WHS Manual

DME ENGINEERING

WHS V16.3

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OVERVIEW

The Work Health and Safety (WHS) management system is to apply to all sites and offices of DME Engineering Pty Ltd and any site under management by the Company, along with any project involving its workers.

Failure to comply with the requirements of the WHS management system will lead to disciplinary action.

The purpose of this system is to establish and maintain effective management of WHS. It is designed to provide compliance with all WHS legislative requirements and promote excellence in Work health and safety management through a process of continual improvement.

DME Engineering Pty Ltd has implemented a structured safety management system to achieve a consistently high standard of safety performance. In addition, it will serve to ensure DME Engineering Pty Ltd meets the obligations of its internal Work health and safety policy and relevant Work health and safety legislation.

DME Engineering Pty Ltd will review this system regularly in order to provide guidance for internal/external consultation, development and improvement processes. Consultation will be done in the form of meetings. More frequent reviews will take place in response to organisational and legislative changes.

DME Engineering Pty Ltd recognises that the success of the system depends on commitment from all levels and functions, particularly the leadership of management. DME Engineering Pty Ltd has defined an WHS policy and objectives, and plans to implement, monitor and evaluate its procedures which give effect to WHS policy and objectives; and achieve conformance with such planned procedures.

The policy and procedures are formally authorised and approved by the Managing Director by signing the document.

The WHS management system will be released as a controlled document and the controlling authority shall be the Managing Director.

This will be managed under the quality control system currently maintained by DME Engineering Pty Ltd.

The Managing Director also has been assigned custody to ensure the procedure is maintained and updated.

1. WORK HEALTH AND SAFETY POLICY

Objective:

DME Engineering Pty Ltd is able to demonstrate an active, consultative commitment to all areas of health and safety management in the workplace.

1.1. Health and Safety Policy

DME Engineering Pty Ltd has developed and implemented a structured health and safety management system to meets its obligations and legislative requirements. This will also assist to achieve a consistently high standard of safety performance. Regular review of WHS at senior level reinforces its importance to DME Engineering Pty Ltd's commercial objectives and legal obligations.

1.2. Policy Authorised by Senior Management

The Managing Director will formally sign and date the current written policy and display it in the designated areas. The Managing Director will formally approve the policy and procedures.

The Managing Director reviews the documented health and safety policy every year.

1.3. Policy Incorporates Management Commitment to Comply with Relevant Legislation

DME Engineering Pty Ltd health and safety policy will ensure compliance with legislative requirements and current industrial standards such as:

- The Statutory Health and Safety Acts.
- Various Codes of Practice.
- AS/NZS 4801 ~ Work Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques.

1.4. Policy Includes Management Responsibilities

DME Engineering Pty Ltd has delegated general and specific health and safety responsibilities applicable to the various management levels of the organisation. The responsibilities are assigned to the levels of management as shown below and are based on the referenced legislative standards.

Further individual responsibilities are contained in particular procedures and position descriptions. Every level participates in the establishment and maintenance of the WHS controls as well as assisting in WHS planning.

DME Engineering Pty Ltd WHS policy is to inform workers and other interested parties that WHS is an integral part of its operations. All staff are actively involved in the review and continual improvement of WHS performance as this reinforces the company's objectives.

General Responsibilities:

Managing Director

- Formally approve the Work Health and Safety Policy.
- Assign custody to ensure procedure is maintained and updated.
- Formally approve the Work Health and Safety Procedures.
- Review overall organisational health and safety performance.
- Participate where required in the resolution of safety issues.
- Review serious injuries/incidents and monitor corrective actions.
- Review health and safety performance of middle management.

- Ensure organisational compliance with health and safety legislation.

Supervisors will;

- Implement the WHS Policy, WHS Procedures and legislative requirements.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate, where required, in the resolution of safety issues.
- Investigate all injuries/incidents within area of responsibility.
- Ensure liaison with workers, particularly on any workplace changes which have a health and safety component.
- Initiate actions to improve health and safety within area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Participate in consultation.
- Ensure all workers are inducted and receive regular training as required to perform jobs safely.
- Facilitate rehabilitation of injured workers.

Duty of Officers

- If a person conducting a business or undertaking has a duty or obligation under the Act, an officer of the person conducting the business or undertaking must exercise due diligence to ensure that the person conducting the business or undertaking complies with that duty or obligation.

Duties of Worker's and other persons at the workplace:

Workers will:

- Adhere to all safe working procedures in accordance with instructions.
- Take reasonable care of themselves and others who may be affected by their actions.
- Participate in all training as requested.
- Participate in the consultation process.

Other Persons at the workplace will:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

1.5. Consultation with Worker Representative

DME Engineering Pty Ltd is committed to consultation and co-operation between management and workers, to any change or input to the health and safety policy that will affect the workplace.

1.6. Reporting and Recording of Workplace Incidents and Injuries

DME Engineering Pty Ltd has a strict procedure for internal or external reporting and recording of work-related incident, injury, or illness.

1.7. Continuous Improvement in Health and Safety

DME Engineering Pty Ltd WHS process is subject to regular reviews when factors likely to affect the degree of risks from hazards or the context such as changes in the organisation, materials, work procedures, work location, processes or methods occur. There are legislative requirements related to the type or frequency of monitoring and review activities such as safety inspections and audits.

As time proceeds new information comes to light in terms of risk and therefore the WHS assessment needs to be repeated regularly. Repeating the assessment process with rigorous acceptability criteria also promotes continual improvement in managing WHS.

1.8. Manager's Understand Health and Safety Management

DME Engineering Pty Ltd management team, are responsible for the development, promotion and implementation of WHS policies and procedures and therefore have a thorough understanding of the scope and structure of health and safety management. They are also responsible for communicating and training workers in all aspects of WHS management.

Various seminars, briefings, conferences and training sessions are attended as and when are necessary and available.

1.9. Management Support Early RTW of Injured Worker

DME Engineering Pty Ltd supports the early return to work (RTW) of injured workers provided this has been endorsed by a medical physician that the injured worker is capable of RTW. A RTW plan will be developed including suitable alternative duties, which will be identified after consultation with relevant parties and will be in writing. Appropriate assistance will be given to workers from a non-English speaking background and to those permanently unable to return to pre-injury duties.

WORK HEALTH & SAFETY POLICY

DME Engineering Pty Ltd is committed to providing a safe and healthy workplace for all of our workers DME Engineering Pty Ltd further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

Creating a safe work environment and care for the environment is the responsibility of all DME Engineering Pty Ltd's personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each and every worker is required through:

- Taking responsibility for the health and safety of themselves and their fellow workmates;
- Not compromising personal health and safety in the mistaken belief that other requirements are more important;
- Considering health and safety as an integral part of our work.

DME Engineering Pty Ltd provides, maintains and promotes a safe work environment and safety management system that is characterised by:

- A systematic approach to controlling health and safety hazards and risks through the development and implementation of suitable policies and procedures;
- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- effective management demonstrated by commitment and direct involvement at all levels of the company;
- effective two-way communication as an integral part of every job;
- the provision of appropriate facilities, equipment, education, training and supervision for workers and contractors to ensure healthy and safe working conditions and methods.

In its activities DME Engineering Pty Ltd provides and maintains so far as practicable a working environment that is safe and without risks to health, eliminates or controls work-related hazards and risks by:

- ensuring as far as practicable all operations conducted by workers and contractors are in accordance with relevant legislation and regulatory requirements and relevant industry standards;
- the application of a systematic approach to identifying, assessing and controlling workplace hazards and risks; and
- facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

Alan W Edwards	1/2/17
Signed by General Manager	**Dated**

2. PLANNING, REVIEW AND EVALUATION

Objective:

DME Engineering Pty Ltd is able to demonstrate a focus on continuous improvement through a systematic approach to Work health and safety that includes setting specific objectives, establishing support systems or programmes to achieve objectives, regular review of progress and evaluation of outcomes.

2.1. Review of Health and Safety Management

DME Engineering Pty Ltd reviews its health and safety system annually to gather material to help develop an improvement plan. This includes:

- Identifying the effectiveness of systems and practices currently in place.
- Establishing baselines against which future progress can be measured.
- Quantifying costs related to workplace illness and injury.
- Identifying hazards and injury factors.

More frequent reviews will take place in response to organisational and legislative changes. Management will undertake the reviews in consultation with staff.

The WHS Management system is reviewed following:

- Critical event (Notifiable Incident).
- Change in work procedures.
- Change in policy including any applicable legislation changes.

The review can occur whenever the above is recognised by either management or worker.

Refer to Appendix Procedure 1 – Health and Safety Plan

2.2. Health and Safety Objectives

DME Engineering Pty Ltd has documented their health and safety objectives.

Objectives

DME Engineering Pty Ltd will:

- provide safe plant and systems of work;
- provide written procedures and instructions to ensure safe systems of work;
- ensure compliance with legislative requirements and current industry standards;
- provide information, instruction, training and supervision to workers, contractors and customers to ensure their safety;
- provide support and assistance to workers.

2.3. Consultative Process to Review and Evaluate Hazard Management

DME Engineering Pty Ltd is committed to consultation and co-operation between management and workers. The organisation will consult with workers by direct consultation and regular communication meetings and on any workplace change that will affect the health and safety of any workers.

The Hazard Management Review is a consultative process with workers as demonstrated in the minutes of worker meetings. The Work Health & Safety Plan also indicates when the Hazard Management Review took place.

2.4. Knowledge of Current Health and Safety Information

DME Engineering Pty Ltd is committed to building a strong foundation for health and safety. To ensure that management and workers have a greater understanding of health and safety policies and procedures they have access to current health and safety information and legislation, as well

As DME Engineeering Pty Ltd is maintaining a list of current health and safety documents and resource information.

All WHS information is available through;

- Legislation.
- Relevant Statutory Work Health and Safety Acts.
- Regulations associated with above.
- Codes of Practice.
- AS/NZ Standards.

If not available in hard copy they are available through the Statutory Websites.

To demonstrate conformance the following occurs:

- Regular audits.
- Action on audit recommendations.
- Minutes of both management meetings and worker meetings where WHS was discussed.
- Record of incident/injury investigations.

2.5. Self-Assessment Procedure

DME Engineering Pty Ltd has an internal audit system to determine whether the system has been properly implemented and maintained and whether the organisation has met the performance objectives set within its WHS policy.

The internal audit system uses AS4804 to ensure consistency of the audit process and its outcome. The audit frequency is annual, and will be performed by a member of the management team in conjunction with a workplace representative.

3. HAZARD IDENTIFICATION, ASSESSMENT AND MANAGEMENT

Objective:

DME Engineering Pty Ltd has an active method that systematically identifies, assesses and manages the actual and potential hazards in the workplace, over which DME Engineering Pty Ltd has authority or influence.

3.1. Procedure to Identify and Record Hazards in the Workplace

DME Engineering Pty Ltd has a procedure, by which all hazards will be identified, including all situations or events that could give rise to potential injury, illness or damage to plant or property.

Refer to Appendix: Procedure 2 – Risk Management

1. Potential hazards, which have been identified, should be notified to the immediate supervisor.
2. Hazard identification and risk assessment must accompany any proposal for the introduction of new equipment or processes or the modification of equipment or processes.
3. Once a potential hazard has been reported or changes proposed, it shall be brought to the attention of the management team and the workers through the consultative process.
4. The appropriate Manager will implement control measures where appropriate, based on the hierarchy of control (see below).
5. Hazard Controls will be developed and implemented as part of the risk control mechanism.
6. The full assessment report will be tabled in the Communication Meeting within 1 week. The workers may recommend additional action.
7. The management and workers should review the controls within 1 week of their introduction to ensure that they are appropriate and that additional hazards have not been introduced. The assessment team may recommend changes to controls where appropriate.
8. The Manager implements any modifications to the controls.
9. A full Hazard Control Report is tabled at the Communication Meeting.
10. Review of controls is included in the regular hazard inspections of the area.

