responsibilities register;
- ☐ Is there funding for any required specialised training?
- ☐ Are there records of allocated contingency funding for training?
- ☐ Are records completed for specialised training?
- ☐ Are sufficient funds made available to resource manual handling equipment? Sight physical evidence.

Responsibility and Accountability	AS/NZS 4801:2001	Rating
<p>Has the organisation defined, documented and communicated the areas of accountability and responsibility (including those imposed by WHS legislation) of all personnel involved in the WHSMS's operation?</p> <p>Where contractors are involved, these areas of accountability and responsibility shall be clarified with respect to those contractors.</p> <p>The organisation's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for:</p> <ul style="list-style-type: none"><li>ensuring that the WHSMS requirements are established, implemented and maintained in accordance with this Standard;</li><li>Reporting on the performance of the WHSMS to top management for review and as a basis for improvement of the WHSMS.</li></ul>	<b>4.4.1.2</b>	
<b>Comments:</b>		
<ul style="list-style-type: none"><li><input type="checkbox"/> Organisation has designated persons, positions and resources for various roles and responsibilities to achieve WHS safety targets and objectives; <i>Refer Roles and Responsibility Register.</i></li><li><input type="checkbox"/> Do the roles, responsibilities and accountabilities include those relating to the use of contractors; sight SWMS or risk assessments and contractor WHS Management Plans;</li><li><input type="checkbox"/> Is there evidence of organisation representative managing the WHS Management System requirements and for reporting back on the WHS Management System performance? Sight documentation or WHS Committee meeting minutes.</li></ul>		

Training and Competency	AS/NZS 4801:2001	Rating
<p>The organisation has, in consultation with employees, identified training needs in relation to performing work activities competently, including WHS training.</p> <p>Procedures are in place to ensure that WHS competencies are developed and maintained. Personnel are assessed as competent, on the basis of skills achieved</p>	<b>4.4.2</b>	

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<p>through education, training or experience, to perform assigned tasks taking into account the WHS obligations, hazards and risks associated with the work activities.</p> <p>Procedures are developed for providing WHS training. These procedures take into account:</p> <ul style="list-style-type: none"> <li>• The characteristics and composition of the workforce which impact on Work Health and Safety management;</li> <li>• Responsibilities, hazards and risks;</li> <li>• Ensuring that all personnel (including contractors and visitors) have undertaken training appropriate to the identified needs;</li> <li>• Training shall be carried out by persons with appropriate knowledge, skills and experience in WHS and training.</li> </ul> <p><i>Note: Personnel should be taken to include workers, contractors, non-employees such as unpaid work-experience staff and visitors.</i></p>		
<b>Comments:</b>		
<input type="checkbox"/> Organisation has evidence of training plans and completed records of training/competency. This includes suppliers and contractors; <input type="checkbox"/> Is the process effectively communicated to workers? Sight evidence that workers are informed; <input type="checkbox"/> Sight induction records including both on-line and local induction regarding specific workplace information; <input type="checkbox"/> Are there individuals who fill specific WHS management roles and responsibilities including emergency response and first aid? Sight records of training or lists contained in emergency, incident and injury forms; <input type="checkbox"/> Is training carried out in-house or by an external provider? Sight recorded evidence of training/competency; <input type="checkbox"/> Is there evidence that workers are made aware of an Employee Assistance Program (EAP)? Verbal confirmation that managers/supervisors are aware and encourage staff to make use of EAP as appropriate.		

Consultation	AS/NZS 4801:2001	Rating
<p>Are there documented procedures, agreed to by the workers, for worker involvement and consultation in WHS issues?</p> <p>Are worker involvement and consultation arrangements documented and made available to interested parties?</p> <p>Are workers:</p> <ul style="list-style-type: none"> <li>• Involved in the development of policies and procedures to manage risks?</li> <li>• Consulted where there are any changes that affect workplace health and safety?</li> <li>• Represented on health and safety matters?</li> <li>• Aware of whom their WHS representative and management representatives are?</li> </ul>	<p><b>4.4.3.1</b></p>	
<b>Comments:</b>		

- ☐ Sight evidence that workers are informed. This is best achieved by an active committee, adequate health and safety representatives of the workplace and regular distribution of health and safety committee meeting minutes
- ☐ Are workers involved in development and implementation of procedures to manage risk? Sight evidence of collaboration between managers and workers;
- ☐ Are workers consulted on matters which effect workplace WHS? Sight health and safety committee meeting minutes or equivalent circulars, confirm appropriate number of WHS representative;
- ☐ Evidence WHS representative are involved in regular workplace inspections

