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WORKPLACE HEALTH AND SAFETY (WHS) MANAGEMENT PLAN

FOR

COPE RISK CONSULTING



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PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

1. PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system.

COPE RISK CONSULTING is committed to implementing a structured approach to workplace health and safety in order to achieve a consistently high standard of safety performance.

This Plan will assist COPE RISK CONSULTING in meeting its obligations in accordance with work health and safety legislation.

This Plan applies to all COPE RISK CONSULTING officers and workers and to other persons at risk from

work carried out at COPE RISK CONSULTING workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

2. WORK HEALTH AND SAFETY (WHS) POLICY

Statement of Commitment

COPE RISK CONSULTING is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act 2011* (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

This WHS Management Plan and COPE RISK CONSULTING's WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by COPE RISK CONSULTING and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

Implementation of Policy Commitment

COPE RISK CONSULTING is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers, apprentices, students or volunteers) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- ensuring that workplaces under the control of COPE RISK CONSULTING are safe, without risk to health, and have safe means of access and egress;
- routinely consulting in order to maintain effective and co-operative relationships between
- COPE RISK CONSULTING and its workers, and with other duty holders, on health and safety matters in the workplace; and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.



COPE RISK CONSULTING’s commitment in providing safe and healthy working environments for its workers includes:

- providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities;
- providing expert assistance in WHS matters where necessary;
- providing instruction and/or training in work processes where appropriate;
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- implementing and maintaining appropriate information, reporting and statistical systems.

3. DEFINITIONS

| Terminology | Definition |
|--|--|
| Person Conducting a Business or Undertaking (PCBU) | <p>A PCBU has the primary duty of care to ensure, so far as is reasonably practicable:</p> <ul style="list-style-type: none"> > the health and safety of its workers while they are at work, and > that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. > is a PCBU. |
| Officer | <p>It is an officer’s duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act.</p> <ul style="list-style-type: none"> > The Members of the Board for will usually be Officers under the WHS Act. > The Station Manager may be an Officer under the WHS Act <p>Note: A person is an Officer under the WHS Act only if they “make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation’s financial standing”. Whether a person is an Officer or not under the WHS Act will depend on the facts of the particular situation.</p> |
| Worker | <p>Previously known as ‘employee’.</p> <p>The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.</p> |
| Health and Safety Representative (HSR) | A worker elected by members of their work group to represent them in health and safety matters. |
| Other persons | Includes any visitors |
| Workplace | <p>A workplace can be</p> <ol style="list-style-type: none"> 1. Your home (from where you would be working from in most cases) 2. Any location you would be visiting for Risk Survey purposes |



4. RESPONSIBILITIES

COPE RISK CONSULTING

As the duty holder, COPE RISK CONSULTING, being the PCBU, must:

- ensure the health and safety of its workers and others in our workplace
- ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- provide and maintain a work environment that is without risks to health and safety
- provide and maintain safe structures
- provide and maintain safe systems of work
- ensure the safe use, handling and storage of structures and substances
- provide adequate facilities for the welfare of workers
- provide information, training, instruction and supervision
- monitor the health of workers and the conditions of our workplaces.

Specific duties as a PCBU also include:

- record and notify Comcare/Worksafe of any notifiable incidents arising out of the conduct of the business or undertaking
- ensure authorisations are in place for any high risk work
- consult so far as reasonably practicable with other PCBUs or persons who have a duty in regard to a work health and safety matter
- consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

The Director/s

The Directors, as officers, are responsible for ensuring that COPE RISK CONSULTING complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence, which means they:

- acquire and keep an up to date knowledge of work health and safety matters
- gain an understanding of COPE RISK CONSULTING's operations and the hazards and risks involved
- ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- ensure that COPE RISK CONSULTING has, and implements, processes for complying with its WHS duties and obligations
- verify the provision and use of the resources and processes listed above.



This may include:

- having work health and safety as a standing agenda item for each Monthly meeting
- integrating WHS laws into everyday business through consultation with all workers
- developing a work health and safety management system framework, which will be reviewed on a regular basis by the Directors
- ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
 - development and maintenance of a WHS risk register
 - development and maintenance of WHS policies and procedures
 - ensuring an effective injury/incident reporting procedure
 - ensuring appropriate processes are in place for WHS issues relating to contractor management
 - ensuring that the procurement of any equipment takes into account WHS matters
 - ensuring that regular hazard inspections of the workplaces occur
 - ensuring that WHS is a standing agenda item at all staff meetings
 - ensuring that WHS issues are part of all training provided for staff, including induction
 - ensuring that contractors and visitors to are provided with appropriate and reasonable WHS information at site entry, and
 - ensuring that the work environment is a safe environment.