3.2. Process to Assess and Identify Significant Hazards

Hazard identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

3.3. Appropriate Control for Significant Hazards

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. Significant hazard control is the process of implementing measures to reduce the risk associated with significant hazard. The control process must follow the control hierarchy, in order, as prescribed in health and safety legislation. It is always important that any control measures do not introduce new hazards, and that ongoing effectiveness of the control is monitored.

The Hierarchy of Control is:

1. ELIMINATION - Remove the hazard completely.
2. ISOLATION - Separate people from the hazard (guards, barriers, enclosure etc).
3. ENGINEERING - Engineering controls (earth leakage device, mechanical lifters etc) .
4. ADMINISTRATION - Change of work practices (training, Safe Work Method Statements, procedures etc).
5. PPE - Personal protective equipment (hearing protection, eye protection, gloves etc).

Note: Provision of protective equipment should always be the **last** control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy (i.e. must consider using category 1 before relying on 5).

3.4. Trained and Experience People to Identify and Manage Hazards

DME Engineering Pty Ltd has appointed trained and competent staff and they will receive ongoing training in hazard identification and management, risk assessment and control techniques.

3.5. Hazard Identification of New or Modified Equipment, Material, Process or Services

DME Engineering Pty Ltd will identify hazards and assess risks for any new or modified equipment, material, process or services. The assessment will be conducted in consultation with relevant workers and reported to the Managing Director for further discussion or implementation.

3.6. Active Involvement of Worker Representative in Hazard Management

DME Engineering Pty Ltd has a consultation mechanism where worker representatives are involved in decisions affecting WHS. All workers are encouraged to participate in discussions, development, and the implementation of WHS issues.

All workers are encouraged to raise WHS issues with their Manager and Health and Safety Representatives DME Engineering Pty Ltd has an “open door” communication policy to encourage workers to discuss any concerns on WHS issues and to offer suggestions to their Manager/Supervisor.

3.7. Clear Marking of Designated Areas to Minimise Hazards

Other work areas where workers, visitors or the public at large are exposed to some risks or hazards are identified with proper markings DME Engineering Pty Ltd ensures that visitors and workers to our sites are informed of the risks involved and ways to avoid those risks.

3.8. Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) can be used to identify the hazards associated with each step of a particular task and to specify the measures for controlling the risks associated with the hazards.

The **Safe Work Method Statement (SWMS) form** can be used to list the safety and administrative requirements of a task including: permits required, working environment and associated hazards, PPE, tools and equipment and emergency requirements. It is also used to breakdown a particular task into basic steps, identify the potential hazards associated with those steps and to select, list and apply appropriate hierarchical control methods to control the identified hazards.

4. TRAINING AND SUPERVISION

Objective:

DME Engineering Pty Ltd will ensure that all workers are informed of their own responsibilities for health and safety in the workplace. DME Engineering Pty Ltd will ensure that workers have specific knowledge concerning the management of hazards to which they are exposed. This will be achieved through training in workplace procedures, environment, equipment and materials.

4.1. Health and Safety Induction Programme for New Worker

"First Day Induction" for new or transferred worker is to be provided by the Manager or Supervisor. The Induction is a verbal explanation, observation of the task in a safe working environment with supervision.

All items on the *First Day Induction Checklist Form* are to be explained to the worker and this includes: -

- hazards associated with the job and appropriate controls;
- safe way to do the job;
- emergency procedures and equipment, facilities such as toilets, meal rooms and first aid kit; copy of health and safety policies and procedures;
- explain safety signs, symbols and safety controls;
- safety equipment and how to use them;
- procedures and forms for reporting injury and near miss, etc.

The induction form is to be signed by both the new worker and the person providing the training (i.e. Manager or Supervisor) and held in the personnel file.

4.2. Identification of Health and Safety Training Needs

DME Engineering Pty Ltd will undertake on going assessment and record required training in the Training register to ensure that every worker is provided with the appropriate training. Procedures are in place to ensure that workers have appropriate competencies and these are kept up-to-date in tasks where hazards and risks have been identified. Training programmes are developed after completing an assessment of current capability against the required competency profile.

DME Engineering Pty Ltd documents and records training provided to establish and evaluate its effectiveness. The WHS competency standards include:

- using industrial competency standards,
- examining job descriptions, analysing work tasks,
- analysing results of inspection and audits and review of incident reports.

4.3. Health and Safety Information and Training are Clearly Understood

All workers who are required to complete some form of recurring training, certification or assignment of responsibilities must be reminded through the training record database. All in-house and external training is recorded and signed by workers who participated. The worker must demonstrate competency in the area of training. Qualified, experienced, and competent professionals must carry out all training.

The Human Resource Manager maintains a reminder for recurring training and demonstrated by;

- post training questionnaire,
- practical demonstration,

- verbal confirmation.

4.4. Access to Staff with Skills, Experience and Qualification for Training

DME Engineering Pty Ltd ensures that its managers and workers are adequately trained, experienced and qualified with the relevant skills to undertake in-house training. Trainers are documented on the *Training Attendance Record Form* with their qualification, relevant skills, and experience.

4.5. Process to Determine External Trainers

External trainers are selected by demonstration of;

- qualifications,
- experience,
- recommendation,
- their competency to complete the training at the required standard.

Selection Criteria:

1. Knowledge and understanding of our business.
2. Provision of services that meet our training requirements.
3. Understanding of our culture and meeting the special demands that this places on providers.
4. Cost effective solutions that can be customised if necessary to our specific requirements.
5. Meet legal requirements of contract obligations e.g. St John First Aid.

4.6. Health and Safety Documented Control System

Documentation of operation processes and procedures are defined and appropriately documented and updated as necessary. DME Engineering Pty Ltd has clearly defined the various types of documents, which establish and specify effective operation procedure and control.

Workers are trained as to why and when these procedures are required and to be competent in their use. Procedures are reviewed regularly as well as when changes to equipment, processes or material have occurred.

WHS documentation supports worker awareness of what is required to achieve the WHS objectives and enables the evaluation of the system and performance. The documentation, also known as the WHS manual, are current, comprehensive, and dated (date of last revision), to ensure it is the current version.

Access to the documentation is available to all workers. The document contains the name of the contact person with specific responsibilities to WHS issues.

4.7. Access to Health and Safety Information

WHS Manuals are available where DME Engineering Pty Ltd's operations are performed and are easily accessed by all workers. Other safety information such as current WHS legislation, Internet, and other WHS information are available to all personnel.

5. INCIDENT REPORTING, RECORDING AND INVESTIGATION

Objective:

DME Engineering Pty Ltd has an active reporting, recording, investigation and corrective action process. The terms of incidents and injuries in this context includes all "near miss" or "near hit" events, work-related illnesses and injury, events that harmed or might have harmed, any worker during the course of their work.

5.1. System for Reporting, Recording and Analysing Incidents, Injuries and Work-related Illness

DME Engineering Pty Ltd has a documented procedure for reporting, recording and analysing incidents, injuries and work-related illnesses.

- The *Injury/Incident Report* is to be completed by the worker or the immediate supervisor within 24 hours of the injury or incident.
- All injuries are to be reported.
- Incidents where a person could have been injured or equipment damaged must be reported.
- It is the responsibility of the each supervisor to ensure the completed Injury/Incident Report is sent to the location indicated on the form within 24 hours of the time of the injury or incident.
- On receipt of an Injury/Incident Report, the Manager shall immediately arrange for an investigation to be commenced.
- For all injuries and incidents, an *Incident Investigation Form* is to be completed by the Manager (or person designated by the Manager) in conjunction with the worker involved.
- Training in the incident investigation process is provided to all workers.
- The report is to be completed within 24 hours of the incident and forwarded to the WHS Manager.
- Each investigation should have attached to it a copy of the Injury/Incident Report. All Workcover or Workers compensation agent/insurer claims must have an incident investigation report completed.

5.2. Worker Specific Responsibilities to Report Incidents, Injuries and Work-related Illness

Workers are responsible for reporting of all work-related injuries, illnesses, incidents where a person could have been injured, and equipment damage. The worker or immediate supervisor must complete Incident/Injury Report within 2 hours of the injury or incident. It is the responsibility of the supervisor to ensure that the report is sent to the location indicated on the form within 24 hours of the time of the injury/incident.

5.3. Notification to the Statutory Authority when a Notifiable incident Occurs

DME Engineering Pty Ltd has a procedure to record in a register all injuries/incidents in the workplace. If the incident is a notifiable incident (see below), then DME Engineering Pty Ltd has a procedure to notify the Statutory Authority in accordance with their reporting requirements.

A written notice in the required form is to be provided to the Statutory Authority within the specified timeframe, or as soon as possible after DME Engineering Pty Ltd is aware of the injury/incident.

Notifiable incidents:

There are three types of notifiable incidents, relating to:

1. the death of a person;
2. a serious injury or illness of a person;
3. a dangerous incident.

Serious injury or illness:

It means an injury or illness requiring the person to have:

a) immediate treatment as an in-patient in a hospital; or

b) immediate treatment for:

- the amputation of any part of their body;
- a serious head injury;
- a serious eye injury;
- a serious burn;
- the separation of their skin from underlying tissue (such as degloving or scalping);
- a spinal injury;
- the loss of a bodily function;
- serious lacerations; or

c) medical treatment within 48 hours of exposure to a substance.

It is important to note that the treatment under (b) and (c) does not have to be as an in-patient in a hospital.

Dangerous incident:

The Work Health and Safety Act 2011 defines a 'dangerous incident' as a workplace incident that exposes a worker (or any other person) to a serious risk to their health or safety, emanating from an immediate or imminent exposure to:

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

5.4. Workplace Rehabilitation Process

Workers are responsible for obtaining appropriate medical treatment for an injury. For work-related injuries, workers must get a Medical Certificate from their Treating Medical Practitioner. Workers

must immediately report all injuries to the Supervisor. For work-related injuries, workers must complete an *Injury/Incident Report Form*. Workers must actively participate in Workplace Rehabilitation plans and return to work duties.

Depending on the work-related injury, compensatory benefits payable by WorkCover or the Workers compensation agent/insurer may include weekly compensation payments, medical, hospital and rehabilitation costs, reasonable travel expenses and lump sum payment for permanent impairment. Compensation is not payable for damage to clothing, jewellery or vehicles.

All WorkCover or Workers compensation agent/insurer forms are available from HR or directly from WorkCover or Workers compensation agent/insurer.

5.5. Procedure to Investigate Injuries, Incidents that Harmed or might Harm Workers

The investigation of injuries/incidents provides an opportunity to examine many aspects of our operations. The key of the investigation is to identify control measures that will prevent a recurrence of the same incident/injury. The focus is to identify the deficiencies in the system and to make changes if necessary to prevent a recurrence.

The procedure starts with an investigating team nominated to conduct the investigation. Depending on the seriousness or the complexity of the incident, a senior member of management, and a person with technical knowledge of the work and a WHS professional will be included in the team.

The main stages of the investigation are: -

- Gather objective information and establish facts.
- Collect data that relates to environment and the human factors.
- Isolate the contributing factors.
- Determine corrective and preventative actions.
- Prepare a report (contain a proposed action plan for management consideration and implementation).

5.6. Procedure for Corrective Action to any Deficiencies Identified during an Investigation

DME Engineering Pty Ltd management will evaluate the action plan proposed by the investigating team before taking preventative and corrective action. DME Engineering Pty Ltd then either implements the corrective action provided by the investigating team, or develops a system that will address the deficiency with the current system and prevents any future recurrence.

The new system will comply with the designated standards and WHS legislative requirements, and after implementation, will have an evaluation procedure to ensure its effectiveness.

On completion of the investigation, senior management will be provided with a copy of the report to ensure that any recommendation has been actioned.

5.7. Review Injury and Incident Data to Identify Trends and Provide Injury Prevention Initiative

DME Engineering Pty Ltd regularly utilises the data from the incident/injury register to identify injury/incident gaps, trends and areas of opportunity for improvement. This will include developing corrective strategies, verifying the effectiveness of preventative or corrective actions and the development of objectives and targets for further improvements.

6. CONSULTATION AND PARTICIPATION

Objective:

DME Engineering Pty Ltd will ensure that all workers have on going opportunities to be involved and to have their interests represented in the development, implementation and evaluation of safe workplace practices.

6.1. Forum for Communication between Employer & Worker Representatives

DME Engineering Pty Ltd encourages workers to participate in discussions regarding safe work practices and WHS issues. A monthly communication meeting occurs where workers are encouraged to attend and discuss any incidents/injuries and hazard alerts. DME Engineering Pty Ltd has an open door communication arrangement and encourages workers to discuss any concerns, WHS issues and offer any suggestions on WHS, work safe practices and injury management.

6.2. Worker Representative to be involved in WHS Development, Monitoring and Review

DME Engineering Pty Ltd has recognised the importance of worker involvement in the process and consults with workers concerning the development, assessment of risks, identification of hazards, monitoring of performance and reviewing of objective targets against performance.

6.3. WHS training for Workers actively involved in WHS Management

DME Engineering Pty Ltd has a procedure for identifying competencies, licences and training needs of all workers. Any workers, who are actively involved with WHS management but require further training, are entered into the Training Register. This information is used as a method of targeting future training requirements and maintaining legislative compliance

7. EMERGENCY PLANNING AND READINESS

Objective:

DME Engineering Pty Ltd has an effective general emergency plan to manage emergencies likely to occur within any part of the operations and to comply with the legislative requirements.

7.1. Emergency Procedure are implemented and Communicated to Workers and Contractors

All new worker/contractors have to go through an induction program on their first day and this includes advising them of the emergency procedures that they have to sign at the end of the induction. However, emergency information is displayed around the sites which will include an emergency diagram showing exit points, fire extinguisher, hose reels and muster points.

7.2. Designated Wardens Trained for each Work Area to take Control in an Emergency

DME Engineering Pty Ltd has appointed trained emergency control personnel to take control of emergency procedures in time of an emergency.

7.3. Annual Testing of Emergency Procedures.

Emergency evacuations and tests of procedures are conducted annually and emergency equipment provided for emergency procedures are checked monthly as part of the monthly workplace inspection.

7.4. Consultative Review of Emergency Response Procedures after Practice Drills and Actual Emergency Event

- All risks will be continually monitored in order to minimise the potential of an emergency.
- The safety of personnel is foremost.
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective.
- Emergency control personnel will be trained in their appointed duties.
- All personnel will be regularly trained in appropriate response procedures.
- Minutes of worker involvement are available.

8. DEFINITIONS

Audit
A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively to achieve the organisation's policy and objectives.

Fatigue
The temporary inability, decrease in ability, or strong disinclination to respond to a situation because of previous over-activity, either mental, emotional or physical.

Hazard
A source or situations with potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

Hazard Assessment
The overall process of determining whether a hazard is significant.

Hazard Identification
The process of recognising that a hazard exists and defining its characteristics.

Incident
Any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

Notifiable Incident
The Work Health and Safety Act 2011, defines a notifiable incident as:
The death of a person; or
A serious injury or illness of a person; or
A dangerous incident

Officer
An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.

If a person is responsible only for implementing those decisions, they are not considered an officer.

Partners of a partnership are not officers but are PCBUs.

An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under the WHS legislation.

You are considered to be an officer if you are - an officer within the meaning of section 9 of the Commonwealth Corporations Act 2001, an officer of the Crown or an officer of a public authority.

PCBU
Person Conducting Business or Undertaking

A PCBU conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work.

Although employers are PCBUs, the term PCBU is much broader than this and may include a corporation, an association, partners in a partnership, a sole trader, a volunteer organisation which employs any person to carry out work, householders where there is an employment relationship between the householder and the worker.

Risk Assessment
The overall process of estimating the magnitude of risk and deciding what actions will be taken.

Safety
A state in which the risk of harm (to persons) or damage, is limited to an acceptable level.

Stress
The awareness of not being able to cope with the demands of one's environment, when this realisation is of concern to the person, in that both, are associated with negative emotional response.

Work Health and Safety Coordinator
The Work Health and Safety Coordinator is the person in the company that has been assigned the task of managing the WHSMS.

Work Health and Safety Management System (WHSMS)
That part of the overall management systems which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the WHS policy, and so managing the WHS risks associated with the business of the organisation.

Work Health and Safety Objectives
An overall WHS goal in terms of WHS performance, arising from the Work health and safety policy that an organisation sets itself to achieve, and which are quantified where practicable.

Work Health and Safety Performance
The measurable results of the WHSMS, related to the organisation's control of health and safety risks, based on its WHS policy, objectives and targets. Performance measurement includes measurement of WHS management activities and results.

Work Health and Safety Policy
A statement by the organisation of its commitment, intentions and principles in relation to its overall Work health and safety performance which provides a framework for action and for the setting of its Work health and safety objectives and targets.

Work Health and Safety Representative
The Work Health and Safety Representative is the person is elected to represent workers in a 'work group' on health and safety matters. The work groups are established first through consultation and agreement between the business or employer (or other PCBU) and the relevant workers, then nominees are called and an election is held.

Work Health and Safety Risk
The chance of an adverse health and safety outcome occurring. It is measured in terms of consequences and likelihood.

Work Health and Safety Target
A detailed performance requirement quantified where practicable and pertaining to the organisation, that arises from the health and safety objectives and that needs to be met in order to achieve those objectives.

Worker
You are considered to be a worker if you carry out work for a PCBU, such as - a worker, a contractor or sub-contractor, a worker of a contractor or sub-contractor, a worker of a labour hire company, an apprentice or trainee, a student gaining work experience, an outworker or a volunteer.

You can also be a PCBU and a worker if you carry out work for another PCBU.

Appendix

PROCEDURES

1. Health and Safety Plan

Purpose

To identify the objectives, actions and responsibility of the Work Health and Safety program.

Procedure

1. DME Engineering Pty Ltd will ensure the WHS. program is reviewed on an annual basis.
2. The health and safety checklist is to be completed by the WHS Representative/WHS Coordinator in consultation with relevant workers.
3. Using the checklist the plan is then completed in conjunction with the Managing Director.
4. The health and safety plan is to be communicated to all workers.

Audit Records

Health and Safety Review Checklist Form
Health and Safety Plan Form

Form 1.1. Health and Safety Review Checklist

HEALTH AND SAFETY REVIEW CHECKLIST	YES	NO
POLICY		
Reviewed yearly		
Have the objectives changed		
Are workers involved with the review		
Have audits been conducted yearly		
HAZARD IDENTIFICATION		
Hazard identification complete		
Reviews undertaken when required (timetable)		
Responsibilities signed off		
Controls developed and implemented		
Monitoring (personal and environmental) undertaken		
PPE available and used		
Hazard training recorded		
TRAINING		
Induction training completed for new workers & contractors		
Training completed as scheduled		
Evidence that competency achieved		
Information available to staff		
INCIDENTS		
All incidents recorded		
Investigations completed		
Recommendations for improvements implemented		
Incidents collated and reported to management		
WORKER PARTICIPATION		
Meeting minutes maintained		
Recommended for improvements implemented		
EMERGENCY PLANNING		
Evacuation drill held every 6 months		
Drill records maintained		
Training sessions are recorded		
PLANT EQUIPMENT		
Maintenance records kept		
Comments: **SIGNED AND DATED** **……**		

Form 1.2. Health and Safety Plan

OBJECTIVE	ACTION	RESPONSIBILITY	DATE COMMENCE
Adopt and review the WHSMS, Health & Safety Policy and associated Manual	Review policy, date, and sign. Display policy	Managing Director	
Provide Safe Plant & Equipment	Ensure that Plant and Equipment is maintained and serviced	Managing Director	
Encourage consultation with workers on health and safety matters	To discuss safety issues with workers	Managing Director	
Consider hazards in the workplace and implement controls where required	Conduct a yearly workplace inspection to identify hazards	Managing Director	
Ensure workers are properly trained and records kept	Ensure workers are trained and qualified	Managing Director	
Record and Investigate incidences	Complete incident report form and investigation form	Workers	

2. Risk Management

Objective:

To have a system that systematically identifies, assesses and manages the actual and potential hazards in the workplace over which the employer has authority or influence.

Methods to Identify Hazards

Managing hazards involves:

A. Identifying hazards

B. Assessing and prioritising hazards

C. Developing and implementing actions to control them.

A. Identifying Hazards

Hazards can be created by:

- Culture – the importance placed by all personnel by working in a safe manner
- Work organisation – such as workload
- People management – training, information, supervision
- Equipment – hand tools, lifting heavy objects
- Environment – energy sources, temperature

A variety of methods are used to identify hazards including:

- Injury analysis
- Task and process analysis
- Regular hazard audits and physical inspections
- Equipment checks
- Maintenance checks
- Safe work method statement

To ensure all possible hazards are identified the following techniques are adopted:

i. Physical

Identified by type and may include:

- Chemical;
- Noise;
- Radiation (including the effects of the sun);
- Electrical;
- Lighting;
- Vibration;
- Temperature;
- Biological;
- Environmental;
- Ergonomic;
- Tools/equipment;
- Machinery;
- Potential hazard from neighbouring properties.

ii.

Area

- Establish a plan of activities on the site;
- Divide into areas;
- List activities in each area;
- Identify hazards from each activity.

iii. **Work Analysis**

- Identify hazards of the work processes involved;
- Identify all tasks carried out;
- Establish steps or stages required to carry out tasks;
- Establish a flow chart that details each step of the work activity;
- Identify hazards in each step or stage;
- Consult;
- Staff;
- Records of incident;
- Reports;
- Summarise the information collected.

B. **Assessing and Prioritising Hazards**

i. **Assessing**

Using one or all of the above techniques establish a hazard list using the *Risk Assessment Form*.

ii. **Prioritising**

Having listed the hazard they are listed in order of priority. To establish the priority a risk assessment is completed using the Risk Assessment Matrix

The purpose of risk assessment is to:

- Consider the chance of harm actually occurring and the possible consequences.
- Enable preventative measures to be planned, introduced and monitored to make sure the risks are adequately controlled.
- Ensure the legal requirements are complied with in respect of identifying and controlling significant hazards.

To be effective, risk assessment must:

- Be sufficient to guide the judgement on measures to take to comply with legal obligations.
- Cover all risks to the health and safety of people who may be affected in the workplace.
- Be regularly reviewed to ensure any changes to risks are recorded and managed.

For each hazard a decision as to whether injury or illness could result, if so, then implement the control hierarchy of eliminate, isolate or minimise.

The following steps are taken:

- Select the area or task to be assessed.
- Identify the hazards.
- Identify whether any injury, illness, or damage could result.
- Conduct risk assessment.
- List most serious first.
- Implement control plan.

C.

Developing and Implementing Controls

Having identified the hazard, steps must be taken to manage it following the control hierarchy of:

Elimination

- Replacement with a less hazardous material/item.
- Safe design.
- Policies and procedures.

Isolation

- Prevent contact.

Engineering

- Design and install equipment to counteract the hazard / use barrier to shield the hazard.

Administrative & Personal Protection Equipment

- Provide protective clothing and equipment.
- Train use of protective clothing.
- Monitor use.
- Monitor workers health.

For each identified hazard the controls are listed on the *Risk Assessment Form*.

The list of identified hazards, hazard report form, risk assessments and SWP/SWMS's (if required) forms the hazard register.

Where necessary and appropriate specialist advice is obtained for hazardous substances, i.e.

- Safety Data Sheets.
- State based Government Safety Authority i.e. WHS Qld, Workcover, Worksafe.
- Consulting Occupational Hygienists.

The identified hazards are reviewed:

- Annually.
- After a critical event.

The frequency depends on whether the hazard identified is significant or the injury trends indicate action should be taken.