Communication and Reporting	AS/NZS 4801:2001	Rating
Is there a workplace health and safety committee of which both senior officers/managers and WHS representatives are members?	4.4.3.2	
Are there processes or procedures for communicating issues related to aspects of WHS and the WHS Management System?		
Are internal business communications retained when they may affect the safety between this and other work areas?	4.4.3.3	
<b>Comments:</b>		
<input type="checkbox"/> Does the process address WHS performance reporting including audits and reviews? <input type="checkbox"/> Does the process address reporting incidents and systems failure? <input type="checkbox"/> Sight written evidence of regular meetings (at least quarterly) via WHS meeting minutes, induction feedback and tool/box talks which are signed off by senior management. <input type="checkbox"/> Sight evidence for WHS communication, safety newsletters, website information, WHS committee meeting minutes etc.		

Documentation	AS/NZS 4801:2001	Rating
Has the organisation established, implemented and maintained information to:		
<ul style="list-style-type: none"> <li>Describe the core elements of the WHS Management System and their interactions;</li> <li>Provide direction to related documentation.</li> </ul>	4.4.4	
<b>Comments:</b>		
<input type="checkbox"/> Sight documents that describe the core elements of the WHS Management System and their interaction. Check they address core elements such as WHS procedures, local WHS policies etc.; <input type="checkbox"/> Is there a formal process for storage and access of safety related documents including responsible persons? Confirm this process exists.		

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Document and Data Control	AS/NZS 4801:2001	Rating
<p>Has the organisation established, implemented and maintained procedures for controlling all relevant documents and data required by this standard to ensure that:</p> <ul style="list-style-type: none"> <li>• they can be readily located;</li> <li>• periodically reviewed;</li> <li>• current versions are accessible at all locations;</li> <li>• obsolete documents and data are promptly removed; and</li> <li>• archival documents and data are retained for legal or knowledge preservation.</li> </ul>	<b>4.4.5</b>	
<b>Comments:</b>		
<input type="checkbox"/> Sight evidence that documents can be readily located, reviewed periodically and approved as adequate by a competent and responsible person, obsolete documents removed promptly from points of use; <input type="checkbox"/> Archival of documents for legal knowledge preservation purposes or both are suitably identified; <input type="checkbox"/> Do local WHS documents incorporate document control information? Verify responsible person and sight version creation, version or revision numbers, publications and expiry dates.		

Hazard Identification, Risk Assessment and Control of Risks	AS/NZS 4801:2001	Rating
<p>The organisation has established, implemented and maintained documented procedures to ensure that the following are conducted:</p> <ul style="list-style-type: none"> <li>• hazard identification;</li> <li>• hazard/risk assessment;</li> <li>• control of hazards/risks; and then</li> <li>• evaluation of steps.</li> </ul>	<b>4.4.6.1</b>	
<b>Comments:</b>		
<input type="checkbox"/> Sight evidence of completed risk assessments; <input type="checkbox"/> Sight evidence risks from identified hazards have been assessed; <input type="checkbox"/> Sight evidence appropriate risk control measures have been implemented; <input type="checkbox"/> Sight evidence ongoing arrangements for identifying hazards are implemented; <input type="checkbox"/> Sight workplace inspection records.		

Hazard Identification	AS/NZS 4801:2001	Rating
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<p>When identifying hazards, has the organisation taken into account;</p> <ul style="list-style-type: none"> <li>the situation or events or combination of circumstances that has the potential to give rise to injury or illness;</li> <li>the nature of potential injury or illness relevant to the hazard;</li> <li>past injuries, incidents and illnesses;</li> <li>further consideration has been given to: <ul style="list-style-type: none"> <li>work organisation;</li> <li>work design;</li> <li>work systems;</li> <li>the purchase of goods and services;</li> <li>hazards associated with contractual arrangements.</li> </ul> </li> <li>The inspection, maintenance, testing repair and replacement of plant and equipment.</li> </ul>	<b>4.4.6.2</b>	
<b>Comments:</b>		
<input type="checkbox"/> Regular risk assessments conducted and procedures revised or implemented; <input type="checkbox"/> Compliant and detailed Safe Work Method Statements (SWMS); <input type="checkbox"/> Incident reports completed and investigated by responsible person including evidence of actions taken; <input type="checkbox"/> Is there a policy and procedures for WHS and security breaches? Potential risks of violence and aggression constantly reviewed and recorded and training provided to workers; <input type="checkbox"/> Is the plant, equipment and environment well designed to reduce manual handling? Sight that there are aids to help with manual handling, lifting devices etc.; <input type="checkbox"/> Are purchases for goods and services assessed for hazards and risks to workers? <input type="checkbox"/> Are there constant inspection, maintenance, testing, repair and replacement of equipment with safety in mind?		

