WHS FORM 03: WORK HEALTH AND SAFETY POLICY

We believe that the well-being of people employed at work, or people affected by our work, is a priority and must be considered during all work performed on our behalf.

People are our most important asset and work health and safety is everyone's responsibility.

The safety of the public is given equal priority to that of our workers.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve workers and subcontractors in the decision-making process through regular communication and consultation
- ensure workers and subcontractors identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance workers' WHS knowledge through a program of education and training.

The success of our WHS management depends on:

- the commitment of all persons to achieve the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

		/ /
Name and position	**Signature**	**Date**

CONSULTATION AND COMMUNICATION

Promote active participation of all workers in WHS decisions.

Consult with workers and give them the opportunity, encouragement and training to be involved in WHS matters affecting the organisation and their own work.

Consult with all your workers – for example directly through tool box talks or through a health and safety representative (HSR). Some principal contractors may ask that your workers elect a HSR to participate in their consultative arrangements.

Matters for consultation may include:

- hazard and risk identification
- control measures for managing hazards and risks
- the development of safe work method statements or risk assessments
- site safety rules
- site induction
- changes to site conditions
- the welfare facilities
- the purchase of new or used plant and equipment or new substances and materials
- the development and review of safety policies and procedures
- emergency procedures, covering:
  - emergency contact details (including emergency services)
  - the location of a first aid kit
  - emergency assembly points.

Record consultation and communication using:

- the record of toolbox talk (see WHS form 06)
- a site diary
- any documents clearly recording WHS meeting minutes.

Consultation records should include at least the following information:

- date
- location or workplace
- names and signatures of people present and consulted
- items or issues raised
- corrective actions to be undertaken and the people responsible for implementing those actions.

RISK MANAGEMENT

Hazards versus risks

Hazards are different to risks.

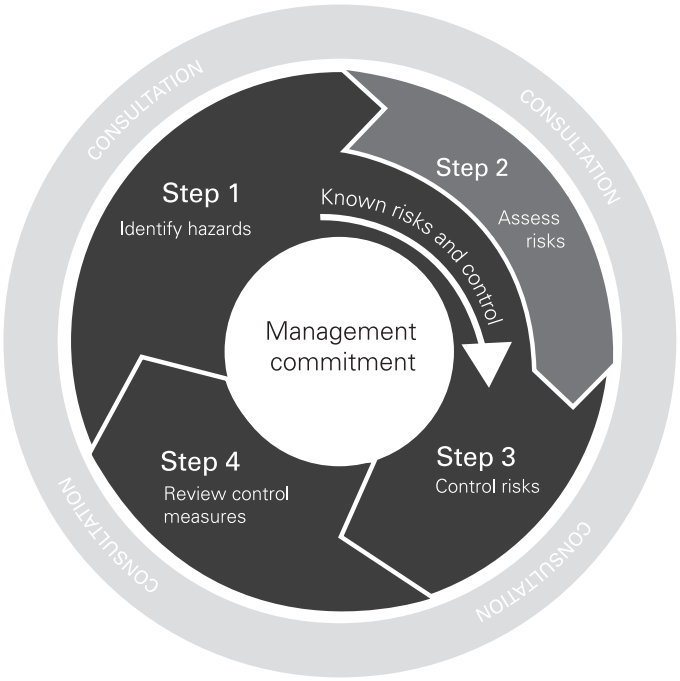
A **hazard** has the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

A **risk** is the likelihood that death, injury or illness might result because of a hazard.

Risk management process

WHS laws require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those hazards and,if necessary, implement control measures to eliminate or minimise the risks.

All persons must have an understanding of the four step risk management process (Figure 1). Incorporate the steps into all work activities. If any persons are concerned with the control measures used in a workplace activity, they should bring this to the attention of their direct manager.



Step 1: Identify hazards

Inspect the workplace before starting the work and identify any hazards. When identifying hazards, consider the physical nature of the work environment, such as its height or confined spaces in it, substances such as chemicals, plant and equipment, energy such as electricity, gas or induced heat, manual handling, noise, etc. You should consult with your workers and review all available information about hazards and risks relating to your work. Make a list of all the hazards you can find, including the ones you know are already being dealt with, to ensure that nothing is missed. You could list these in WHS form 04 Site-specific risk assessment.

Step 2: Assess risks

Once a hazard has been identified, determine how serious the risk is. Refer to Table 1 for more information.

Table 1: Assessing the risk

	High	Medium	Low
RISK	Potential death, permanent disability or major structural failure/damage.	Hospitalisation or medical treatment, potential temporary disability or minor structural failure/damage.	Hazard that has the potential to cause persons to require first aid.
ACTION REQUIRED	Cease work immediately. Review task/situation/condition. Additional risk controls and must be documented and implemented. Ensure all parties are aware of risk control.	Implement suitable controls as soon as practical. Task/situation/condition to be reviewed and reinforce control measures where applicable.	Review task and reinforce control measures where applicable.

Step 3: Control the risks

Develop and decide on a suitable control measure that will ensure that the hazard is either eliminated (where reasonably practicable) or reduced to its lowest possible level using the 'hierarchy of risk controls', in line with Table 2. A combination of controls may be the most effective.

Table 2: Hierarchy of controls

Eliminate	Substitute	Isolate	Engineering	Administrative	Use personal protective equipment
Remove the risk, process or task.	Replace the risk with a less hazardous material, process or plant.	Separate the people from the hazard or the hazard from the people.	Structural or design change to the working environment, equipment or work process.	Reduce exposure to the hazard through procedural instructions, training, signage or permits.	Last line of defence, worn by workers. Selected PPE must be fitted correctly and maintained and used in accordance with manufacturer's instructions.
Examples Removal of trip hazard, removal of asbestos, working at heights.	Examples Fibreglass insulation for non-fibrous insulation, lead based paint for lead free paint.	Examples Fencing, barricades or removing people from the work area.	Examples Edge protection, lock out devices, guards on rotating parts.	Examples SWMS, signage, permit, training, tagging, inspection.	Examples Safety glasses, gloves, hardhat, harness.

Best **Worst**

Ensure that the risk control measures you have decided on are in place prior to the activity being undertaken. You should develop safe work procedures and ensure your workers have received training, instruction and information. Whilst working you should provide adequate supervision to workers and monitor their activities to see if risk controls are being implemented.

Step 4: Review the risk control measures

Take steps to review the effectiveness of implemented risk control measures by:

- consulting with workers
- identifying any new hazards and undertaking further risk assessments
- analysing first aid records and accident and incident reports.

SAFE WORK METHOD STATEMENT (SWMS)

Identify the work that is high risk construction work, specify the hazards relating to the high risk construction work and the risks to health and safety that are associated with those hazards. Once this is done, you must then describe the measures to be implemented to control the risks and describe how the control measures are to be implemented, monitored and reviewed (see WHS form 05).

Do not commence construction work unless:

- the principal contractor has made you aware of their workplace WHS management plan or equivalent (only applies where the project work costs exceed $250,000)
- the circumstance at the workplace that may affect the way in which the high risk construction work is carried out are known.

Complete a site-specific risk assessment (see WHS form 04) before undertaking work on site. It may be necessary to revise a previously prepared SWMS if site conditions change (eg weather, additional trades) and if the scope of work changes.

- you have a prepared written a SWMS for the identified high risk construction work that is current
- workers are informed of the risk controls detailed in the SWMS.

Principal contractors will require a copy of this SWMS or may require you to implement risk controls measures in accordance with their prepared SWMS.

TRAINING

Ensure that all workers carrying out construction work undertake, as a minimum, the following two levels of training prior to commencing work.

- General construction induction – workers must hold a general induction training card and have carried out construction work in the preceding 2 years.
- Workplace (site) specific.

This workplace specific training may cover:

- safety documents, policies and plans, including the WHS management plan and SWMS
- supervisory, consultation and reporting arrangements
- workplace safety rules, including first aid provisions and emergency procedures
- workplace facilities, including their location, use and maintenance
- emergency procedures, including after-hours emergency contacts
- health monitoring requirements and procedures
- access, egress and security
- workplace specific hazards and control measures
- how safety issues are resolved, including health and safety representative arrangements
- how to report hazards and unsafe work practices
- how to report accidents, incidents and dangerous occurrences
- what to do if a person is injured, including first aid provisions.
- other training, such as task-specific training.
- Record all worker training on one or more of the following forms.
- Worker training register (see WHS form 07)
- Record of tool box talk (see WHS form 06).