Workers – Contractors

Workers must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the Directors, as well as co-operating with any reasonable COPE RISK CONSULTING policy or procedure which relates to workplace health and safety.

Contractors, sub-contractors and self-employed persons are defined as “workers” under the WHS Act if they carry out work in any capacity for COPE RISK CONSULTING. They are required to:

- comply with the requirements of the WHS legislation
- have in place any work health and safety policies and programs required under State or Territory safety legislation
- consult with COPE RISK CONSULTING about safety matters and comply with COPE RISK CONSULTING policies
- work safely and to include the safety of COPE RISK CONSULTING staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.



5. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem solving process.

It is important that workers help shape decisions about WHS particularly when:

- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures.

All workers belong to a work group and are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Representative. If the issue identified remains unresolved, it should be raised directly with the Directors.

6. WHS RISK ASSESSMENT

The purpose of any WHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- engineering (e.g. guarding on machinery)
- administrative (e.g. provision of training, policies and procedures, signage)
- personal protective equipment (e.g. use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that achieves the goal of eliminating or minimizing the risk workers may be exposed to.

The list of policies and procedures in place to manage workplace risk include:

1. CONTRACTORS
2. PERSONAL PROTECTIVE EQUIPMENT
3. WORKING ALONE
4. VEHICLES
5. UV RADIATION
6. SLIPS, TRIPS AND FALLS
7. INAPPROPRIATE BEHAVIOUR
8. DRUGS AND ALCOHOL



7. WHS ISSUE RESOLUTION

Wherever possible, any WHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to the Station Manager for resolution. Ultimately any issue remaining unresolved may be referred to the Board. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Regulations must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask Comcare to appoint an inspector to assist in resolving the matter.

8. AUTHORITATIVE SOURCES

- > *Work Health and Safety Act 2011*
- > *Work Health and Safety Regulation 2011*
- > Approved Work Health and Safety Codes of Practice

Additional information on these sources may be found at www.comcare.gov.au



PART B: PROCEDURES AND POLICIES

1. Code of Ethics & Conduct

COPE RISK CONSULTING expects that:

- all staff/worker will act honestly and with high standards of integrity and fairness. COPE RISK CONSULTING will not tolerate any form of bribery or corruption. COPE RISK CONSULTING must ensure that neither it nor any third party acting on its behalf, acts corruptly in its dealings with any other person or entity.
- its staff and worker would exercise due care and diligence in the performance of their duties and responsibilities
- Staff/workers will not breach COPE RISK CONSULTING's confidentiality or make use of confidential information obtained from COPE RISK CONSULTING for personal gain or in a manner which would be detrimental to COPE RISK CONSULTING
- COPE RISK CONSULTING and its staff will comply with the content and spirit of all relevant laws and regulations concerning employment, such as anti-discrimination, equality of employment, health and safety. COPE RISK CONSULTING will endeavour to ensure that all staff are treated fairly, equitably, and honestly.
- COPE RISK CONSULTING and its staff, worker or client will not engage in Bullying, harassment, discrimination and violence of any form

COPE RISK CONSULTING undertakes to investigate all complaints formally made. COPE RISK CONSULTING will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology
- Creating an agreement with the offender that will stop the behaviour of concern
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution
- Disciplinary action in the form of verbal, written or final warning or dismissal
- All violence will be reported to the police.
- In determining the action to be taken, the following factors will be considered:
- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings.

2. CONTRACTORS

COPE RISK CONSULTING is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by COPE RISK CONSULTING to undertake a specific task; the

Data collection, risk assessment or site visits within the COPE RISK CONSULTING workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- made aware of COPE RISK CONSULTING Emergency Procedures
- if reasonable, and if the work will involve high risk tasks, have completed the Detailed WHS Induction Checklist for Contractors (Attachment 4).

All contractors must abide by COPE RISK CONSULTING WHS requirements which will be advised to them before engagement.



3. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used at COPE RISK CONSULTING might include:

- respirators and masks
- foot protection (safety shoes and boots)
- body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves)
- helmets
- any substance used to protect health, for example, sunscreen.