Risk Assessment	AS/NZS 4801:2001	Rating
Has the organisations hazards/risks been assessed and have control priorities been assigned, based on the established level of risk.	<b>4.4.6.3</b>	
<b>Comments:</b>		
<input type="checkbox"/> Are all risks associated with each identified hazard adequately assessed and controlled? Sight hazard report forms, risk assessments, incident and injury reports (with action outcomes) and WHS committee records.		

Control of Risks	AS/NZS 4801:2001	Rating

Are the hazards, as identified through the assessment process as requiring control, controlled using the hierarchy of controls? Elimination being the first control of consideration?  Note. <i>Elimination, Substitution, Engineering, Administration and PPE.</i>	<b>4.4.6.4</b>	
<b>Comments:</b>		
<input type="checkbox"/> Examine whether the hierarchy of controls is applied when hazard controls are implemented. Properly prepared workplace risk assessments will provide suitable evidence.		

Evaluation	AS/NZS 4801:2001	Rating
Is there a process of evaluation of hazard/risk identification, assessment and control?	<b>4.4.6.5</b>	
<b>Comments:</b>		
<input type="checkbox"/> Examine the hierarchy of controls and frequency of monitoring of controls and that there is written evidence available.		

Emergency Preparedness and Response	AS/NZS 4801:2001	Rating
Has the organisation identified potential emergency situations and are emergency preparedness and response procedures developed, implemented and practiced?	<b>4.4.7</b>	
<b>Comments:</b>		
<input type="checkbox"/> Sight evidence of local procedures for managing accidents and emergencies whilst also accounting for particular, unusual workplace specific hazardous activities. <input type="checkbox"/> Question workers to see if emergency evacuation procedures are displayed, understood and easy accessible for all workers; <input type="checkbox"/> Is fire fighting equipment is adequate and appropriate for the size of the organisation and for the work carried out and listed in the <a href="#">Fire Fighting Equipment Maintenance Register</a> ? <input type="checkbox"/> Are fire extinguishers and fire fighting equipment are installed and signs erected to indicate their location? <input type="checkbox"/> Are emergency exit signs are installed? <input type="checkbox"/> Is there an emergency plan specific to the workplace and each worksite in existence, tested and reviewed? <input type="checkbox"/> Are there are trained fire warden(s)? <input type="checkbox"/> Are fire drills conducted every 6 months and are new workers inducted in emergency procedures within 30 days of them commencing work? <input type="checkbox"/> Do workers receive training and/or refresher training in the use of fire fighting equipment annually?		

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Monitoring and Measurement	AS/NZS 4801:2001	Rating
<p>Has the organisation established, implemented and maintained documented procedures to monitor and measure on a regular basis the activities that may cause injury or illness, using the appropriate equipment for monitoring and measuring that is calibrated, maintained and stored appropriately:</p> <p>Has equipment for monitoring and measuring health and safety risks been identified, calibrated, maintained and stored as necessary?</p> <p>Have records of such monitoring and measuring procedures.</p> <ul style="list-style-type: none"> <li>• With regard to WHSMS the organisation has established implemented and maintained procedures for measuring:</li> <li>• Performance effectiveness of relevant controls conformance with organisations targets and objectives; and</li> <li>• Compliance with relevant WHS legislation.</li> </ul>	4.5.1.1	
<b>Comments:</b>		
<input type="checkbox"/> Are there processes to monitor and measure on a regular basis, -sight WHS Committee meeting minutes; <input type="checkbox"/> Sight calibration and maintenance records for equipment used to identify risks and workplace injury and illness;		

Health Surveillance	AS/NZS 4801:2001	Rating
<p>Has the organisation identified those situations where employee health surveillance should occur?</p> <p>Is the health of employees exposed to specific hazards monitored, where required by legislation?</p>	4.5.1.2	
<b>Comments:</b>		
<input type="checkbox"/> Sight health surveillance records and confirm their availability to those being monitored.		

Incident Investigation, Corrective and Preventative Action	AS/NZS 4801:2001	Rating

<p>Has the organisation implemented and recorded any changes in the WHSMS procedures resulting from incident investigations and corrective and preventative actions for:</p> <ul style="list-style-type: none"> <li>• responding to and taking action to minimise any harm caused from incidents; (PTSD)</li> <li>• investigation and responding to system failures; and</li> <li>• Initiating and completing appropriate corrective and preventative action.</li> </ul> <p>Has the organisation established a system of implementation and recording changes in WHSMS procedures resulting from incident investigations, preventative and corrective action?</p>	<b>4.5.2</b>	
<b>Comments:</b>		
<input type="checkbox"/> All incidents and injuries are recorded; <input type="checkbox"/> All incidents and injuries are investigated; <input type="checkbox"/> What remedial action has resulted from the investigation? <input type="checkbox"/> Have unsafe situations been controlled so the incident will not occur again? <input type="checkbox"/> What statistics are compiled? <input type="checkbox"/> What trends do the statistics reflect and how is this information used? <input type="checkbox"/> Is the organisation's safety improving? <input type="checkbox"/> Has the program reduced the cost of injuries? <input type="checkbox"/> Are injured workers satisfied with the services provided?		

Records and Records Management	AS/NZS 4801:2001	Rating
<p>The organization shall establish, implement and maintain procedures for the identification, maintenance and disposition of WHS records, as well as the results of audits and reviews.</p> <p>WHS records shall be legible, identifiable and traceable to the activity, product or service involved. WHS records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded.</p> <p>Records shall be maintained, as appropriate to the system and to the organization, to demonstrate conformance to the requirements of this Standard.</p>	<b>4.5.3</b>	
<b>Comments:</b>		

- ☐ Does the workplace have arrangements for identifying and maintaining WHS records including, risk assessments, audits, outcomes of area workplace inspections, accident/incident reports, training records demonstrating competency, and standard operating procedures for hazardous equipment
- ☐ Sight multiple examples of each of the above record types to make sure that appropriate records are maintained to demonstrate conformance to this standard.

WHS Management System Audit	AS/NZS 4801:2001	Rating
<p>Has the organisation established, implemented and maintained an audit program and procedures for periodic WHSMS Audits – carried out by a competent person.</p> <p>Determine whether the WHSMS:</p> <ul style="list-style-type: none"> <li>• has been properly implemented and maintained; and</li> <li>• is effective in meeting the organisation's policy as well as objectives and targets for continual WHS improvement; and</li> <li>• provide information on the results of audits to management, and employees</li> </ul>	<b>4.5.4</b>	
<b>Comments:</b>		
<input type="checkbox"/> Conforms to planned arrangements for WHS management including the requirements of this Standard; <input type="checkbox"/> Organisation continually reviews its procedures for recording, monitoring and reviewing safety systems <input type="checkbox"/> Organisation engages external professional company to audit WHS Management Systems; <input type="checkbox"/> Organisation engages competent person to audit and review WHS Management Systems; <input type="checkbox"/> Organisation implements management plan to continually improve safety systems ;		

Management Review	AS/NZS 4801:2001	Rating
<p>Do the organisation's senior management perform management reviews of the WHSMS, to ensure its suitability, adequacy and effectiveness?</p> <p>Does the management review process ensure that the necessary information is collected to allow management to carry out the above evaluation?</p>	<b>4.6</b>	
<b>Comments:</b>		
<input type="checkbox"/> Organisation conducts audits and management reviews of audit findings through WHS Committee and its representatives; <input type="checkbox"/> WHS audit review results, recommendations and management actions when required recorded;		

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# WHS MANAGEMENT SYSTEM AUDIT REGISTER

## INTRODUCTION

To maintain continual improvement, suitability and effectiveness of the WHS Management System, and thereby its performance, Pormpur Paanthu Aboriginal Corporation management will review and evaluate the WHS Management System at least every 6 months, possibly less, depending on factors such as the significance of hazards or level of risk encountered. The scope of this review will be comprehensive, though not all elements of a WHS Management System will necessarily be reviewed at once and may be reviewed over a period of time (no more than 1 year). Management Review is a critical component of the Audit process as defined in section 4.6 of AS/NZS 4801:2001 Occupational Health and Safety Management Systems Specification.