PLANT AND EQUIPMENT

Ensure that workers have received training in the use of plant and equipment and are familiar with hazards and risks associated with their use.

Carry out regular inspection and maintenance of all plant and equipment used.

Ensure that plant and equipment is inspected and maintained in accordance with the relevant standards and manufacturer's recommendations. Document the inspection and maintenance history of each item and make it available with the relevant plant or equipment.

Ensure that pre-start checks, schedules of maintenance and fault reports are notified to the supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above still apply.

For high risk construction work that is carried out in an area of a workplace in which there is movement of powered mobile plant, then ensure that a SWMS is prepared and implemented.

ELECTRICAL

Get a licensed electrician to provide temporary electrical installations used in connection with construction work in accordance with AS/NZS 3012.

Get a licensed electrician to inspect and test all construction wiring, switchboards, RCDs and transportable structures following the initial installation and at 6 months intervals afterwards.

Prior to the initial introduction on site, inspect, test and tag new equipment before placing it into service.

Inspect, test and tag portable electrical equipment, including power tools, flexible cords and extension leads by a competent person or a licensed electrician, on at least a three-monthly basis.

Get a competent person to inspect and test RCDs by doing a push-button test daily for portable RCDs or monthly for fixed RCDs and trip time test 3 monthly for portable RCDs or 12 monthly for fixed RCDs.

Withdraw non-compliant plant and equipment from service immediately. Label it with suitable warnings against further use (eg DO NOT USE). If sent for repairs, re-test it and tag it once returned to site.

Record inspections of all electrical equipment on an electrical equipment register (see WHS form 08) and make it readily available.

HAZARDOUS CHEMICALS

Use the hazardous chemicals register (see WHS form 09) to record all products classified as hazardous.

Upon request, make available for inspection on site a current safety data sheet (within five years of the date of issue) for hazardous chemicals that are to be used for the work activity.

Provide all workers involved with hazardous chemicals with information and instruction on their use and handling. Ensure that workers are trained.

Advise the principal contractor of the hazardous chemicals you will be bringing into the workplace and ensure that the risk controls are implemented as detailed in the safety data sheet.

HAZARD REPORTING

Ensure that all hazards that do not have a risk control measure are reported to the supervisor and the principal contractor immediately.

Record the details of any additional hazards in a site diary or in the site-specific risk assessment (see WHS form 04).

INJURY AND INCIDENT RECORDING

Ensure that all incidents and injuries are reported to the supervisor and are recorded on the incident and injury report (see WHS form 10).

Record all incidents in the incident and injury report and provide a copy to the principal contractor upon request.

Notify the authorities if an incident or injury results in a person being killed or if it could be defined as a 'serious incident'. Authorities also require that the place of work is 'not to be disturbed' except by actions relating to emergency rescue. For information relating to what is defined as a 'serious incident' and a 'notifiable incident', contact SafeWork NSW on **13 10 50**.

ENGAGING ADDITIONAL SUBCONTRACTORS TO CARRY OUT THE WORK

If additional subcontractors are engaged to undertake work on our behalf, the following steps must be taken.

Collect and record the organisational Form 1 and copies of the following:

- Relevant Insurances – See Form 1
- Construction Induction Training Cards
- Licences where applicable.

Ensure that an agreed SWMS is prepared and implemented where high risk construction work is being undertaken (refer to SWMS Section).

Additional responsibilities for businesses would also apply.

FIRST AID

For first aid in the workplace ensure:

- the provision of first aid equipment
- that each worker has access to the equipment
- an adequate number of workers are trained to administer first aid or that workers have access to an adequate number of people who have been trained to administer first aid
- workers have access to facilities for the administration of first aid.

EMERGENCY PREPAREDNESS

As a PCBU develop an emergency plan, if a plan has not already been developed for the workplace.

In developing an emergency plan, take into account the following:

- Evacuation procedures
- Notifying emergency service organisations at the earliest opportunity
- Medical treatment and assistance
- Effective communication between the person authorised to coordinate the emergency response and all people at the workplace
- Testing of the emergency procedures – including the frequency of testing
- Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

If a plan has already been developed, ensure that your workers are aware of its content.