If required, workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:

- workers should be fully trained in the safe use, storage and maintenance of PPE
- PPE must be checked before use for the correct type, fit and undamaged
- do not reuse disposable, contaminated or damaged PPE
- store PPE correctly.

4. WORKING ALONE

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so COPE RISK CONSULTING managers and workers shall implement the following for each alone work task:

- a telephone call to home base on arrival and departure at a remote work site
- development and approval of trip itineraries for extended trips and adherence to the itinerary
- pre-trip agreement on departure and arrival times and accommodation arrangements
- for travel in remote areas an emergency location beacon should be carried in the vehicle
- pre-arranged mobile/satellite phone calls at scheduled times
- appropriate first aid kit
- sufficient water for emergency purposes.

5. UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks.



6. VEHICLES

Alcohol and Drugs

COPE RISK CONSULTING managers and workers must not drive a personal vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licences

COPE RISK CONSULTING managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the Station Manager if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the Station Manager or their delegate to be retained on file.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. COPE RISK CONSULTING managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at an workplace.

Seat Belts

It is a legal and COPE RISK CONSULTING requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at an COPE RISK CONSULTING workplace.

7. SLIPS, TRIPS AND FALLS

Slips, trips and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

Prevention

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors
- keep floors free of water and grease
- clean floors regularly
- post warning signs around spills or wet floors
- install non-slip tiling or other non-slip floor products
- use rubber mats in areas where the floors are constantly wet
- use non-slip footwear
- clean up spills immediately
- install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface.
- use floor cleaning products to remove oil and grease.
- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.



8. DRUGS AND ALCOHOL

COPE RISK CONSULTING maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, COPE RISK CONSULTING workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

COPE RISK CONSULTING encourages all employees not to smoke. Please do not smoke in any vehicle, tractor or building.

9. Environmental Policy

COPE RISK CONSULTING is committed to managing all aspects of its operations in an environmentally responsible manner at all times. To ensure environmentally responsible behavior is accepted as an integral part of our operations, we specifically undertake to:

- Avoid using paper and generate paper waste occurring from our activities and operations to help systematically reduce our impacts on the environment
- Communicate this policy to our employees, business associates and the wider community
- Educate our employees and contractors on their environmental responsibilities and ensure this is integrated into their work practices, training and decision making
- Conduct operations in compliance with relevant local environmental regulations, and legislation

COPE RISK CONSULTING is also committed to continuously improve the environmental performance of the company.

10. Privacy Policy

COPE RISK CONSULTING's Global privacy policy regulates the handling of any personal information that COPE RISK CONSULTING collects. It contains detailed information on COPE RISK CONSULTING's functions and activities, and privacy issues and its data protection policy provisions. A copy of the policy is available on the website at <https://cope-rc.com.au/library/>



PART C: FORMS AND CHECKLISTS

ATTACHMENT 1—EMERGENCY CONTACTS LIST

(To be displayed in appropriate location/s)

| CONTACTS | PHONE |
|--|-------|
| POLICE <i>(local station)</i> | |
| EMERGENCY SERVICES <i>(police, fire and RFDS)</i> | 000 |
| Comcare | |
| UTILITIES—Electrical | |
| UTILITIES—Gas | |
| UTILITIES—Sewerage and Stormwater | |
| Doctor's Surgery Address: | |
| Physical Site Address: | |
| First Aid Officer/s: (TBA) | |



ATTACHMENT 2—HAZARD/INJURY/INCIDENT REPORT FORM

Notifiable incidents must be reported to Comcare.

PART A: HAZARD/INJURY/INCIDENT REPORT (to be completed by the involved worker or manager)

Is this a Hazard report Injury report Incident (i.e. near miss) report?

Is this a Notifiable Incident? No Yes Date Reported to Comcare:

Workplace Location:

Date of Incident:

Date Reported:

Time of Incident:

Name of person reporting the incident/hazard/near miss (print name):

Name of person injured (if applicable):

Nature of injury (if applicable):

Part of body injured (if applicable):

Treatment Outcome (if applicable):

Nil Required First Aid Medical treatment from GP Hospital

Location of the hazard/injury/incident:

Description of hazard/injury/incident:

How did the hazard/injury/incident occur (contributing factors)?