Audit Records

Hazard Identification Register Form
Risk Assessment Forms Form
Hazard Report Form
SWP/SWMS's

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Form 2.1. Hazard Identification Register

Date	Hazard Report Number	Location & Description of Hazard	Risk Rating	Risk Assessmen /SWP/SWM Numbers

Form 2.2. Risk Assessment Form

RISK ASSESSMENT FORM	

Worksite:

Assessment No:	Assessment Date: / /	Review Date: / /

What is being assessed? Describe the item, task, process, work arrangement:

_____

_____

_____

Step 1 - Form a team of assessors. Decide who else should be consulted.

Assessor(s):

Others consulted: (eg elected health and safety representative, other personnel exposed to risks)

Step 2 - Identify the hazards associated with the thing or situation being assessed

Hazards: Potential to cause harm to people, property or the environment. Tick the applicable hazards

General Work Environment		**Health and Security**		**Plant and equipment**	
Restricted access or egress	☐	Food	☐	Vehicles	☐
Confined spaces	☐	Poisoning or contamination	☐	Mobile and fixed plant	☐
Air-conditioning (thermal comfort)	☐	Intoxication	☐	Powered equipment	☐
Air quality	☐	Dehydration	☐	Non-powered equipment	☐
Lighting	☐	Violence	☐	Elevated Work Platforms	☐
Noise (discomfort)	☐	Working alone or in isolation	☐	Pressure vessel	☐
Outdoors (sun exposure)	☐	Working in remote areas	☐	Laser (Class 2 or above)	☐
Uneven walking surfaces	☐	Bites / Stings	☐	Traffic control	☐
Working at height	☐			Electrical	☐
Crowds/Public	☐	**Chemical**		Vibration	☐
		Hazardous chemicals	☐	Moving parts	☐
Ergonomic/manual handling		Explosives	☐	Acoustic / Noise	☐
Workstation set up	☐	Engineered nanomaterials	☐		
Poor posture	☐	Gas cylinders	☐	**Temperature / Weather effects**	
Lifting / Carrying	☐			Heat	☐
Pushing / Pulling	☐	**Radiation**		Cold	☐
Reaching/overstretching	☐	Ionising radiation	☐	Rain / Flood	☐
Repetitive movement	☐	Ultraviolet (UV) radiation	☐	Wind	☐
Bending	☐	Radiofrequency/microwave	☐	In or on water	☐
Eye strain	☐	Infrared radiation	☐	Pressure (Diving / Altitude)	☐
				Lightning	☐
Work design and management		**Biological**		Smoke	☐
Fatigue	☐	Microbiological	☐		
Workload	☐	Animal tissue / Fluids	☐	**OTHER**	
Mental stress	☐	Human tissue / Fluids	☐		☐
Organisational change	☐	Allergenic	☐		☐
Work violence or bullying	☐	Other Biological	☐		☐
Inexperienced or new personnel	☐				

List the hazards identified from above

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Any specific circumstances (describe):

Persons at risk (list):

Any relevant regulation, code, standard or guideline (list):

Step 3 – Risk Assessment	For each identified hazard rate the risk using the Risk Rating Matrix.
Step 4 – Risk controls	Detail controls measures required to address the risks applying the Hierarchy of Controls

Controls to be considered from the following hierarchy of control

1. Elimination (is it necessary?)
2. Substitution
3. Isolation (restrict access)
4. Engineering (guarding, redesign)
5. Administration (training. SWMS's,)
6. Personal Protective Equipment (PPE) (eg gloves, leather apron, coveralls, respirator)

Identified Hazards Exposure	Risk assessment		Risk Rating	Required Controls	Controls Implemented	
	Consequences	Likelihood				
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □
					Yes □	No □

Is the risk? (Tick one)	□ Adequately controlled. No further action required - Sign off form as completed.
	□ Inadequately controlled. Further Action/Investigation required. Continue with Step 5.

Step 5 – Implementation Plan (for controls not already in place)

Control Option	Resources	Person(s) responsible	Proposed implementation date

Step 6 – Comments and endorsements

Name: Signature: Date:

Assessment Approval: (eg PCBU, Director, WHS Manager)

I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.

Name: Signature: Date:

Position Title:

Risk Assessment Matrix

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	**Health & Safety**		**Environment & Heritage**	**Reputation**
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) **of Event Occurring (P)**

Probability (Likelihood) Table			
Probability band	**Description**		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Asse
combining Co

Risk Assessment Matrix	
Probability (Likelihood)	**Almost Certain (5)**
	Likely (4)
	Possible (3)
	Unlikely (2)
	Rare (1)

Hierarchy of Controls

Highest Level of Control

Elimination Substitution Engineering Administration

Probability:

5=Almost Certain
4=Likely
3=Possible
2=Unlikely
1=Rare

Consequence:

5=Substantial
4=Major
3=Moderate
2=Minor
1=Negligible

1-6 Acceptable **7-10 Acceptable with Strict Control Measures or Short Duration**
11-25 Unacceptable

Form 2.3. Blank SWMS

DME Engineering Pty Ltd
Safe Work Method Statement (SWMS)

ABN:
Address
P.O Box

Phone:
Fax:
Email:

Project: **Project No:**

SWMS No: **Work Activity:**

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS Details

Brief Description of Work Activity:

Location: Work Area **Date:**

Date to be Reviewed:

Personnel Responsible for Monitoring this Activity:

Codes of Practice / Standards Consulted:
These must be complied with.

Plant and Equipment Required for this Activity:

Details of Maintenance Checks Required for this Activity:

Materials Used:

MSDS Required? (Yes / No)

Personnel Qualifications Required for this Activity:
Relevant state certification for task has been undertaken or plant being operated

Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Personnel consulted on development of SWMS:

Name:	Position	Industry

Person Responsible for Updating SWMS: Signature:

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**
		C	P	R	

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied immediately.

Name	Qualification Required for this Activity	Signature	Date	Ti

Form 2.4. Blank SWP

Description of Work:	
SWP Number: Dated: Date of Review:	**Potential Hazards:**

Personal Protective Equipment (PPE) Required *(Check the box for required PPE)*:

 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
☐	☐	☐	☐	☐	☐	☐

Safe Work Procedure Checklist:

1. PRE-Operation:

   Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.

2. Operation:

3. POST-Operation:

   Make sure good housekeeping practices are in place

I have read and understood this procedure:

Date:	**Name:**	**Signed:**

3. Hazard Reporting

Purpose

This procedure describes how hazards are reported by workers. The Hazard Report applies to the reporting of any health and safety issues other than personal injury, (the *Incident/Injury Report Form* is to be used for this purpose). The procedure applies to all workers and contractors.

Definitions

Hazard - potential to cause injury or damage.

Procedure

1. DME Engineering Pty Ltd shall ensure that the *Hazard Report Form* is available to all workers in all work locations.
2. If there is an immediate risk of injury or illness a worker shall take action to make the area safe, ensuring their own safety is not jeopardised and immediately report the hazard to their supervisor.
3. Workers shall immediately report any hazard to their supervisor and complete the *Hazard Report Form*. The worker should keep a copy of the completed form.
4. The supervisor on receipt of the *Hazard Report Form* shall:
   - take action to remove the hazard if possible;
   - take action to prevent workers being exposed to the hazard;
   - forward the Hazard Report to the Manager immediately on receiving the report.
5. The Manager shall provide all Hazard Reports for tabling at the safety meeting and shall allow workers access to the Hazard Report file.
6. Copies of Hazard Reports are to be filed at each location under “Hazard Reports”.
7. The Manager will ensure that an explanation of this procedure is included in the induction for new workers and contractors (refer Procedure 4 Induction).
8. The Hazard Reporting Procedure is to be explained in safety meetings every 6 months.

Audit Records

Hazard Report Form
Safety minutes

Form 3.1. Hazard Report Form

Date:	Hazard Report Number:
Reported By:	
Name:	Position:
Reported To:	
Name:	Position:
Site location:	
Subject:	
☐ Incident ☐ Near Miss ☐ Workplace Hazard ☐ Hazardous Work Practice	
Description of Hazard:	
What needs to be done?	
Signature:	Date:
Copy given to:	
Manager:	(Signature)
Communication Meeting:	(Signature)

4. Induction

Purpose

To set out the arrangements for induction of new workers, transferred workers, workers of contractors, and visitors.

Definitions

Visitors: persons who are accompanied at all times on site by a worker of DME Engineering Pty Ltd.

Procedure

1. **New and Transferred Workers**

"First Day Induction" is to be provided by the Manager or Supervisor. All items on the First Day *Induction Checklist Form* are to be explained to the worker. A record of this induction is to be signed by the person providing the training and by the worker and held under "Induction Records" in the worker file.

2. **Workers of Contractors**

Contractor induction is to be provided by the Supervisor/Manager or company delegate. All items on the *Contractor Induction Checklist Form* are to be explained and the Record of Induction signed by both the person providing the induction and the contractor's worker. This record is to be filed by the Supervisor/Manager.

Audit Records

First Day Induction Checklist Form
Contractor Induction Checklist Form

Form 4.1. First Day Induction Checklist

Name _____ **Site** _____

Employee Number _____ **Date of Induction** _____

Person Conducting Induction _____

	Please tick	Yes	No	Comments
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss WHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Workplace Harassment			
11.	Copy Qualifications/Licences			
12.	Drug and Alcohol			
13.	Manual Handling			
14.	Fatigue Management			

This information has been provided to me:

_____ _____

Name and Signature of Worker **Dated**

_____ _____

Name and Signature of Witness **Dated**

Form 4.2. Contractor Induction Checklist

Name _____ **Site** _____

Employee Number _____ **Date of Induction** _____

Person Conducting Induction _____

	Please tick	Yes	No	Comments
1.	Introduction			
2.	Organisational overview and site tour			
3.	Outline of site rules (provide copy)			
4.	Discuss WHS manual			
5.	Emergency Procedures			
6.	Incident Reporting			
7.	Hazard Reporting			
8.	First Aid			
9.	Use of PPE			
10.	Security and Access Arrangements			
11.	Copy Qualifications/Licences			

This information has been provided to me:

_____ _____

Name and Signature of Contractor **Dated**

_____ _____

Name and Signature of Witness **Dated**

5. Training and Qualifications

Purpose

To identify the competencies, training, and license requirements, for all workers of the organisation.

Procedure

1. DME Engineering Pty Ltd will ensure that its workers are adequately trained to a level of competency sufficient to ensure their health and safety when at work.
2. DME Engineering Pty Ltd will undertake training / competency needs assessment of all workers prior to the commencement of work or alteration of task allocation. The assessment will be recorded on *Skills/Competency Needs Assessment Form*.
3. Where skill deficiencies are detected appropriate training will be provided prior to commencement of work so workers can perform their designated duties safely.
4. Workers will be selected for specific tasks based on their level of skill and competency to undertake the work safely.
5. Casual labour will be used only when the nominated worker/s satisfies the level of competency required to undertake the task or when appropriate training can be provided prior to commencement of the work. Proof of the competency of casual labour must be detailed in the *Skills / Competency Needs Assessment form*.
6. Internal and external training will be recorded on the *Training Attendance Record Form*.

Audit Records

Skills/ Competency Needs Assessment Form
Worker Competency, Licence and Training Record Form
Training Attendance Record Form

Form 5.1. Skills / Competency Needs Assessment

Location _____

Date _____

Worker Name	Skills, competencies and experience	Job requirements. Work to be undertaken	Deficiencies in skills, qualifications and competencies	Additional training required
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__
	___ Years experience			Completed: Yes / No Date completed: __/__/__

Form 5.2. Worker Competency, Licence and Training Record

Name of worker _____

Employee Number _____

Competency	Licence or Certificate	Date Attained	Expiry Date	Course Name
Eg.Forklift Operator	***Forklift ticket***	***November 2007***	***November 2012***	***Forklift Operation***

To be filed in Training Register/Worker records

Form 5.3. Training Attendance Record

Training Course _____

Trainer _____

Description of Course (or attach copy of training course) _____

_____

_____

_____

Trainers Signature _____ **Date** _____

Attendees Name	Signature

6. Injury/Incident Management

Purpose

This procedure describes the management of incidents, the internal and external incident reporting and recording requirements of the organisation, and the procedure for injury/incident investigation.