## WHS MANAGEMENT SYSTEM AUDIT RESULTS (Refer to *WHS Management System Audit Checklist*)

During the WHS Management System Audit it was identified that there were **XX** elements that met the conformance criteria measured against the performance standards. There also were **XX** elements that were identified as either minor or major non-conformance against the performance standards. These non-conformances are noted in the table below along with an action plan to remedy the non-conformances. Pormpur Paanthu Aboriginal Corporation management will review these results and make sure each item is actioned by the due date and by the responsible person.

*Examples are shown in red text within table below. Please delete and replace with the results of your own Audit.*

## SUMMARY OF AUDIT RESULTS AND ACTION PLAN – Major / Minor Non-Conformances

Audit Element (as per AS/NZS 4801:2001)	Minor Non-Conformance	Major Non-Conformance	Action Required	Due Date	Responsible Person
4.2 WHS Policy	Current policy not accessible by field workers		Develop software and place policy on business intranet for all workers to access by computer, tablets or mobile phone	September 2014	PCBU
4.4.4 Documentation	Workers not completing incident report forms correctly		Develop training for Incident Reporting	December 2013	PCBU
4.5.1.2 Health Surveillance		No health monitoring for noise on factory floor	Test audible noise levels on factory floor daily	Immediately	PCBU

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**SUMMARY OF AUDIT RESULTS AND ACTION PLAN – Major / Minor Non-Conformances**

<b>Audit Element</b> (as per AS/NZS 4801:2001)	<b>Minor Non-Conformance</b>	<b>Major Non-Conformance</b>	<b>Action Required</b>	<b>Due Date</b>	<b>Responsible Person</b>

**Comments:****Company Representative:****Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_**Date & Time Printed:**

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## DOCUMENT REVIEW REGISTER

## REGISTER

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# DOCUMENTS ISSUED TO WORKERS REGISTER

## WORKER DETAILS

Worker's Name: \_\_\_\_\_ Position: \_\_\_\_\_

## REGISTER

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## FORMS REGISTER

Document Name	Document Location		File Type	
	Office	Site	Hard Copy	Soft Copy
Alcohol - Responsible Service Checklist				
Audit Checklist				
Disciplinary Procedures and Counselling				
Document Review Register				
Documents Issued to Workers				
Drug and Alcohol Procedures				
Electrical Tagging Register				
Emergency Information & Contact No.				
Emergency Procedures				
Fatigue Hazards Checklist				
Fire and Emergency Evacuation Drill Register				
Fire and Emergency Response Plan				
Fire Fighting Equipment Maintenance Register				
Fire Safety Training Register				
First Aid Requirements and Plan				
Forms Register				
Hazard Checklist				
Hazard Report Form				
Hazard Reporting Process				
Hazardous Substances Register				
Hazardous Substances Risk Checklist				
Incident and Injury Investigation Form				
Incident and Injury Management Procedures				

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Document Name	Document Location		File Type	
	Office	Site	Hard Copy	Soft Copy
Incident and Injury Register				
Incident and Injury Report Form				
Injury Checklist				
Key Roles and Responsibility Register				
Medical Register – Worker				
Noise Control Checklist				
Organisation Chart				
Plant and Equipment Checklist				
Policy Agreement				
PPE Guidelines				
PPE Register – Company				
PPE Register – Worker				
Purchasing Procedures and Checklist				
Purchasing Register				
Risk Assessment Worksheet				
Risk Checklist				
Risk Management Process				
Roles and Responsibilities Register				
Safety Data Sheet (SDS) Register				
Safe Work Method Statement (SWMS) Register				
Site Environmental Checklist				
Site Safety Checklist				
Site Safety Forms Checklist				
Site Safety Induction Register				
Site Safety Management Plan				
Site Safety Rules				
Skills and Competency Register				

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Document Name	Document Location		File Type	
	Office	Site	Hard Copy	Soft Copy
Stress Checklist				
Subcontractor Safety Checklist				
Toolbox or Pre-Start Talks				
Tool and Equipment Maintenance Register				
Tools and Equipment Register – Company				
Tools and Equipment Register – Worker				
Tools and Equipment Repair Register				
Traffic Incident Report Form				
Training Plan				
Training Register				
Vehicle Inspection Checklist				
Vehicle Maintenance Register				
Waste Management Plan Template				
WHS Meeting Minutes				
WHS Meeting Procedures				
Worker Information and Induction Form				
Workplace Violence and Bullying Procedures				