PART B: CORRECTIVE ACTIONS (to be completed by the Manager)

| What needs to happen? | By when? | Person Responsible |
|---|----------|--------------------|
| (to ensure that similar incidents do not occur in the future or to minimise the risk from the hazard) | | |

PART C: SIGN OFF

| | |
|--------------------------------|-----------------------|
| Person Reporting (print name): | Manager (print name): |
| Signature: | Signature: |
| Date: | Date: |
| Contact Phone Number: | Contact Phone Number: |



ATTACHMENT 3—WHS INDUCTION FOR CONTRACTORS/VISITORS

WELCOME TO SAFETY BRIEFING FOR CONTRACTORS AND VISITORS

COPE RISK CONSULTING is committed to ensuring the health and safety of our managers, workers, contractors and all other visitors.

For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.

General Safety Information

- All visitors are required to report to the main office on arrival.
- Observe any posted speed and parking restrictions.
- Obey all safety signs and barricades.
- Violent, threatening or other unacceptable behaviour is not tolerated.
- Smoking, alcohol and illegal drugs are not permitted on COPE RISK CONSULTING premises.
- Weapons, including knives, are not permitted on COPE RISK CONSULTING premises.
- Visitors and contractors intending to bring dangerous goods and/or hazardous substances onto the worksite must declare these at the main office prior to entering the site.
- All hazards, incidents and injuries must be reported to the main office. Injuries will be recorded in the Register of Injuries. First Aid treatment is available on site.

Emergency Procedures

In a life threatening emergency **DIAL 000** For Fire, Police and Ambulance. In all cases advise an COPE RISK CONSULTING staff member.

Follow directions of staff in the event of an evacuation

Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

Contractors

All contractors are to report to the main office to:

- indicate the location and duration of the job
- sign in/ out of Visitor Register
- advise of the status of the job before leaving the site
- remove all job and personal rubbish

Additionally, the contractor may be required to:

- produce a copy of their Safety Management Plan, including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
- produce Public Liability Insurance documentation before work is commenced
- complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses



ATTACHMENT 4—WHS INDUCTION CHECKLIST FOR CONTRACTORS

1.Contract Details

Contract Name: Contract Duration Dates: to

Contractor Name: Contact:

Contractor Representative: Work area to be Inducted:

2.Information Checklist

Contractor qualification/licence:

Contractor qualification/licence and public liability/workers compensation cover provided

Safe Work Method Statement (SWMS):

Safe Work Method Statement (SWMS) document/s with risk assessment and detailed controls (may be detailed in an attachment) sighted and discussed with the Station Manager

(work will not commence until sighted)

Site Induction:

First aid requirements discussed

Accident/incident & hazard reporting procedures for discussed

Emergency procedures at discussed

Discuss building access requirements/hours of work

Identification of restricted access areas

Discuss vehicle access to work site

Advised of Alcohol/Drugs and Smoking policies

Consultation—discussion and agreement reached with contractor regarding:

Asbestos management plan viewed

Location of any barricades to be erected

Access to electricity/use of extension leads

Contractors tools tested & tagged

Delivery/Storage/Removal of building waste

Storage of building material

Excavation sites

Lock out procedures for plant and equipment

Disconnection of utilities

Impact on fire alarm/smoke detection systems



Noise control measures

4. Sign-Off

By signing this form I, the undersigned, agree that:

- > I have participated in and understood the WHS Induction.
- > I agree to abide by the safety policies and procedures identified above whilst working for

| | |
|----------------------------------|-------------|
| Responsible staff member | Date |
| Contractor Representative | Date |



ATTACHMENT 5—WHS TRAINING REGISTER

Publication: January 2021

Revision: January 2022

This training register records the work health and safety (WHS) training undertaken by COPE RISK CONSULTING managers and workers, as required by the WHS Act 2011. Training can take place by a supervisor on-the-job, or by an instructor

outside of the workplace. WHS training will provide COPE RISK CONSULTING workers with the information and skills they need to perform their duties without risk to their health and safety.

COPE RISK CONSULTING recognises that WHS training may be required when:

- a new person starts work—induction, on the job training
- a worker's job change
- there are new work health and safety regulations that affect our industry
- there has been an incident /near miss or injury at work.

To ensure the training was successful, COPE RISK CONSULTING will annually review WHS training to ensure that our managers and workers:

- understand what is required of them
- have the knowledge and skills needed to work safely and without risk to their health and safety
- are actually working as they have been trained.


Additionally, COPE RISK CONSULTING will use this register as part of regular overall reviews of the WHS management system with the goal of determining if:

- there has been any improvement in COPE RISK CONSULTING health and safety performance
- the feedback from people who have been trained
- further information and/or training needed
- whether the most suitable training method was used
- improvements that can be made.