Definitions

Nil

Procedure

When an incident/injury occurs the first step is to provide first aid to any injured persons, both workers, and/or the public.

The next step is to ensure that the risk is controlled so that no more incidents or injuries can occur (Note: for notifiable incidents the incident site must not be disturbed as noted below).

System for reporting and recording all injuries, incidents and work related illness:

Reporting incidents/injuries

The person involved in the incident completes the Injury/Incident Report Form and gives it to their Supervisor as soon as possible after the incident occurs or within 2 hours. It is the responsibility of the Supervisor to ensure this occurs. If the person involved in the incident cannot complete the form, then it is the supervisor's duty to complete the form and report the incident.

If the incident is a **notifiable incident**, then the PCBU must notify the statutory authority immediately after being made aware that a notifiable incident has occurred.

The incident site must not be disturbed until an inspector arrives unless it is:

- to assist an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risk of a further notifiable incident
- associated with a police investigation
- an action for which an inspector or the relevant states statutory authority has given permission – a direction that a scene may be disturbed may be given in person or by a telephone call.

The PCBU must keep a record of each notifiable incident for at least five (5) years from the date notified to the relevant statutory authority.

Incident Registers

Incidences are to be recorded in an Incident Register managed by the WHS Coordinator. This register will assist in identifying trends and relevant statistics.

All incident and injury data is:

- Forwarded to WHS Representative/Managing Director
- Recorded
- Included in monthly reports

Incident/Injury Investigation

The incident is to be investigated by a competent person within 24 hours of incident occurring by using *Incident Investigation Form*. The findings are to be communicated to the Managing Director and relevant WHS Authority if required.

For Notifiable incidents, the investigation will take place when the inspector arrives. All workers of Company name will aid in the investigation where required by the inspector.

To ensure workers understand reporting responsibilities Company Name will ensure that *Injury/Incident Report Forms* are available to all workers and incident reporting responsibilities are reiterated at:

- Staff meetings/tool box talks
- During induction process

Audit Records

Injury/Incident Reports Form
Incident Investigation Form
Training Registers
Incident Register

Form 6.1. Injury/Incident Report

1. Site

2. Specific Location

Shop, shed, unit no, floor, building; Street no and name; Locality / suburb

3 Personal data of injured person:

Name

Residential address

Date of birth Sex (M/F)

4 Occupation or job title of injured person:

5 Period of employment of injured person:

- ☐ 1st week
- ☐ 1st month
- ☐ 1-6 months
- ☐ 6 month-1year
- ☐ 1-5 years
- ☐ Over 5 years
- ☐ non-worker

6 Treatment of injury:

- ☐ Nil
- ☐ First-aid
- ☐ Doctor (not hospitalised)
- ☐ Hospitalised

7 Time and date of incident/injury:

Time am/pm

Date

Shift ☐ Day ☐ Afternoon ☐ Night

Hours worked since arrival at work

8 Mechanism of incident:

- ☐ Fall, trip or slip
- ☐ Hitting objects with part of the body
- ☐ Sound or pressure
- ☐ Being hit by moving objects
- ☐ Body stressing
- ☐ Heat, radiation or energy
- ☐ Biological factors
- ☐ Chemicals or other substances
- ☐ Mental stress

9 Agency of incident:

- ☐ Machinery or (mainly) fixed plant
- ☐ Mobile plant or transport
- ☐ Powered equipment, tools or appliances
- ☐ Non-powered hand tools, appliances and equipment
- ☐ Chemical or chemical products
- ☐ Material or substance
- ☐ Environmental agency
- ☐ Animal, human or biological agency (not bacteria or virus)
- ☐ Bacterial or virus

10 Body part:

- ☐ Head
- ☐ Neck
- ☐ Trunk
- ☐ Upper limb
- ☐ Lower limbs
- ☐ Multiple locations
- ☐ Systemic (internal organs)

11 Nature of injury or disease: (specify all)

- ☐ Work hearing loss
- ☐ Fatal
- ☐ Fracture of spine
- ☐ Puncture wound
- ☐ Other fractures
- ☐ Poisoning and toxic effects
- ☐ Dislocation
- ☐ Multiple injuries
- ☐ Sprain or strain
- ☐ Damage to artificial aid
- ☐ Head injury
- ☐ Disease, nervous system
- ☐ Internal injury of trunk
- ☐ Disease, musculoskeletal
- ☐ Amputation, incl. Eye
- ☐ Disease, skin
- ☐ Open wound
- ☐ Disease, digestive system
- ☐ Superficial injury
- ☐ Disease, infectious or parasi
- ☐ Bruising or crushing
- ☐ Disease, respiratory system
- ☐ Foreign body
- ☐ Disease, circulatory system
- ☐ Burns
- ☐ Tumour (malignant or benigr
- ☐ Nerves or spinal cord
- ☐ Mental disorder

12 Where and how did the incident/injury happen?

If not enough room, attach separate sheet or sheets

13 Has an investigation been carried out? yes/no

Was a significant hazard involved? yes/no

Completed by: Employer or employer's representative (delete which is not applicable)

Name and position Signature Date

Form 6.2. Incident Investigation Form

Site: ……..

PARTICULARS OF INCIDENT			
Date of incident	Time	Location	Date reported

THE INJURED PERSON				
Name			Address	
Age	Phone number			
Date of incident			Length of employment:	
TYPE OF INJURY:	☐ Bruising	☐ Dislocation	☐ Other (specify)	Injured part of body
☐ Strain/sprain	☐ Scratch/abrasion	☐ Internal		
☐ Fracture	☐ Amputation	☐ Foreign body	Remarks	
☐ Laceration/cut	☐ Burn scald	☐ Chemical reaction		

DAMAGED PROPERTY	
Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE INCIDENT	
Description	
Describe what happened (space overleaf for diagram ☐ essential for all vehicle incidents)	
Analysis	
What were the causes of the incident?	
HOW BAD COULD IT HAVE BEEN? ☐ Very serious ☐ Serious ☐ Minor	WHAT IS THE CHANCE OF IT HAPPENING AGAIN? ☐ Often ☐ Occasional ☐ Rare

Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned Use space overleaf if required		By whom	When

TREATMENT AND INVESTIGATION OF INCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Incident investigated by	Date	OSH advised ☐ YES ☐ NO	Date

Form 6.3. Incident Register

Date/Time of Incident	Site/Location	Name of Injured Person	Description of incident/injury

7. Return to Work

Introduction

The following procedure articulates DME Engineering Pty Ltd's commitment to preventing injury and illness by providing a safe and healthy working environment and providing opportunities for workers to participate in workplace rehabilitation to facilitate a timely and safe return to normal duties.

Workplace rehabilitation provides support to injured or ill workers, supervisors, managers and team members and is a positive strategy for retaining the job skills of staff members.

Definitions:

Injury - A personal injury which includes, for example, a cut, fracture, sprain, strain, disease, aggravation of a pre-existing condition, industrial deafness, and psychiatric or psychological disorders.

Injury Management/Return to Work plan - A plan that covers the management of a workers injury and their return to work.

Suitable Duties/Suitable Employment - Matching pre-injury duties to recovering abilities on a temporary basis.

Approved workplace rehabilitation Provider/ Accredited vocational rehabilitation provider – offer specialized workplace rehabilitation services to help injured workers return to work.

Responsibilities

Employer Responsibilities:

- prevent injury and illness by providing a safe and healthy working environment
- notify the required authorities/insurers of the work injury within the required time frame
- participate in the development of an injury management/return to work plan and ensure that injury management commences as soon as possible after a worker is injured
- support the injured worker and ensure that early return to work is a normal expectation
- provide suitable duties for an injured worker as soon as possible
- ensure that injured workers (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor, and the responsibility to provide accurate information about the injury and its cause
- consult with workers, doctors, rehabilitation providers, and, where applicable, unions to ensure that the return to work program operates as smoothly as possible
- maintain the confidentiality of injured worker records
- an employer must not dismiss a worker as a result of a work related injury within the time frame set out in that State/Territories legislation.

Workers Responsibilities:

- take care to prevent work injuries to yourself and others
- notify your employer of an injury as soon as possible
- make a claim as soon as possible with the relevant authority/insurer
- participate in developing and cooperate with your injury management/return to work plan
- provide current medical certificates
- provide accurate information about any aspect of your claim
- notify the agent/insurer if you get a job or if you earn extra income from your job while you are receiving weekly benefits
- attend medical and rehabilitation assessments
- co-operate in workplace changes that will assist other injured workers.
- If a worker does not comply with the injury management plan, the agent/insurer may suspend benefits.

Workers Rights:

- nominate your own treating doctor who will be involved in your injury management plan
- if not provided by the insurer, choose your own approved workplace rehabilitation provider if necessary
- be actively involved in the planning of your return to work.

Procedure

Notification of injuries

- Notify all injuries to the supervisor as soon as possible.
- Record all injuries using the Injury/Incident Report Form.
- Notify Workers compensation agent/insurer of all injuries within 48 hours.

Recovery

- Ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible.
- Consult with the doctor nominated by the injured worker and who is responsible for the medical management of the injury and assist in planning return to work.

Return to work

- Arrange a suitable person to explain the return to work process to the injured worker.
- If not provided by the insurer, ensure that the injured worker is offered the assistance of an approved workplace 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.

- Arrange for the worker's early return to work (subject to medical and rehabilitation provider advice).

Suitable duties

- Develop an individual return to work plan when the worker according to medical advice, is capable of returning to work, Suitable duties plan
- 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. Suitable duties may be:

    1. at the same worksite or a different worksite
    2. the same job with different hours or modified duties
    3. a different job
    4. full time or part time.

Dispute resolution

- Work together with the injured worker and where possible their union representative to resolve any disagreements about the return to work program or suitable duties
- If disagreements cannot be resolved between the worker and employer, involve other parties such as the worker's treating doctor, the agent/insurer, an approved workplace rehabilitation provider or an injury management consultant.
- If this does not satisfactorily resolve the issue, contact the relevant State/Territory authority for advice.

For more information on Workers Compensation/Return to work, see the relevant State/Territory websites/legislation below:

New South Wales

www.workcover.nsw.gov.au

Workplace Injury Management and Workers Compensation Act 1998

Workers Compensation Regulation 2010

Victoria

www.worksafe.vic.gov

Workplace Injury, Rehabilitation and Compensation Act 2013

Queensland

www.workcoverqld.com.au

www.worksafe.qld.gov.au

Workers' Compensation and Rehabilitation Act 2003

Workers Compensation and Rehabilitation Regulations 2014

South Australia

www.rtwsa.com

Return to Work Act 2014

Return to Work Regulations 2015

Northern Territory

www.worksafe.nt.gov.au

Return to Work Act 2015

Return to Work Regulations 2015

Australian Capital Territory

www.worksafe.act.gov.au

Workers Compensation Act 1951

Workers Compensation Regulation 2002

Western Australia

www.workcover.wa.gov.au

Workers' Compensation and Injury Management Act 1981

Workers' Compensation and Injury Management Regulations 1982

Tasmania

www.worksafe.tas.gov.au

Workers Rehabilitation and Compensation Act 1988

Workers Rehabilitation and Compensation Regulations 2011

Audit Records
Injury/Incident report
Injury Management plan
Medical records
Suitable Duties plan

Form 7.1. Suitable Duties Plan

Injured worker details		Plan details
Worker:	Phone number:	Goal – long term:
Supervisor:	Phone number:	Objective of this plan:
Treating medical practitioner:	Phone number:	Duration of this plan from:
Job description: nurse on restricted duties		Fit for suitable duties (restrict

Task details

Week		Duties	Restrictions
Week one commencing:			
Hours:	Days		
Week two commencing:			
Hours:	Days:		

Treatment during this plan (e.g. physiotherapy):	Training required:
	If 'yes' given by:
Plan to be reviewed: at the end of each week by	On:

Signatures

Name (treating medical practitioner):		Name (worker):	
I approve this plan		I have been consulted about the content of thi	
Signature:	Date:	Signature:	
Name (supervisor)		Name (workplace rehabilitation provider)	
I agree to ensure this plan is implemented in the work area		I agree to monitor this plan	
Signature:	Date:	Signature:	

8. Consultation

Purpose

To establish a procedure for effective and regular consultations between management and workers.

Procedure

1. A monthly safety meeting is to be carried out by the companies WHS Representative, WHS Coordinator and Supervisors.
2. All staff are informed that they are to report any issues to their Supervisor who will raise it in the monthly meeting.
3. The Supervisor will document minutes on the *Record of Safety Meeting Form* and then display on notice boards for workers to view.

Audit Records

Record of Safety Meeting Form

Form 8.1. Record of Safety Meeting

Time & date meeting commenced:	Time meeting concluded:

Attendees

Chairperson:	

Agenda Items

1. Outstanding issues from previous meeting
2. New hazards
3. New incidences/injuries
4. (insert relevant agenda item)
5. (insert relevant agenda item)
6. (insert relevant agenda item)

Corrective Action	**Action by**	**Action Completed**	
		Sign Off	**Date**

Reviewed by Managing Director:_____(signature) _____ (date)

9. Issue Resolution

Purpose

Management and workers of DME Engineering Pty Ltd have agreed upon the following issue resolution procedure. The agreed procedure aims to achieve the most efficient and effective resolution of all health and safety issues, as and when they arise. It is the responsibility of all management levels to resolve issues in their workplace. This procedure is applicable to all workers in the organisation.

Definitions

NIL

Procedure

The agreed procedure is as follows:

1. Where a worker identifies a health and safety issue they should raise it with their immediate supervisor. The worker or supervisor should inform the Managing Director.
2. The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.
3. Where the issue concerns work which involves an immediate threat to the health and safety of any person, the Manager in consultation with the Managing Director may direct that work will cease. Where an issue or an immediate threat remains unresolved, the Managing Director or workers may request the assistance of Health and Safety Authority. A Health and Safety Inspector may issue an Improvement Notice or a Prohibition Notice.
4. The issue and agreed outcomes should be tabled during the next safety meeting to notify all personnel of the issue and agreed control options. This communication should be formal using the *Hazard Report Form* as outlined in Procedure 3 Hazard Reporting.
5. Solutions should be recorded as well as communicated to relevant workers for their information.
6. Where relevant, the issue and control options should be documented in a hazard identification form by the Manager and distributed to all sites within the control of the company for tabling at safety meetings.

Audit Records

Hazard Report Forms
Record of Safety Meeting Form

Agreed by: _____

Managing Director

Date: _____

10. Emergency Procedures

Purpose

To provide the emergency control, structure and directions which will prevent injury to personnel, visitors and neighbouring people/premises in the event of an emergency. The procedures also aim to minimise damage to the organisation's equipment, plant and installations.

Definitions:

Nil

Key principles

- All risks will be continually monitored in order to minimise the potential of an emergency.
- The safety of personnel is foremost.
- Emergency plans will be formulated and reviewed in consultation with personnel, emergency service specialists and in line with statutory requirements.
- Plans should be simple but effective.
- Emergency control personnel will be trained in their appointed duties.
- All personnel will be regularly trained in appropriate response procedures.

Procedure for Development of Emergency Plans

1. The WHS Coordinator shall identify possible emergency situations using the Hazard Identification, Risk Assessment and Control Procedure. A record of the assessment shall be kept.
2. The WHS Coordinator shall develop emergency plans based on the Standard Requirements and using *Emergency Procedure for Workers Form*.
3. Emergency Plans must be kept up to date and reviewed every 6 months, by the WHS Coordinator.
4. Emergency Information to be displayed in the Work Health and Safety Manual and on notice boards etc.
5. An emergency plan diagram of the site showing exit points, fire extinguishers, hose reels and muster points will be displayed.
6. Equipment provided for Emergency Procedures shall be checked monthly as part of the monthly *Workplace Inspection Checklist Form*.

Audit Records

Assessment(s) of On-site and Off-site Emergencies
Emergency Plan (diagram)
Reviews of Emergency Plans
Workplace Inspection Checklists Form
Training Records

Form 10.1. Emergency Procedures for Workers

EMERGENCY PROCEDURES FOR WORKERS

1. ***The alarm will be raised by*** (an audible alarm or instructions over PA System etc)
2. ***Assist anyone in danger if safe to do so***
3. ***If safe use extinguisher to smother fire***
4. ***Move to assembly point on signal, on instruction from supervisor or when it is unsafe to remain in the area***
5. ***Assist visitors and disabled persons to evacuate.***
6. ***Remain at Assembly Area until instructed by Supervisor***

Form 10.2. Bomb Threats Suspect Package

BOMB THREAT/SUSPECT PACKAGE

☐ **Threat received**

Step 1 Use the Bomb Threat Checklist to record all details

Step 2 Notify the Manager

Step 3 Contact the police on _____ if not already done by the Manager

Step 4 Open as many doors and windows as possible

Step 5 Evacuate to evacuation areas

☐ **Bomb found**

Step 1 Do not touch it – clear the area and do not re-enter until instructed

Step 2 Advise the Manager immediately

Step 3 Contact Emergency Services by phoning **000** if not already done by the Manager

Step 4 Wait for advice from Manager and leave doors and windows open

Form 10.3. Bomb Threat Checklist

QUESTIONS TO BE ASKED	CALLER'S VOICE
Where did you put the bomb?	Accent [specify]:
	Any impediment [specify]:
When did you put it there?	
	Voice [loud, soft etc]:
What does the bomb look like?	
	Speech [fast, slow etc]:
What kind of bomb is it?	
	Diction [clear, emotional etc]:
Did you place the bomb?	
	Did you recognise the voice?
Why did you place the bomb?	
	If so, who do you think it is?
What is your name?	
	THREAT LANGUAGE
Where are you?	• Incoherent?
	• Irrational?
What is your address?	• Taped?
	• Message read by caller?
Sex of caller:	• Abusive?
	• Other?
Estimated age:	

EXACT WORDING OF THREAT	BACKGROUND NOISES	
	Street/house noises?	
	Aircraft?	
	Voices/music?	
	Local call?	
	STD/ISD/OTHER?	

ACTION		CALL TAKEN & BY WHOM	
Report call immediately to:		Date & time of call:	
	Phone Number	Duration of call:	
Manager		Name of person taking call:	
Police:		Telephone No:	
General Manager		Number called (if different to above):	
		Signature:	

Form 10.4. Medical Emergency

MEDICAL EMERGENCY

Step 1 Check for any threatening situation and control it if safe to do so

Step 2 Remain with casualty (unless there is no other option) and provide appropriate support

Step 3 Do not move any casualties unless in a life threatening situation

Step 4 Notify the Manager and the first aider

Step 5 Notify the ambulance if not already done and designate someone to meet them

Step 6 Provide support to first aider or ambulance if required

Form 10.5. Evacuation Review Report

Date	Drill, false alarm or fire	Time taken to evacuate	Comments	Initial

11. Workplace Inspection Procedures

Purpose

The objective of this procedure is to describe the process whereby management and workers may together identify hazards and take action to prevent injuries and illnesses arising out of work at the organisation's workplace.

The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complimented by informal inspections on a regular basis.

Definitions

Nil

Procedure

1. Formal workplace inspections will be conducted monthly using the *Workplace Inspection Checklist Form*. The monthly *Workplace Inspection Checklist Form* may be completed by any worker but must be signed off by the Manager.
2. The Checklist may be modified to include a check on any controls implemented as a result of previous hazard identifications.
3. Items which generate a “No” response on the Checklist will be immediately transferred to a *Hazard Report Form* unless able to be immediately rectified.
4. An Annual *Workplace Inspection Calendar Form* will be prepared and maintained by the Manager. The inspection calendar will document the required date for completion of the *Workplace Inspection Checklist Form* as well as the name of the worker who will conduct the inspection.
5. All workers are required to participate in the completion of the *Workplace Inspection Checklists Form* on a rotational basis. The worker who has completed the checklist will sign the inspection calendar to indicate completion. A copy of the calendar will be provided to all workers via a notice board or similar.
6. *Hazard Report Form* attached to the *Workplace Inspection Checklist Form* will be tabled at the safety Meeting.
7. All personnel will have access to inspection reports.
8. The Managing Director will review the process annually.

Audit Records

Copies of inspections in accordance with this procedure
Annual Workplace Inspection Calendar

Form 11.1. Annual Workplace Inspection Calendar

YEAR and MONTH 2015	INSPECTION DATE	NOMINATED WORKER	WORKER SIGNATURE (to indicate completion)	MANAGER SIGNATURE
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Form 11.2. Workplace Inspection Checklist

Site Location: _____

Date of Inspection: _____

Workplace Inspection Calendar completed by: _____

	Item	Yes	No	N/A
1	**Fire**			
	● Extinguishers are in place			
	● Are clearly marked			
	● Have been serviced within the last 6 months.			
	● Area around the extinguisher is clear for a 1 meter radius			
	● Fire exit signs are visible			
	● Fire exit signs are in working order			
	● Exit doors are not blocked			
	● Exit doors can easily be opened			
	● Fire alarm is in working order			
	● Emergency plan is displayed			
	● Emergency drill carried out within the last 6 months			
2	**Electrical**			
	● No broken plugs, sockets or switches			
	● No frayed or damaged leads			
	● Portable power tools in good condition			
	● No temporary leads on the floor			
	● Testing and tagging of electrical items has been attended within the last 12 months.			
3	**General lighting**			
	● There is adequate illumination in working areas			
	● There is good natural lighting			
	● There is no direct or reflected glare			
	● Light fittings are in good working condition and are clean			
	● Emergency lighting is operational			
4	**Walkways**			
	● No oil or grease			
	● Walkways are clear of obstruction			
	● Walkways are clearly marked			
	● There is unobstructed vision at intersections			
	● Stairs not blocked and are in good condition			
5	**Rubbish**			
	● Bins are located at suitable points			
	● Bins are not overflowing			
6	**Work benches**			
	● Clear of rubbish			
	● Tools are stored properly			
	● Adequate work height			
	● No sharp edges			
7	**Storage**			
	● Materials stored in racks in a safe manner			
	● Pallets are in good condition (no broken wood)			
	● Floor around racking is clear of rubbish or obstacles			
	● Racking is in good condition, no damaged uprights, beams etc			
8	**Chemicals**			
	● SDS for all chemicals			
	● SDS Register is available and current			
	● Containers are clearly and accurately labelled			
	● All chemicals are stored in accordance with the SDS			
9	**First aid**			

	● First aid kits and contents clean and orderly			
	● First aid kit is adequately stocked (as per the schedule in the kit)			
	● Easy access to first aid kits			
	● All workers are aware of location of first aid kits			
	● At least on worker on site has a current senior first aid certificate			
10	**Floors**			
	● Even surface with no large cracks, holes or trip hazards			
	● Floors are not obstructed			
	● Floors are free from grease, oil etc			
11	**Office**			
	● No exposed leads			
	● Air conditioning working adequately			
	● Filing cabinets are stable and in good repair			
	● Workers' chairs at correct height (knees at right angle feet flat)			
	● Workers' monitors correct distance (arms length away when seated)			
	● Workers' monitors correct height (eyes in line with top of screen)			
	● Workers' mouse located beside keyboard (allows relaxed arms and wrists)			
	● Workers' keyboard located near edge of desk (allows relaxed arms)			
12	**Machines**			
	● Power equipment maintenance carried out as per 11. Plant Maintenance			
	● Power equipment clean			
	● All guarding in place and interlocks working			
13	**Display Material**			
	● WHS Policy statement signed by the Managing Director and displayed on notice boards			
	● Return to Work Program signed by Managing Director and displayed on notice boards			
	● "No Smoking" signs are displayed			
	● "Staff only" or "Restricted Area" signs are displayed in relevant areas			
	● "Manual Handling" poster is displayed in warehouse area			
	● Safety notice board is available and current			
14	**WHS Information**			
	● WHS Manual is available to workers			
	● Incident Report form is available			
	● Injury / Incident reporting forms are available			
	● Hazard reporting forms are available			
	● Site emergency plan is displayed			
15	● **Additional items for review**			

Additional comments or actions required:
Copies sent to:

12. Office Safety

Purpose

A large percentage of workplace incidents and injuries occur in offices. DME Engineering Pty Ltd is committed to providing a safe and healthy working environment free injury for all workers, clients and visitors.

This policy is intended to ensure safety in office environments.

Procedure

Like a workshop or laboratory, an office requires preventive measures to ensure a safe and healthy environment. Common causes of office incidents include the following:

- Slipping, tripping, and falling hazards.
- Burning, cutting, and pinching hazards.
- Improper lifting and handling techniques.
- Failure to remain attentive.
- Improper office layout and arrangement.
- Dangerous electrical wiring.
- Exposure to toxic substances.
- Horseplay.

Good Housekeeping Practices

Many office incidents are caused by insufficient housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Other good housekeeping practices include the following:

- Ensure that office lighting is adequate. Replace burned out light bulbs and have additional lighting installed, as necessary.
- Ensure that electrical cords and phone cords do not cross walkways or otherwise pose a tripping hazard. If you cannot move a cord, have a new outlet installed or secure the cord to the floor with cord covering strips. Do not run cords underneath carpet, and avoid the use of tape whenever possible.
- Report or repair tripping hazards such as defective tiles, boards, or carpet immediately.
- Clean spills and pick up fallen debris immediately. Even simple items such as a loose pencil could cause a serious falling injury.
- Keep office equipment, facilities, and machines in good condition.
- Store items in an approved storage space. Take care to not stack boxes too high or too tight. Clearly label boxes with their contents.
- Keep all drawers and cupboard doors closed when unattended.

Chemical Hazards

Many common office chemicals can cause injuries if improperly used, stored, or disposed. Some common office chemicals include: cleaning agents, glues, correction fluid, inks, and toners.

To guarantee the safe use, storage, and disposal of the chemicals in your office, always review the Safety Data Sheet (SDS) and/or container label for important information.

Cuts and Punctures

Cuts and punctures happen when people use everyday office supplies without exercising care. Follow these guidelines to help reduce the chance for cuts and punctures:

- When sealing envelopes, use a liquid dispenser, not your tongue.
- Be careful when using kitchen knives, scissors, staplers, letter openers, and box openers. Any of these items could cause a serious injury.
- Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan.
- Place used blades, broken glass, or other sharp objects in a rigid container, such as a box, before disposing in a wastebasket.

Machine Incidents

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified person. In addition, follow these guidelines to ensure machine safety:

- Secure machines that tend to unexpectedly move during operation.
- Do not place machines near the edge of a table or desk.
- Ensure that machines with moving parts are guarded to prevent Incidents. Do not remove these guards.
- Unplug defective machines, place "Out of Order" signs on them, and have them repaired immediately.
- Do not use any machine that smokes, sparks, shocks, or appears defective.
- Close hand-operated paper cutters after each use.
- Take care when working with copying machines. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.
- Unplug paper shredders before conducting maintenance, repair, or troubleshooting.

Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines with moving parts:

- Loose belts
- Jewellery
- Long, loose hair
- Long, loose sleeves or pants
- Scarves
- Ties
- Slips, Trips, and Falls

The easiest way to avoid slips, trips, and falls is to pay attention to your surroundings and to avoid running or rushing. Additionally, you can improve the flow of office traffic by following these guidelines:

- Arrange office furnishings in a manner that provides unobstructed areas for movement.
- Keep stairs, steps, flooring, and carpeting well maintained.
- Ensure that glass doors have some type of marking to keep people from walking through, or into, them.

- Clearly mark any difference in floor level that could cause an Incident.
- Secure throw rugs and mats.
- Do not place wastebaskets or other objects in walkways.
- Close file drawers when you leave the cabinet.

Preventing Stress

To reduce stress and prevent fatigue, it is important to take mini-breaks throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck, and legs often if you do the same type of work for long periods of time. Rest your eyes often by closing them or looking at something other than the work at hand. For a quick pick-me-up, breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, try eating your lunch somewhere other than at your desk.

Other examples of stress-relieving exercises that can be done at your desk include the following:

Head and Neck Stretch: Slowly turn your head to the left, and hold it for three seconds. Slowly turn your head to the right, and hold it for three seconds. Drop your chin gently towards your chest, and then tilt it back as far as you can. Repeat these steps five to ten times.

Shoulder Roll: Roll your shoulders forward and then backward using a circular motion.

Upper Back Stretch: Grasp one arm below the elbow and pull gently towards the other shoulder. Hold this position for five seconds and then repeat with the other arm.

Wrist Wave: With your arms extended in front of you, raise and lower your hands several times.

Finger Stretch: Make fists with your hands and hold tight for one second, then spread your fingers wide for five seconds.

Equipment Safety

Common office machines, such as the following, require special safety considerations: copiers, microwaves, shredders and computers. Be sure you know how to operate these machines before using them, and never use one of these machines if you think it is defective.

Other office equipment that requires safety consideration includes furniture such as file cabinets, shelves, desks, chairs, ladders, and step stools.

File Cabinets and Shelves

Because file cabinets and shelves tend to support heavy loads, treat them with special care.

Follow these safety guidelines for file cabinets:

- Secure file cabinets that are not weighted at the bottom.
- Ensure that file cabinet drawers cannot easily be pulled clear of the cabinet.
- Do not block room ventilation grates with file cabinets.
- Open only one drawer at a time to keep the cabinet from toppling.
- Close drawers when they are not in use.
- Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly.
- Close drawers slowly using the handle to avoid pinched fingers.
- Keep the bottom drawer full. This will help stabilize the entire cabinet.

In addition, follow these safety guidelines for office shelves:

- Ensure shelves are secured.
- Place heavy objects on the bottom shelves. This will keep the entire structure more stable.
- Maintain 18 inches between top shelf items and the plane of the fire suppression sprinkler heads. In non-sprinkler areas, 24 inches must be maintained from top shelf items and the ceiling.
- Do not block room ventilation grates with shelves.
- Never climb on shelves (even lower shelves). Use an approved ladder or step stool.

Desks

Follow these safety guidelines for office desks:

- Keep desks in good condition (i.e., free from sharp edges, nails, etc)
- Ensure that desks do not block exits or passageways.
- Ensure that glass-top desks do not have sharp edges.
- Ensure that desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury.
- Do not climb on desks. Use an approved ladder or step stool.
- Keep desk drawers closed when not in use.
- Repair or report any desk damage that could be hazardous.

Chairs

Safety guidelines for office chairs include the following:

- Do not lean back in office chairs, particularly swivel chairs with rollers.

- Never climb on a chair. Use an approved ladder or step stool.
- Office desk chairs should have adjustable back supports and seat height. Make sure that your chair's back support position and seat height are comfortable.
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down.
- Repair or report any chair damage that could be hazardous.
- Do not roll chairs over electrical cords.

Ladders and Step stools

Always use an approved ladder or step stool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf, chair or box, as a substitute for a ladder or step stool.

Follow these guidelines when using ladders/step stools:

- Do not load ladders or step stools above their intended capacity.
- Place ladders or step stools on slip-free surfaces even if they have slip-resistant feet.
- Avoid placing ladders or step stools in walkways, and never place them in front of a door, unless the door is locked and barricaded.
- Refer to the Industrial Safety section in this manual for more information on ladder safety.

Ergonomics and Work Station Arrangements

Ergonomics involves adjusting work processes or stations to fit a particular worker. Improper ergonomic design can cause debilitating long-term musculoskeletal effects. Ensure Ergonomic principles are used when setting up Desks and Workstations.

13. Workplace Harassment/Bullying

Purpose

To provide a safe workplace to all DME Engineering Pty Ltd's Workers through effective management of workplace harassment/bullying.

Policy

DME Engineering Pty Ltd is committed to providing a work environment that is pleasant for workers to work in and conducive to good workplace relations. This policy is aimed at ensuring that workers are not subjected to any unwanted workplace harassment/bullying. Harassment/bullying in the workplace decreases productivity, increases absenteeism and is also against the law. For these reasons, harassment/bullying will not be tolerated at DME Engineering Pty Ltd. For the purpose of this policy 'harassment' includes bullying.

Harassment/Bullying - Workplace harassment/bullying is where a person or persons are subjected to unreasonable behaviour, other than sexual harassment, that is unwelcome and unsolicited, the person considers to be offensive, intimidating, humiliating or threatening and/or a reasonable person would consider to be offensive, humiliating, intimidating or threatening.

Examples of unreasonable behaviour include, but are not limited to:

- Abusive, insulting or offensive language or comments;
- Unjustified criticism or complaints;
- Repeated threats of dismissal;
- Exclusion from activities where deliberate;
- Spreading rumours;
- Setting unreasonable work tasks or timelines;
- Sabotaging a person's work performance by withholding information or giving incorrect information;
- Changing of rosters/work arrangements so as to deliberately inconvenience a worker or workers.

What is **not** considered unreasonable behaviour:

- Setting reasonable work tasks and timelines;
- Reasonable rostering/work arrangements;
- Deciding not to select a worker for promotion where a reasonable process is followed;
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way;
- Informing a worker about inappropriate behaviour in an objective and confidential way;
- Implementing organisational changes or restructuring;
- Taking disciplinary action, including suspension or terminating employment.

DME Engineering Pty Ltd has a legal responsibility to take reasonable steps to prevent harassment from happening in the workplace. This involves educating workers about harassment, putting in place this policy, setting behaviour standards, implementing grievance and complaint handling procedures, and ensuring compliance by all in the workforce.

Harassment in the workplace can create unpleasant or even hostile work environment. Harassment makes work difficult for every one – the person being harassed, as well as workers

witnessing the harassment. The harasser also is not concentrating on their work when he/she engages in this type of behaviour. It can also damage the reputation of a company.

Harassment outside the Workplace

Workplace harassment can take place off site. Examples would be harassment occurring at a work Christmas party, unwanted phone calls to a worker's home, and following workers home from work text messaging, internet chat rooms or other social media channels

Harassment of Customers

The way workers treat clients and customers is extremely important for the image of the company. Harassment of customers or clients is not only bad for business; it is against the law and can result in legal action being taken by the customer or client against the company.

Bullying and workplace violence

Workplace violence is any action, incident or behaviour in which a person is physically assaulted, threatened, harmed or injured in circumstances relating to their work. The risk of workplace violence must be eliminated or minimised so far as is reasonably practicable.

Incidents of workplace violence (i.e. physical assault or the threat of physical assault) should be reported to the police because these are criminal matters.

Victimisation

Victimisation happens where a worker is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

A complaint of victimisation is made in the same way as a complaint of discrimination or harassment. Victimisation is either dealt with as an offence punishable by fine, or can be the subject of a damages award, depending on which law the complaint is brought under.

Responsibility:

Managers/Supervisors

- Managers and supervisors must ensure that they do not harass or bully workers, other managers or supervisors, clients or customers.
- Carry out risk assessments and implement control measures to prevent workplace harassment within DME Engineering Pty Ltd.
- Ensure all workers have been provided with information regarding their rights and responsibilities in relation to workplace harassment.
- Ensure they have the appropriate training in handling workplace harassment complaints, including an understanding of both informal and formal complaint resolution options.

All Workers

- Each worker must ensure that they do not engage in harassing or bullying behaviour towards other workers, managers or supervisors, clients or customers.
- Workers should be aware that they can be held legally responsible for their unlawful acts.
- Workers, who aid, abet or encourage other persons to harass and bully can also be held legally liable.
- Raise any issues or concerns relating to workplace harassment with Manager or Supervisor.
- Ensure they have an understanding of the options available to resolve workplace harassment issues.

Procedure

Behaviour standards

DME Engineering Pty Ltd has standards of behaviour for workers to:

- Act in a responsible and professional manner;
- Treat others in the workplace with courtesy and respect;
- Listen and respond appropriately to the views and concerns of others;
- Be fair and honest in their dealings with others.

Complaint Handling System

Any complaints of workplace harassment must be treated seriously and investigated promptly, confidentially and impartially. Harassment complaints can be lodged informally or formally. The compliant system developed must therefore be capable of managing both types of complaints.

Informal Complaints: An informal complaint handling system may encourage workers to raise their concerns with an appropriate contact person within the workplace and the matter resolved in an informal and fair manner.

Formal Complaints: The system implemented to manage formal complaints of harassment must include the following:

- a formal reporting procedure
- an investigation procedure
- a complaint resolution procedure
- an appeals process

Grievance Procedure

If you believe that you are being harassed/bullied, there are a number of important steps you should take:-

a) Tell the person that their behaviour is unacceptable, and that it must stop. It is important to say these things to the harasser otherwise they may interpret your silence as consent.

b) Report the behaviour or incident to your manager. If the alleged perpetrator is a manager then report the manager to a senior manager.

c) Keep your complaint confidential – this will avoid idle gossip and the possibility of defamation proceedings against you or the company

If you make a complaint of workplace harassment/bullying it will be taken very seriously and will be dealt with sympathetically and in a confidential manner. The complaint will be investigated and, if found to be proved, appropriate warnings or other disciplinary action will be taken against the harasser. In serious cases, the harasser may be dismissed. You will not be victimised or treated unfairly for making a complaint.

If you are not satisfied with the way in which the company has dealt with your complaint, you can apply to the Fair work Commission for an order to stop the workplace bullying. Such workers should contact the Fair Work Commission to find out if they are eligible to apply for an order.

Education and Training

DME Engineering Pty Ltd will ensure that all workers are provided with the appropriate training and education on issues of workplace harassment which will enable them to:

- Understand the behaviours that are or are not workplace harassment.
- Understand the consequences of workplace harassing behaviours.
- Understand the process for lodging complaints of workplace harassment.

Audit Records

Training Register
Risk Assessment Form 02.2

14. Sexual Harassment

Purpose

DME Engineering Pty Ltd is committed to ensuring that the Workplace is free from Sexual Harassment. Sexual harassment will not be tolerated, and that disciplinary action will be taken against any worker that breached the policy.

Scope

This procedure applies to all DME Engineering Pty Ltd's workers.

Responsibility:

Employer Responsibilities:

- The employer, as well as the person or persons who engaged in the sexual harassment can be liable to pay compensation for loss or damage suffered by a person as the result of sexual harassment. (Vicarious Liability).
- Employer must take 'reasonable steps' to prevent workers from treating others unfairly or badly.
- 'Reasonable steps' include having clear policies about fair treatment in the workplace, providing information and training for all staff, especially managers and supervisors, and having a fair process in place for dealing with complaints.

Management and Supervisors must ensure that:

- new staff are given training on appropriate behaviour in the workplace;
- supervisors, managers and staff are trained regularly in discrimination law;
- they model appropriate behaviour themselves
- there is a clear workplace policy on appropriate behaviour which is reviewed and updated annually;
- there is a process to deal with any complaints quickly, privately and seriously.

Workers must:

- Comply with the organisations sexual harassment policy;
- Maintain complete confidentiality if they provide information during the investigation of a complaint.

Procedure

Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances.

It has nothing to do with mutual attraction or friendship between people.

Sexual harassment does not have to be deliberate or repeated to be illegal.

Some sexual harassment, such as sexual assault, indecent exposure and stalking is also a criminal offence.

DME Engineering Pty Ltd aims to:

- create a working environment which is free from sexual harassment and where all members of staff are treated with dignity, courtesy and respect;
- implement training and awareness raising strategies to ensure that all workers know their rights and responsibilities;

- provide an effective procedure for complaints, based on the principles of natural justice;
- treat all complaints in a sensitive, fair, timely and confidential manner;
- guarantee protection from any victimisation or reprisals;
- encourage the reporting of behaviour which breaches the sexual harassment policy;
- promote appropriate standards of conduct at all times.

A person sexually harasses another person (the person harassed) if:

- the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- engages in other unwelcome conduct of a sexual nature in relation to the person harassed;
- in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Examples of Sexual Harassment include:

- staring or leering;
- unnecessary familiarity, such as deliberately brushing up against you or unwelcome touching;
- suggestive comments or jokes;
- insults or taunts of a sexual nature;
- intrusive questions or statements about your private life;
- displaying posters, magazines or screen savers of a sexual nature;
- sending sexually explicit emails or text messages;
- inappropriate advances on social networking sites;
- accessing sexually explicit internet sites;
- requests for sex or repeated unwanted requests to go out on dates;
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

A worker who has been sexually harassed may seek assistance and further options from their manager, or other representative.

Complaints can be made to the relevant state authority in accordance with state legislation as listed below:

VIC

Victorian Equal Opportunity and Human Rights Commission
Victoria Equal Opportunity Act 1995

QLD

Anti-Discrimination Commission of Queensland
Queensland Anti-Discrimination Act 1991

NSW

Anti-Discrimination Board of New South Wales
New South Wales Anti-Discrimination Act 1977

NT

Northern Territory Anti-Discrimination Commission
Northern Territory Anti-Discrimination Act 1996

SA

South Australia Equal Opportunity Commission
South Australia Equal Opportunity Act 1984

WA

Equal Opportunity Commission Western Australia
Western Australia Equal Opportunity Act 1984

TAS

Office of Anti-Discrimination Commission (Tasmania)
Tasmania Anti-Discrimination Act 1998

ACT

ACT Human Rights Commission
Australian Capital Territory Discrimination Act 1991

Commonwealth

Australian Human Rights Commission
Sex Discrimination Act 1984

15. First Aid

Purpose

DME Engineering Pty Ltd is committed to providing first aid facilities and trained staff to assist workers when first aid is required.

Responsibilities

Managers and Supervisors

- Ensure First Aiders are given appropriate training.
- Ensure they are available to perform first aid when required.

First Aider

- Ensure their training is current and up to date.
- Advise the Supervisor of any injuries and status.
- Keep the first aid facilities up to date and clean

Procedure

First Aiders to:

- Attend to all injuries when First Aider is required – even if it is not for the area you are working in.
- If more than one First Aider is in attendance, assist where possible or return to section as required.
- Assess the person's condition, if required contact the Ambulance on 000.
- If Ambulance or Paramedics are called, contact Manager to advise of pending arrival to avoid unnecessary delays.
- Once the First Aider has fulfilled their requirements for treatment, they must advise the Supervisor and ensure all details are filled in correctly on the *Injury/Incident Report Form*.

Waste Management

Contaminated waste should be placed in a leak-proof bag or container and sealed. The bag or container should not be overfilled. All waste should be handled with care, to avoid contact with blood and body substances. Gloves should be worn when handling contaminated waste bags and containers.

Where significant amounts of first aid waste are generated, contaminated items should be placed in clinical waste bags. These are yellow coloured plastic bags which display the international biohazard sign (available from medical suppliers). Waste disposal should comply with state or local government requirements.

Management Body Substance Spillage

Spills should be attended to as soon as possible. Protective gloves should be worn. Absorbent material, such as paper towels should be used to absorb the bulk of the blood or body substance. These contaminated materials should then be disposed of in a leak-proof, sealed waste bag.

After this, the area should be cleaned with warm water and detergent and then disinfected. A suitable disinfectant is a freshly prepared 1:10 dilution of 5% sodium hypochlorite (household bleach) in water. Mops and buckets should be rinsed with warm water and detergent and stored dry.

PPE

PPE should be provided to protect first aid personnel and ill or injured persons from the risk of exposure to biological hazards. Where PPE is used, it should be properly selected for the task, be readily available, clean and properly maintained. First aid personnel should be trained in the correct use of the equipment provided. PPE should comply with relevant Australian Standards.

PPE could include:

- **Protective gloves** which should be worn whenever there is a potential for contact with blood or body substances. Disposable PVC or latex gloves should not be reused. Heavy duty gloves may be worn where a higher level of protection is required, for example, where there is a risk of exposure to sharp objects or when cleaning a blood or body substance spill.
- **Protective clothing** such as disposable non-porous overalls or plastic aprons which should be worn in situations where there is a risk that clothing of first aid personnel may become contaminated with blood or body substances.
- **Eye protection** such as goggles and safety glasses which should be worn where there is a risk of blood or body substance splashes entering the eyes, for example, from arterial bleeding injuries.
- **Safety footwear** which should be worn where there is a risk of the feet being punctured by sharp objects, such as broken glass or hypodermic needles.
- **Resuscitation mask** because expired air resuscitation may involve exposure to blood and body substances. Use of a resuscitation mask for mouth to mask resuscitation reduces this risk. A resuscitation mask should only be used if first aid personnel have received instruction in its use.

First aid kits should include:

- adhesive strips (assorted sizes) for minor wound dressing;
- non-allergenic adhesive tape for securing dressings and strapping;
- eye pads for emergency eye cover;
- triangular bandage for slings, support and/or padding;
- hospital crepe or conforming bandage to hold dressings in place;
- wound/combine dressings to control bleeding and for covering wounds;
- non-adhesive dressings for wound dressing;
- safety pins to secure bandages and slings;
- scissors for cutting dressings or clothing;
- kidney dish for holding dressings and instruments;
- small dressings bowl for holding liquids;
- gauze squares for cleaning wounds;
- forceps/tweezers for removing foreign bodies;
- disposable latex or vinyl gloves for infection control;
- sharps disposal container for infection control and disposal purposes;
- sterile saline solution or sterile water for emergency eye wash or for irrigating eye wounds (this saline solution must be discarded after opening);
- resuscitation mask to be used by qualified personnel for resuscitation purposes;
- antiseptic solution for cleaning wounds and skin;
- plastic bags for waste disposal;
- note pad and pen/pencil for recording the injured or ill person's condition and treatment given;
- re-usable ice-pack for the management of strains, sprains and bruises.

In some workplaces specific injuries or illnesses may occur. Additional first aid kit contents and facilities, including properly trained people, should be provided, for example:

- where burns have been identified as potential injuries;
- where eye injuries/poisoning may occur;

- where chemical splashes may arise in which case an emergency shower would be necessary.

Audit Records

Injury/Incident Report Form
First Aid Training Records
Workplace Inspection Checklists

16. Personal Protective Equipment

Purpose

To establish a procedure for Personal Protective Equipment (PPE) selection, supply, use, replacement, maintenance, training and instruction, storage and keeping of appropriate records.

Definitions

PPE	Personal protective equipment
AS/NZS	Australian Standard/New Zealand Standard

Procedure

Provision of PPE shall only be made after an assessment of the risk has been conducted and in consultation with the workers, and it is agreed no alternative solution is available to protect the workers, such as engineering controls.

Purchase specifications

DME Engineering Pty Ltd will ensure all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of standards compliance will be determined prior to purchase.

Usage, care and replacement of PPE

Manufacturer's instructions shall be used as the guide to determine effective usage, care and replacement requirements for PPE used by the company.

All issues of PPE to each worker will be recorded on *Personal Protective Equipment Issue Record Form*.

Each worker will be instructed and trained in the correct use of each PPE item prior to use.

Managers are responsible for supervising and enforcing the PPE program.

The effectiveness of the PPE program shall be evaluated on a regular basis during audits and inspections.

Reviews of the need for and adequacy of PPE will be conducted regularly. All reviews will be in consultation with workers using the PPE.

Non Compliance

Workers and contractors who fail to comply with the health and safety requirements of the company, or those who demonstrate consistently poor safety performance, shall be subject to disciplinary measures.

Audit Records

Risk Assessment Form
Worker PPE Issue Forms
Workers Training Registers

Form 16.1. Personal Protective Equipment Issue Record

Name _____ **Site** _____

Employee Number _____ **Department** _____

Date of Employment _____

PPE Item	Date of Issue/Replacement	Signature of Recipient *

* The signature indicates confirmation that the worker has received the listed PPE with appropriate instructions and training in its correct use.