Training records will be monitored so that refresher training can be given when needed.





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WHS TRAINING REGISTER

| Who was trained/job title | Reason for training | Duration of training | Who provided training | Method of training eg on the job, theory, practical | Location of training | Scheduled date | Date completed |
|---------------------------|---------------------|----------------------|-----------------------|---|----------------------|----------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Workplace location:

Name and position of person/s conducting assessment:

Date:

| Serial | Hazard Identification | | Risk Assessment | | Risk Control | | | Review | |
|--------|-----------------------|--|---|------------|--|------------------|---------|---|----------------|
| | What is the Hazard? | What injury, illness or consequence could occur? | List any Control Measures already implemented | Risk Level | Describe what can be done to reduce the harm further | Whom Responsible | When By | Are the Controls Effective? (Revised Risk Score*) | Date Finalised |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |



PART D: RISK ASSESSMENT

CONDUCTING A RISK ASSESSMENT

Step 1: Identify the Consequences—or how severely could it hurt someone

Step 2: Identify the Likelihood—or how likely is it for an injury to occur

Steps 3 & 4: Identify the Risk Priority Score—to prioritise your actions

Step 5: Apply the hierarchy of hazard control

Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed

| Step 1—CONSEQUENCES How severely could it hurt someone? | | Step 2—LIKELIHOOD | | | |
|--|----|--------------------------------------|-----------------------------------|----------------------------------|--|
| | | Very likely, could happen frequently | Likely, could happen occasionally | Unlikely, could happen, but rare | Very unlikely, could happen, probably never will |
| | | L1 | L2 | L3 | L4 |
| Kill or cause permanent disability or ill health | C1 | Very high risk (1) | Very high risk (1) | High Risk (2) | Substantial Risk (3) |
| Long term illness or serious injury | C2 | Very high risk (1) | High Risk (2) | Substantial Risk (3) | Moderate Risk (4) |
| Medical attention and several days off work | C3 | High Risk (2) | Substantial Risk (3) | Moderate Risk (4) | Acceptable Risk (5) |
| First Aid needed | C4 | Substantial Risk (3) | Moderate Risk (4) | Acceptable Risk (5) | Low Risk (6) |

| Step 3—RISK PRIORITY SCORE | Step 4—ACTION AND RESPONSE |
|-----------------------------|--|
| 1 = Very High Risk | Stop the activity—immediate action is required to ensure safety—safety measures applied must be cleared by the Station Manager before any activity recommences |
| 2 = High Risk | Proceed with caution—immediate reporting of emerging or ongoing risk exposure at this level to the Station Manager for decision is mandatory |
| 3 = Substantial Risk | Be aware—action required as soon as possible to prevent injury or illness |
| 4 = Moderate Risk | Report these risks to the responsible Manager during the current shift or before the next shift |
| 5 = Acceptable Risk | Do something when possible. Manage by routine procedures. |
| 6 = Low Risk | These risks should be recorded, monitored and controlled by the responsible Manager |



CONTROLLING THE RISKS—THE HIERARCHY OF CONTROL

Once the risk assessment process has been completed, those hazards identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

Risk Control Hierarchy

Elimination: this is the best control measure. E.g. remove a trip hazard.

Substitution: e.g. substitute a hazardous chemical with a less hazardous substance.

Isolation: e.g. barricade off the area where the hazard is present.

Engineering: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc).

Administrative: e.g. written procedures, training, warning signs.

Personal Protective Equipment (PPE): Introduce PPE only when other control measures cannot be implemented or as a supplement.



ATTACHMENT 6—WHS HAZARD INSPECTION PROCEDURE

Identify hazards in workplaces by

- Conducting regular systematic inspections of the workplace
- Observe what hazards exist in the workplace and ask “what if?”
- Listen to feedback from people working with the task
- Maintain records of processes used to identify hazards

Quick Hazard Inspection Checklist

Area Assessed:

Date:

| ITEM | COMMENTS |
|------|----------|
|------|----------|

Are the following safe and fit for purpose? Answering “No” will require corrective action stated in Comments

1. Buildings

- > air-conditioning
- > ventilation
- > adequate lighting
- > glare problems
- > ergonomics
- > amenities clean
- > amenities serviceable
- > slip/trip hazards
- > electrical testing/tagging
- > smoke alarms
- > fire extinguishers
- > safety signage/information

Recommended Control Measure

Priority

To be actioned by:

Completion Date:

Review Date:

Reviewed by:

