TRADES LABOUR HIRE

HEALTH and SAFETY MANAGEMENT PLAN

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1. PURPOSE

The objective of this Health & Safety Management Plan [HSMP] is to establish and maintain an effective management system for all internal and host workplaces, management staff, employees and clients of Final Trim Operators and Trades Labour Hire Pty Ltd (The Companies).

The Companies are committed to implementing a structured approach to workplace health & safety in order to achieve a consistently high standard of safety performance. This plan will assist The Companies in meeting its legal obligations in accordance with work safety, health and environmental legislation. This Plan applies to all of The Companies management, operational and casual employees and stakeholders with regards to all works and activities carried out by The Companies.

This is achieved through;

- Development, implementation and commitment to the organisation's Health and Safety Policy and Health and Safety Management System;
- The allocation of responsibilities and accountabilities of internal and external stakeholders towards defined objectives and targets;
- Provision of collaborative instruction and training for all employment levels of the organisation including:
  - Senior Management;
  - Branch Management;
  - Direct Employees; and,
  - Casual Employees as required.
- Hazard identification through pre-placement task risk assessments and site inspections of prospective host workplaces;
- Regular monitoring and review of Site, Task and Employee Safety Assessments where employees are placed/mobilised;
- Development, implementation and scheduled review of internal and site-based Emergency Management Systems;
- Application of measurable input and output based health and safety performance indicators;
- Consistent Monitoring and Review of all safety management systems for continual improvement.

2. SCOPE OF HSMP

The HSMP applies to all personnel conducting business activities or works with The Companies, through integration with The Companies' Health and Safety policies, procedures, systems and standards.

Throughout the HSMP there are references to company procedures and guidance materials which explain specific requirements for work activities. This plan does not in any way diminish the statutory responsibilities of clients and their workplaces, or the statutory requirements of persons in control of the workplace where The Companies employees are placed/mobilised to.

3. ORGANISATIONAL SENIOR MANAGEMENT

Organisation details	
Business/Trading name	Final Trim Operators Pty Ltd
ACN/ABN	99 155 264 298
Business/Trading name	Trades Labour Hire Pty Ltd
ACN/ABN	87 608 580 329
Managing Director	Thomas Dunne
Operations Manager	Sandra Light
HS Manager	Justin Braddon
Primary Address	U1, 222 Walter Rd West, Morley WA 6062
Phone	1300 083 599
Website	www.finaltrimoperators.com.au + www.tradeslabourhire.com.au

4. OBJECTIVES & TARGETS

4.1. Increased OSHMS commitment, performance and productivity

Implementation and promotion of the occupational health and safety management system (OSHMS) to provide a positive work environment and engage employees/workers through participation to increases OSHMS performance and reduce injuries and harm.

4.2. OSHMS Planning

The design and implementation of a structured and systematic OSHMS in accordance with AS/NZS 4801:2001 and OSHAS 18001:2007, to meet with current legal and other workplace requirements, leading to sustained organisational improvements and health and safety performance.

4.3. Structured system of compliance for organisational security

The structure of The Companies' OSHMS shall be used to demonstrate the organisations' capability and support mechanisms which are necessary to control and reduce hazards and risks associated with The Companies activities, products and services.

4.4. Measurement and Evaluation

Measuring and evaluating workplace health and safety performance to accomplish early identification of OHS/WHS issues and facilitate corrective action proactively (prior to occurrence).

4.5. Participation, Communication and Skills

The identification and implementation of training programs will improve employees'/workers' skills, job satisfaction and increased participation towards decision making and further organisational productivity.

4.6. Reduced Workers' Compensation Insurance Premiums

The incorporation and management of a structured Injury Management and Return To Work Program has been designed to improve employee/worker recovery times and reduce costs in medical expenses, lost wages and insurance premiums.

4.7. Compliance with AS/NZS4801:2001 & OSHAS18001:2007

Business and marketing ability is able to be improved through the distinction from complying with current OSHMS Standards to network with compatible businesses whose values also encompass strong OSH systems.

Refer to FTO-PLA-003 Workplace Health and Safety Objectives and Targets for full details.

5. WORKPLACE INITIATIVES

In addition to those objectives and targets previously outlined, a minimum of (2) two additional Health & Safety initiatives are to be nominated at the discretion of the Director or nominated representative.

H&S Initiative	Person(s) Responsible
Development, Implementation and Continual Improvement of the Health & Safety (HS) Management System.	- Managing Director - Operations Manager - HS Manager - Branch Managers - Recruitment Consultants - Payroll and Account Staff
Work towards obtaining consistent National (AS) and International (ISO) Accreditation.	- Managing Director - Operations Manager - HS Manager - Branch Managers - Recruitment Consultants - Payroll and Account Staff
Ensure all Host Site Safety and Risk Assessments are completed at all host workplaces prior to employee/worker mobilisation.	- HS Manager - Branch Managers - Recruitment Consultants
Ensure all employees/workers have and retain the appropriate Personal Protective Equipment [PPE], Training, Competency, Experience and High-Risk Licence/Certification required for all task(s) being undertaken.	- HS Manager - Branch Managers - Recruitment Consultants

6. RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY

(Refer to The Companies-PRO-002)

While the ultimate responsibility for the health and safety of all persons involved in activities and operations associated with The Companies lies with the employer (Final Trim Operators Pty Ltd & Trades Labour Hire Pty Ltd), the organisation is required to define, designate, document and communicate all health and safety responsibilities, accountabilities and authority to act with all senior managers, branch managers, employees (both direct and/or casually employed), and other stakeholders (host employers).	
Position	**Responsibility**
Director	- Ultimate accountability for the health and safety of all employees/workers of The Companies rests with the employer, who accepts the responsibility to define, designate, document and communicate HS responsibilities and accountabilities, authority to act and reporting relationships for all managers, supervisors, employees, contractors, subcontractors and visitors.
Operations Manager	- Operational Management is responsible and accountable for effective implementation of the HSMS and HS performance in all locations and spheres of The Companies.
HS Manager	- Ensure that the Health and Safety Management plan is implemented and performs to expectations in all locations and spheres of operation within The Companies for continual improvement
Recruitment Officers	- Held accountable within the scope of recruitment and business development tasks for upholding health and safety performance in support of the overall HSMS.

7. MANAGEMENT ROLES

POSITION	NAMES	CONTACT DETAILS
Managing Director	Thomas Dunne	0447 766 944
Operations Manager	Sandra Light	0408 571 709
WHS Manager	Justin Braddon	0429 306 540
WA Branch Manager	Leah Taylor	0488 300 198
QLD State Manager	Peter Kelly	0439 397 355
NSW State Manager	Chris Tubridy	0429 314 378
SA State Manager	Elena Mihalopoulos	0455 022 555
NT State Manager	Luke Neuwert	0438 413 568

8. COMMUNICATION

The Companies will ensure that Health and Safety is the primary topic on every meeting agenda. All Health and Safety related information will be disseminated to The Companies employees and clients where The Companies have employees placed.

Key forms of communication include;

- The Companies interview and induction process;
- Client Site Induction(s);
- Tool box talks at the client workplaces;
- Health And Safety committee meetings;
- The Companies monthly health and safety newsletters;
- Site health and safety visits.

Workers/Employees are instructed and encouraged to contact The Companies immediately if they are asked to complete any task they are not qualified to undertake, or were not assigned to at the time of placement.

9. HEALTH AND SAFETY INDUCTION

An induction process has been developed encompassing health and safety requirements which all of The Companies personnel must complete prior to commencing work. Each person completing the induction will be issued a certificate of completion. All of The Companies employees will sign-off, as required, on high risk JSHA's provided by The Companies. This does not take away the client's responsibility to ensure that The Companies employees have completed and understood their site specific JSHA's, SWMS or equivalent.

The Companies' site induction is electronic which includes the following health and safety training;

- Minimum Legislative requirements (Employer, Employee & Host-Employer);
- Risk Management;
- Manual Tasks;
- Mobile Plant in the workplace;
- Machinery Guarding (minimum requirements)
- Work at Heights;
- Electrical Safety;
- Chemicals and Hazardous Substances;
- Fitness For Work requirements;
- Fatigue Management;
- Bullying and Aggressive Behaviour;
- Common hazards and risks (slips, trips, falls);
- Identification of hazards and risks;
- Hazard, incident, injury and near miss reporting;
- Site Injury/Emergency Management protocol;
- Minimum PPE requirements.

8.1. Client Site Inductions

All of The Companies employees must attend a site specific induction at the client's / host's workplace. Confirmation will be required from the client / host to ensure statutory requirements have been met. All of The Companies employees must also complete a Company site induction verification [SIV] checklist, which must be returned to The Companies operational staff prior to commencing works.

All of The Companies employees must also complete and sign-off on the Clients' / Hosts' JHA's and SWMS for all high risk work including but not limited to;

- Hazardous Manual Tasks;
- Operating Mobile Plant / Equipment;
- Working at heights;
- Working with electricity / electrical installations;
- Working in confined spaces;
- Traffic management;
- Hazardous substances / dangerous goods; and,
- Excavation work.

10. TOOL BOX MEETINGS

All of The Companies employees will attend tool box meetings at the respective client's site as their site safety management plan dictates. The Companies will provide informative WHS instruction and guidance for all employees by way of monthly informative organisational newsletters.

11. CONSULTATIVE AND COMMUNICATIVE ARRANGEMENTS

Open communication between The Companies and respective client's site management is important to ensure a safe and healthy workplace environment. Therefore, employees are encouraged to:

- Ask questions relating to health & safety issues;
- Raise any safety concerns;
- Report all hazards to The Companies and client management;
- Become involved in Health and Safety issues; and,
- Participate in any Health & Safety related problem solving processes.

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

- Identifying hazards and assessing risks;
- Making decisions about ways to eliminate or minimise those hazards or risks; and,
- Developing or changing job tasks or safety procedures.

All workers are encouraged to raise any Occupational Safety and Health concerns they may have with their respective site manager or in confidence through The Companies' Safety and Health manager.

If an issue has been identified and raised with the Client's / Host's management and remains unresolved, it should be raised directly with the The Companies WHS Manager. It will then be raised with the appropriate client's senior management.

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. The Companies Health and Safety Committee will meet monthly and will:

- Monitor Health & Safety on client's sites;
- Assist in developing procedures relating to Health and Safety;
- Consult with Clients regarding their Health and Safety concerns; and,
- Ensure regular organisational and workplace inspections occur.

Minutes of the latest Health and Safety Committee meeting will be made available for all stakeholders to review.

10.1. Non English speaking Persons

Persons unable to communicate effectively and efficiently place themselves and others at risk. People unable to read warning signs may also place themselves at risk by entering areas from which they are excluded. Although some safety signs are pictorial some are not.

Where required appropriate controls are to be implemented to communicate with non-English speaking persons this can be communicated by:

- Consultation process with a translator;
- WHS induction procedure; and,
- Workplace signage and procedures.

12. TRAINING

The WHS Manager will conduct a training needs analysis and arrange for appropriate health and safety training to be undertaken by employees of The Companies as required.
Where required The Companies employees are to demonstrate their competencies to perform required tasks safely in tasks with a high potential for injury, employees MUST hold the relevant license to operate high risk plant or perform high risk work. The Companies employees must carry their applicable license while on site, operating mobile plant or conducted high risk work.
High Risk Licenses requirements include, but are not limited to;

- Information being clearly readable on licenses held. (or other relevant qualifications);
- Comments or confirmation that the competency was met;
- VOC's are site specific and do not carry across from site to site unless with the same client.

13. OHS RISK ASSESSMENT

The purpose of any OHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect employees from risks to their health, safety and wellbeing.

Clients of The Companies are required to have completed a comprehensive risk assessment / needs assessment prior to The Companies placing employees/workers at a client's respective worksite. A site specific task analysis / risk assessment must also be completed to identify any hazards at the Client's / Host's site.

Control measures for hazards identified will be implemented as required using the following hierarchy of control. In order of the preference these measures relate to:

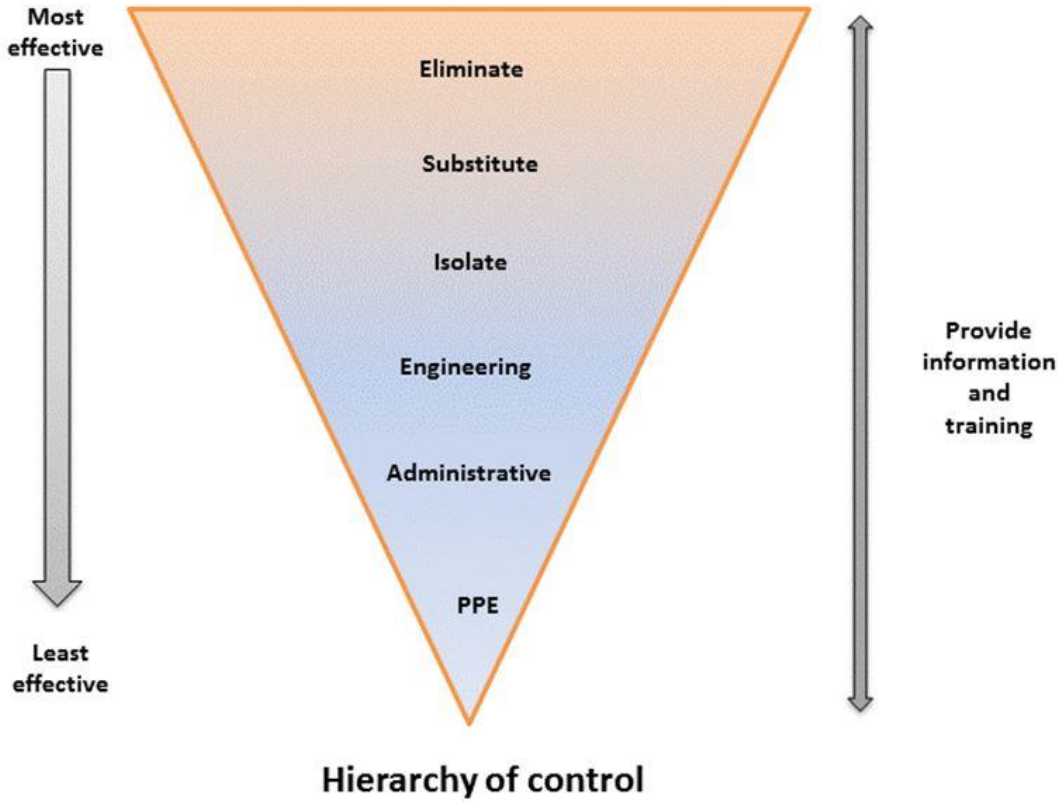


Figure 1. Hierarchy of control, by WorkSafe

Hierarchy Control Methodology:

- **Elimination.** (removal of the hazard)
- **Substitution.** (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- **Isolation.** (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- **Engineering.** (e.g. guarding on machinery)
- **Administrative.** (e.g. provision of training, policies and procedures, signage)
- **Personal Protective Equipment.** (e.g. use of hearing, eye protection, high visibility clothing)

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a Health and Safety incident or a change of process or requirement. Current risk assessments will ensure that The Companies achieve the goal of eliminating or minimising the risk employees may be exposed to. The list of The Companies policies and procedures in place to manage workplace risk include:

- Occupational Safety and Health Policy;
- Fitness for Work Policy;
- Workplace Violence, Aggression and Bullying Policy;
- Injury Management and Return To Work Policy; and,
- Environmental Policy.

14. OHS ISSUE RESOLUTION

Wherever possible, any OHS concerns will be resolved in collaboration between The Companies' Safety Manager, the client's site-supervisor and the exposed worker(s) to achieve a unified resolution.

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

15. AUTHORITATIVE SOURCES

WorkSafe WA:

- *Occupational Safety & Health Act (WA) 1984*
- *Occupational Safety & Health Regulations (WA) 1996*

WorkSafe QLD:

- *Work Health and Safety Act (QLD) 2011*
- *Work Health and Safety Regulations (QLD) 2011*

Safe Work NSW:

- *Work Health and Safety Act (NSW) 2011*
- *Work Health and Safety Regulations (NSW) 2011*

WorkSafe VIC:

- *Occupational Health and Safety Act (VIC) 2004*
- *Occupational Health and Safety Regulations (VIC) 2007*

SafeWork SA:

- *Work Health and Safety Act (SA) 2012*
- *Work Helath and Safety Act (SA) 2012*

14.1. The Managing Director and Senior Management

The Managing Director and Senior Management, as officers, are responsible for ensuring that The Companies comply with any duty or obligation under each Australian State's Acts and Regulations. This is achieved by these officers exercising their Duty of Care, by means of:

- Acquiring and keeping an up to date knowledge of work health and safety matters;
- Maintaining an understanding of The Companies' operations and the hazards and risks involved;
- Ensuring that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised;
- Ensuring that information regarding incidents, hazards and risks is received, considered and responded to in a timely manner;
- Ensuring that The Companies have, and implement, processes for complying with its WHS duties and obligations; and,
- Verifying the provision and use of the resources and processes listed above.

This may include (but is not limited to);

Applying Health and Safety as the primary activity on the agenda for each Senior Management meeting. Integrating OSH/WHS Laws into everyday business through consultation with Managers and all operators / workers.

Developing a Health and Safety Management System Framework, which will be reviewed on a regular basis by the managing director and senior management.

Ensuring that OSH/WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:

- Development and maintenance of a National OSH/WHS Risk Register;
- Development and maintenance of National OSH/WHS Policies and Procedures;
- Ensuring effective National Injury Management Systems are in place and reviewed regularly;
- Ensuring that the procurement of all equipment takes into account OSH/WHS matters;
- Ensuring that regular hazard and risk inspections of The Companies' workplaces occur nationally;
- Ensuring that OSH/WHS is a standing agenda item at all staff meetings;
- Incorporating OSH/WHS updates and information into regular Management Team meetings;
- Ensuring that OSH/WHS issues are part of all training provided for staff, including inductions;
- Ensuring that contractors and visitors to The Companies are provided with appropriate and reasonable OSH/WHS information at site entry; and,
- Ensuring that all work environments are safe environments.

PART B: General OHS Information

1. EMERGENCY PROCEDURES

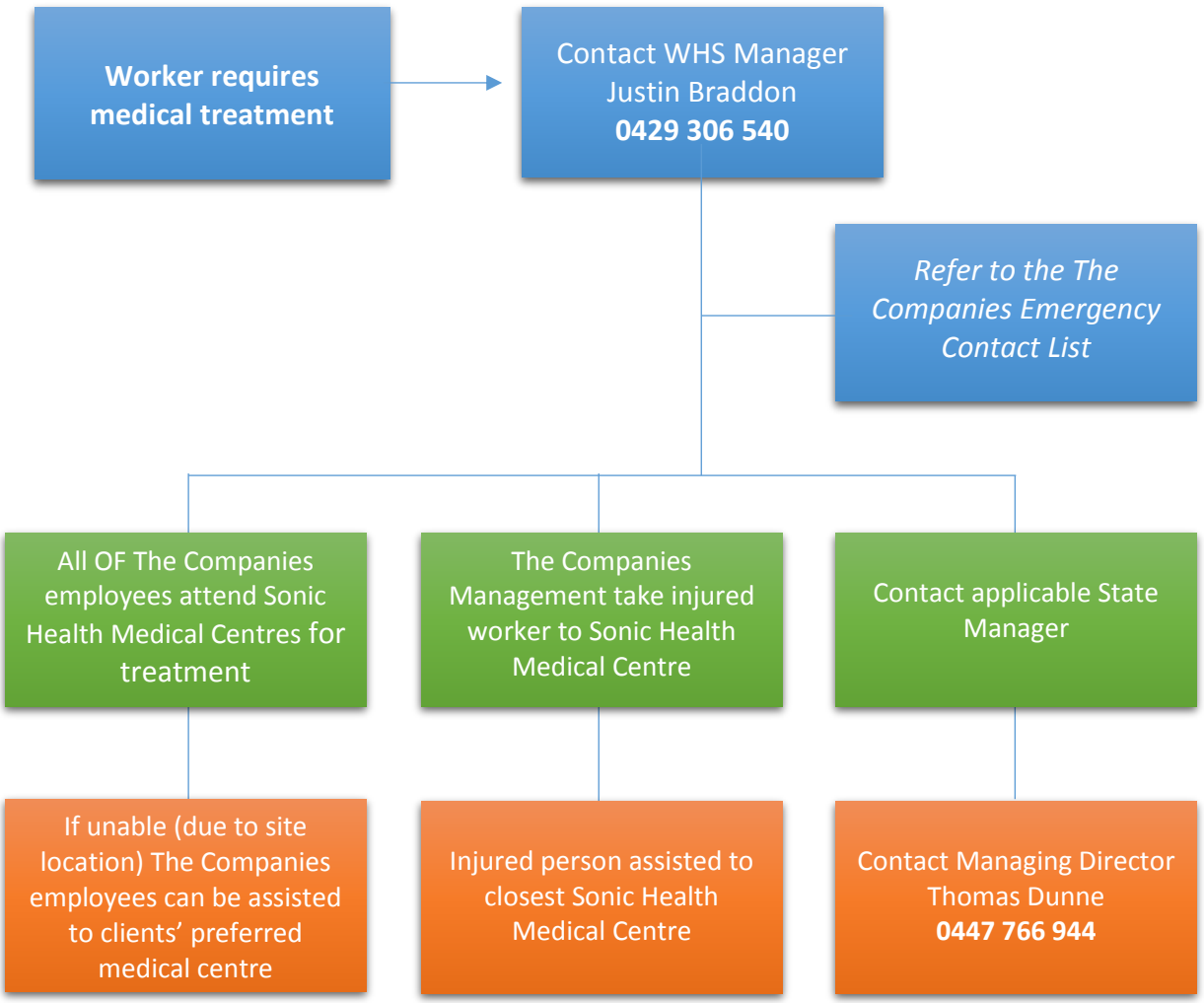
An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- Office / reception;
- Common areas within the office;
- Common areas at each Client/Host Work-Site.

2. HAZARD / INCIDENT / INJURY REPORTING

How to Report a Hazard, Injury or Incident:

Refer to incident injury flow chart in the first instance.



All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

> Advise The Companies WHS Manager or company representative of the incident, injury or hazard;
> For recording purposes complete a Hazard/Injury/Incident Investigation Report Form;
> Complete the relevant sections of the form giving details of the incident
> The form should be completed even when an injury has not occurred, that is, in the event of a near miss;
> All hard copy forms should be signed by the relevant parties;
> The Companies Safety Manager or Representative must record all injuries on the injury register;
> Internal reporting of any hazard/injury/incident is separate from reporting of notifiable incidents to The Companies' operators.

When a worker completes and provides a Workers' Compensation Claim Form accompanied by a First Certificate of Capacity, The Companies acknowledge they have five working days to pass the documents to the insurance provider (a copy will be kept for The Companies' records and a copy will be given to the worker).

It is not The Companies' decision to accept liability for the claim. The insurance provider must assess the claim and advise The Companies and the injured worker of their decision, in writing, within 14 days of receiving the claim. The advice must indicate whether it is accepted or disputed, or if they need more time to make a decision.

3. REPORTING OF NOTIFIABLE INCIDENTS

Work related deaths and certain types of injuries and diseases must be reported to the applicable state governing authority. Failure to report could lead to prosecution.
Reporting must be done by the relevant employer whenever these occur in connection with their business.
Relevant employers include the self-employed, principal contractors and labour hire agents. In some cases, the applicable state governing authority will require notification of the same reportable death, injury or disease by different 'relevant employers'. Reporting is also required, in some circumstances, if a worker suffers death, injury or disease at employer-provided residential premises.

The types of injuries that must be reported are:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Any serious incidents must be notified immediately to The Companies Director or WHS Manager. After becoming aware that any such incident has occurred, it is the Client's/Host Employer's responsibility to report 'notifiable incidents' to The Companies by the fastest possible means, either:

By phone—ring The Companies WHS Manager on 0429 306 540 or refer to The Companies' emergency contact list.

NOTE: The Companies require that immediate notification is followed within 48 hours in writing by completing a Notifiable Incident Report Form and forwarding it to: WHS Manager of The Companies, 1/222 Walter Road West, Morley, WA 6062.

4. FIRST AID TREATMENT

Definitions:

> First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.

> First aid officer is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

The Companies have in place the following first aid procedures, as required by the 'First Aid in the Workplace' Code of Practice:

> The appointment and training of First Aid Officers [FAO];
> The provision of first aid kits within the workplace;
> At least one training / accredited First Aid Officer available at all times (where practicable) in the office;
> Clear signage with the name of the FAO(s) and the location of the first aid kits; and,
> The provision of a suitable first aid kit in all of The Companies vehicles.

It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained.

First Aid Officer Training:

> The minimum level of training for a FAO is the First Aid Certificate (or equivalent);
> Refresher training should be undertaken every 2 (Two) years.

First Aid Officer [FAO] Responsibilities:

> The FAO is approved to render first aid assistance in the workplace;
> The FAO should ensure that they do not administer first aid services beyond their level of training;
> A record of any first aid treatment given should be kept by the FAO and reported to The Companies State Manager or Operations Manager on a regular basis to assist with reviewing first aid arrangements.

Contact details for The Companies First Aid Officers are displayed on noticeboards and common areas.

5. TRAINING

The Companies are committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their OHS obligations. OHS training is a fundamental requirement for The Companies to achieve a safe workplace. The OHS training needs for The Companies will be determined in consultation with managers and workers, as well as through review of the OHS Risk Register, however it can be generally categorised into three kinds:

Generic OSH/WHS Training—skills and knowledge which is commonly required, e.g. induction training, evacuation procedures, information based training.

Risk Specific OSH/WHS Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual handling training, confined spaces training, working from heights.

Task Specific OHS/WHS Training—skills and licensing which are required depending on the specific hazards and risks, e.g. any farm equipment operation, high risk work licenses such as for driving forklifts, cranes.

5.1. Documentation for Training

Training records are maintained as evidence of training delivery and assessment of competence.

6. SAFETY INDUCTION

All new managers and workers are required to be provided with OHS/WHS information regarding the workplace as part of their overall induction and introduction to The Companies. A thorough safety induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.

The Safety Induction Checklist for New Internal Employees should be used in conjunction with The Companies Office Staff Handbook to ensure that all new workers are aware of Health and Safety systems, policies and procedures in place within The Companies.

The OHS/WHS Site Specific Induction Checklist for New On-Hire Workers Should be used in conjunction with the The Companies On-Hired Employment Safety Induction Module to ensure they are aware of site-specific OHS/WHS systems, policies and procedures in place at clients' work-sites.

6.1 Procedure

The recruitment officer must ensure a Safety Induction is conducted on the new worker's first day. If the recruitment Officer is not available, he or she should organise for a replacement to conduct the induction. The recruitment Officer must:

- use the attached Safety Induction Checklists to ensure that all OHS/WHS issues are covered;
- upon completion of the induction, sign the checklist and ensure that the new worker also signs;
- file a copy of the induction checklist on the worker's file; and,
- provide the new worker with access to this Safety Management Plan and the Workplace Safety Manual booklet.

7. RISK MANAGEMENT AND THE RISK REGISTER

OSH/WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers and workers at The Companies.

As required by each Australian State's Act and Regulations, The Companies have adopted a national risk management approach to underpin its Safety Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by The Companies include:

- Pre-placement Task Risk Assessments & Site Inspections of all new workplaces/sites;
- Reviewing each client's site specific risk register detailing all OHS/WHS risks associated with the operation and activities of The Companies;
- Documentation of all OSH/WHS policies and procedures;
- Completing Risk assessments for any changes to work processes;
- Hazard, injury, incident reporting procedures;
- Incident causation investigations;
- Safe Work Method Statements (SWMS) for specific activities including (but not limited to):
    - Hazardous Substances
    - Manual Tasks
    - EWP/Work at heights
    - Exposure to Electricity
    - Mobile Plant
    - Machinery Guarding

Definitions:

> **OHS/WHS Hazard**: Anything which has the potential to cause injury or illness.

> **OHS/WHS Risk**: An OHS/WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

> **OHS/WHS Risk Control**: OHS/WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

7.1. The Risk Management Process

The Companies' employees will not commence work at a place of work unless:

- The Companies workers have completed The Companies' H&S Induction and provided recruitment staff with relevant licenses or certification required of their position;
- the principal contractor has completed The Companies' Preliminary Safety Systems Assessment and provided The Companies with a copy of the relevant health and safety documents required of this assessment;
- The Companies undertakes a site based inspection and completes an assessment of all risks associated with work activities; and,
- Workers are provided with a site specific H&S induction by the host employer/client and a copy of The Companies' Site Induction Verification document [SIV] is completed and returned to The Companies' recruitment staff.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting / moving plant and working at heights.

The Companies identifies the potential hazards of the proposed work activities, assesses the risks involved and develops controls measures to eliminate or minimise the risks. The risk management process is carried out in consultation with employees which involves breaking down specific work activities into job-task steps to assist in identifying all potential hazards. These work activities are detailed in a site specific Job Safety Analysis. The JSA entails a list of each job-task step with a risk assessment of each job-task to determine the risk exposure level.

To assist in identifying hazards and risks, The Companies applies the use of legislative resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

Step 2: Assess the Risk

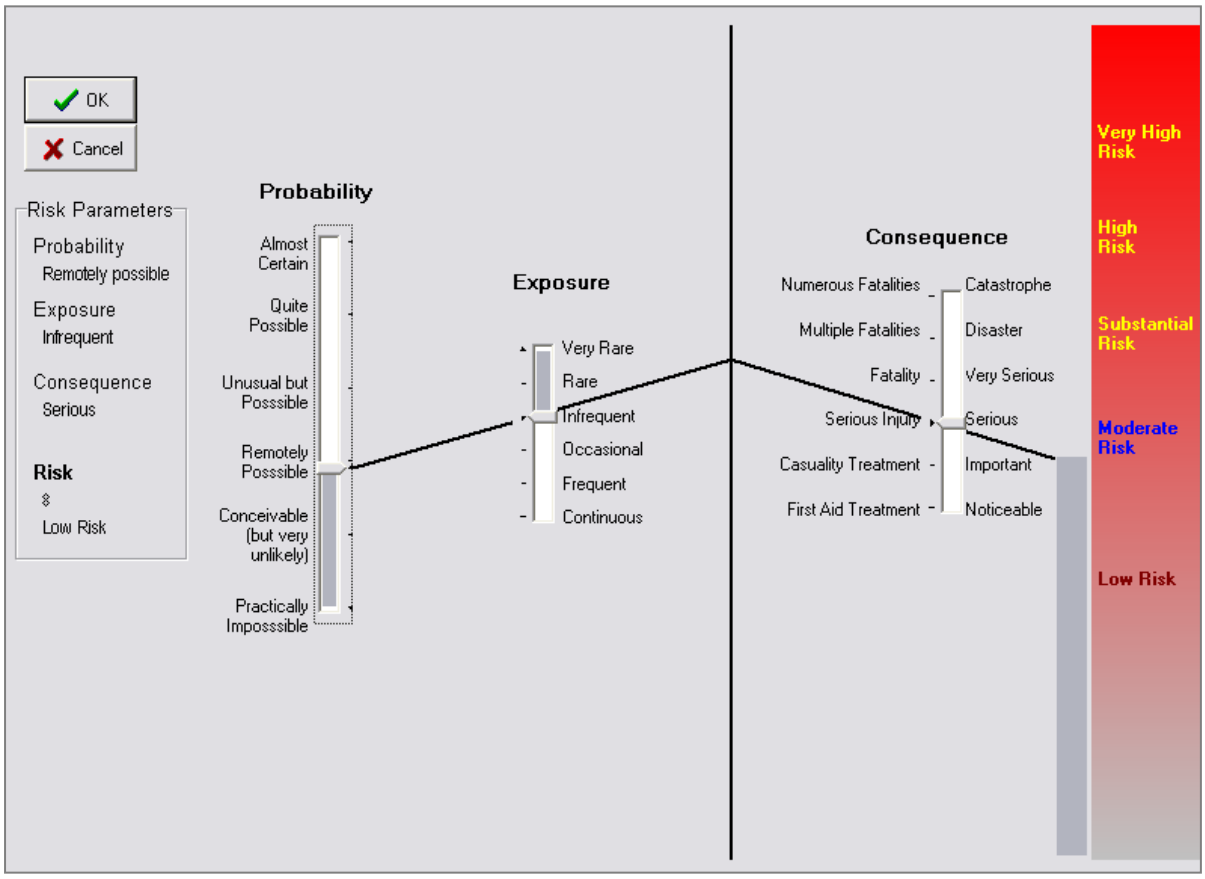
Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

> How often the task is undertaken?
> How frequently are people near the hazard?
> How many people are near the hazard at a particular time?
> Has an incident happened before?
> Have there been any 'near misses'?
> What control measures / systems (if any) are in place to mitigate the risks?

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, The Companies requires that it is eliminated or reduced as far as is practicable in consultation with the relevant stakeholders.

> Step 1: identify the Consequences—or how severely could it hurt someone.
> Step 2: identify the Likelihood—or how likely is it for an injury to occur.
> Step 3 & 4: identify the Risk Priority Score—to prioritise your actions.
> Step 5: apply the hierarchy of hazard control.
> Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed



Step 3: risk priority score identifies the necessary action and response

PROBABILITY	
Almost Certain	Bound to cause injury
Quite Possible	Easy to see how someone could be injured
Unusual but possible	Good controls in place. But if procedures not followed, may result in injury
Remotely Possible	Strong Procedures / Unlikely
Conceivable but very unlikely	Freak Accident
Practically Impossible	Just can't see it happening

EXPOSURE		CONSEQUENCE	
Very Rare	Once per week or less	**Catastrophe**	Numerous Fatalities
Rare	Once per shift or less	**Disaster**	Multiple Fatalities
Infrequent	Every 4 hours	**Fatality**	Very Serious
Occasional	Every 1 – 2 hours	**Serious Injury**	Lost Time
Frequent	Every 30 mins	**Casualty Treat.**	Medically Treated Injury
Continuous	All the time	**First Aid**	No requirement to see GP

Table 2: Risk Score Calculator Risk Legend.

RISK LEVELS	
Very High Risk	Cease work. Detailed action plan required.
High Risk	Consider ceasing work. Senior Management attention required
Substantial Risk	Senior Management attention required
Moderate Risk	Specify Management responsibility
Low Risk	Manage by routine policies and procedures

Table 3: Risk Level Actions Legend

Very High, **High** or **Substantial risks** must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

Step 4: Control the hazards

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following systems/processes, applying guarding to exposed machinery or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- **Eliminate the hazard**: remove the equipment from use, dispose of unwanted chemicals..;
- **Substitution:** use a non-hazardous chemical, use a different machine that can do the same task..;
- **Isolation**: contain noisy machinery within a booth, isolate electricity to machinery..;
- **Engineering Controls**: design equipment differently, providing lifting devices to minimise manual handling..;
- **Administrative Processes**: task variation, job rotation, training..; and,
- **Personal Protective Equipment**: gloves, hearing protection, eye protection...

Step 5: Review the process

Continuously review to monitor and improve control measures and find safer systemic processes wherever possible.

Documentation for Risk Assessment

The documentation required for an OHS/WHS risk assessment will depend on the operation or activity being assessed. A Client Safety Systems Assessment and Site Specific Task Analysis / Risk Assessment is completed when undertaking a risk assessment of the various activities / job-tasks of The Companies' employees.

The OHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks should be documented on a centralised risk register for The Companies. The risk register holds a list of The Companies key risks that need to be monitored and managed. The risk register is to be managed by the OHS Manager who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

The OHS Manager is responsible for overseeing the Risk Register and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

8. WORKPLACE HAZARD INSPECTIONS

The Companies is required by OHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminate or minimise the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the OHS Manager and / or nominated manager(s) undertakes a OHS/WHS hazard inspection of each workplace on a 6 (six) monthly basis and at any other times as required. The hazard inspection is undertaken by following the principles of OHS/WHS risk management through The Companies' Risk Management process.

If any hazards are identified through the hazard inspection process, the hazards are brought to the attention of the Client / Host and controls are implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all host employer managers / supervisors are now required to complete a short safety questionnaire on each timesheet before submission to The Companies. Monthly site inspections of host work sites will be completed by The Companies' trained and approved management staff and monitored by The Companies' HS Manager.

Any hazards identified during these inspections will immediately be reported to the Safety Manager and appropriate remedial action taken.

All hazard inspection documentation is saved and filed by the HS Manager.

9. HEALTH AND SAFETY SYSTEMS RECORD KEEPING

The Safety Manager retains all OHS and Workers' Compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Cth).

10. DOCUMENTS TO BE DISPLAYED

- Emergency contacts page
- Emergency Evacuation Plan
- Return to Work Policy
- Work Health and Safety Policy
- Accident/Incident Notification details
- Compensation and Return to Work information

11. IMPORTANT CONTACT NUMBERS

- Final Trim Operators Pty Ltd (The Companies) & Trades Labour Hire Pty Ltd (TLH)
- Telephone: 1300 083 599
- Email: justin.Braddon@ftworkforce.com.au or justin.braddon@tradeslabourhire.com.au
- The Companies Postal Address: 1/222 Walter Road West, Morley, WA 6062
- TLH Postal Address: 135 Great Eastern Highway, Belmont WA 6105
- **After Hours Emergencies:**

In the event of a major incident the Safety Manager can be contacted on: 0429 306 540 (Justin Braddon).

PART C: Specific Health and Safety Requirements

1. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at The Companies. The Companies undertakes to investigate all complaints formally made. The Companies will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology;
- Creating an agreement with the offender that will stop the behaviour of concern;
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution;
- Disciplinary action in the form of verbal, written or final warning or dismissal;
- All violence or aggression will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings

See The Companies' Equal Employment Opportunity Policy (The Companies-POL-002) and Workplace Violence, Aggression & Bullying Policy (The Companies-POL-003-1).

Workers are commonly employed by The Companies to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work, labouring and machine/plant operation at external host-site workplaces. In order to achieve this objective, it is recognised that The Companies's employees need to be:

> Suitably experienced to perform the tasks;
> in possession of all necessary licenses, permits and registrations required to perform works safely and in compliance with appropriate regulations;
> notified of any potential hazards associated with the workplace and environment where works are to be carried out;
> provided with a description of the tasks required of them according to their prospective job/position;
> made aware of The Companies Emergency Procedures;
> have completed The Companies Safety Induction before allowed on any sites;
> All employees of The Companies must abide by The Companies's OHS/WHS requirements, which will be advised to them before engagement.

2. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature which must be stored in a secure facility in compliance with the National Code of Practice: for the control of workplace hazardous substances [NOHSC:2007(1994)].

All chemicals will be included in the hazardous substances register and have their current Material Safety Data Sheet [MSDS] present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where The Companies's workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

Training / instruction and a formal Risk Assessment will be completed before any The Companies Employee/Worker is permitted to, as part of their job description, use, handle or be exposed to any hazardous chemical or substance. Documentation of this training and risk assessment will be kept on record by The Companies and the Host Employer to ensure currency of training in accordance with minimum standards.

3. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties and is a breach of statutory compliance.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include certified testing and tagging of all electrical equipment and maintaining records of this. Connection to Residual Currency Devices [RCD's] is also mandatory when operating electrical equipment.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure all electrical equipment is safe to use. OHS legislation requires that electrical equipment is inspected and tested in accordance with Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

3.1 Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- before return to service after a repair or servicing, which could have affected the electrical safety of the equipment; and,
- before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:

- tools and leads: every 12 months (low use);
- Safety Switches: monthly; and,
- Offices: every 3 to 5 years.

4. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

- Overhead fuel and water tanks;
- Buildings and roofs; and,
- High machinery: cherry pickers, trucks and trailers.

The Companies will ensure that:

- Workers working at height are made aware of the hazards and risk management procedures;
- Fall arrest or fall prevention harnesses are provided and used; and,
- Workers are instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

- Observe and apply risk management procedures when working at heights; and,
- Use the required personal protective equipment (PPE) where indicated.

5. MANUAL TASKS

Manual Tasks involve any task that requires a person to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions, sustained postures and exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual Tasks hazards are managed at The Companies by means of a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment of all manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to ensure that the solutions work. See Final Trim Operator's **Safe Work Method Statement – Manual Tasks.**

Examples of manual tasks at some of The Companies's workplace sites include:

> Lifting, pushing, pulling, , carrying, moving, holding or lowering objects or equipment (up to 20kg)

5.1. Manual Tasks Goal(s)

> Preventing injury, illness, pain and suffering of individuals in the workplace;
> improved business performance, efficiency and productivity;
> fewer workers' compensation claims, which may lead to lower premiums;
> faster and easier return to work for workers who do sustain an injury;
> retention of skilled workers; and,
> a safe workplace with a positive safety culture.

5.2. Preventing Manual Tasks injuries

The Companies acknowledges the following risk factors resulting in manual tasks injuries:

Direct risk factors:

> actions and postures (including awkward postures, sustained postures and repetitive movement);
> forces and loads (including forceful exertion); and,
> exposure to vibration (including whole-body and hand-arm vibration).

Indirect risk factors:

> the working environment (poor lighting and cool temperatures);
> systems of work, work organisation and work practices (inadequate rest breaks and unfamiliarity of the task); and,
> worker characteristics (physical limitations).

(Code of Practice: Manual Tasks)

The Companies applies the following risk matrix to minimise Manual Handling Injuries:

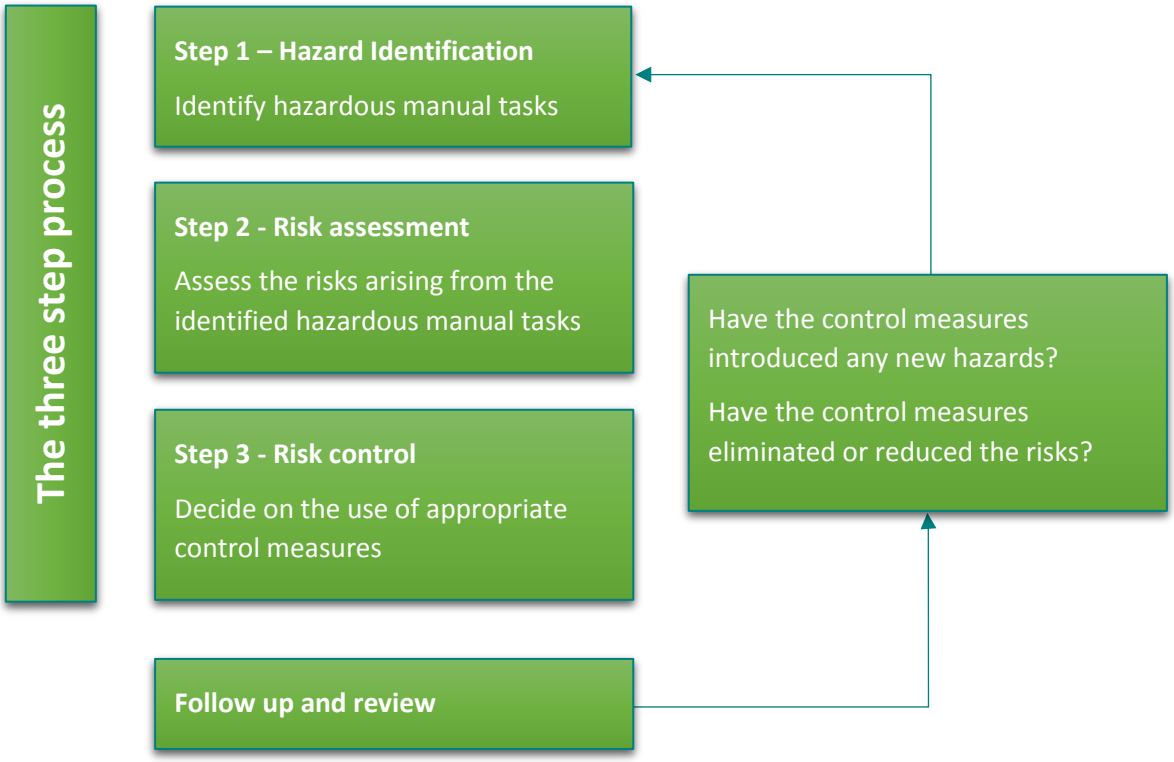


Figure 2. Three step risk management process – modified from: Code of Practice – Manual Handling

6. PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to farm machinery, office furniture and any other equipment used for work purposes.

6.1 Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

6.2 Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant. Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:

- equipment inspections;
- verbal reporting of equipment malfunction to the appropriate manager; and,
- hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

6.3 Record Keeping

Records of inspection, testing and monitoring is maintained by The Companies. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

7. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment [PPE] may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used by The Companies's employees may include:

- body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves);
- helmets (falling object protection);
- any substance used to protect health, for example, sunscreen.

Workers are obliged to use all applicable PPE as required and when reasonably practicable. Other requirements include:

- Training in the safe use, storage and maintenance of PPE;
- PPE must be checked before use for the correct type, fit and condition; and,
- Employees are prohibited from reusing disposable, contaminated or damaged PPE.

8. SLIPS, TRIPS AND FALLS

The Companies acknowledges that slip, trip and fall hazards can be prevented in workplaces. Awareness of the common risk factors for slips, trips and falls coupled with a strong management commitment will result in reduction and prevention of slips, trips and falls incidents.

8.1. Risk Assessment

Assessing the risk involves identifying all of the risk factors that are present that may contribute to the risk of a slip trip or fall, and determining the potential likelihood and consequences of a slip or trip occurring.

8.2. Common slip, trip and / or fall risk factors considered by The Companies include:

- Workplace floor surface and condition;
- Floor contamination;
- Objects left on the floor;
- Ability to see the floor, walkways and hazards;
- Cleaning processes - spills containment;
- The space and design of the workplace;
- The use and condition of stairs and stepladders;
- Work activities, pace and processes;
- Footwear and clothing; and,
- behavioural factors.

8.3. The Companies determines the likelihood and potential consequences of each hazard through:

- assessing client / host workplaces and their processes;
- assessing workplaces' previous incident and injury reports and data for falls;
- consulting with site safety and health representatives and employees;
- assessing the way tasks / jobs are performed;
- assessing the way work is organised;
- determining the size and layout of the workplace;
- assessing the number and movement of all people at the workplace;
- determining the type of work to be performed;
- identifying the type of machinery / plant to be used;
- assessing adequacy of inspection and maintenance processes;
- examining the way all materials and substances are stored and handled;
- assessing what knowledge and training is needed to perform tasks safely and the adequacy of current knowledge and training; and,
- examining the adequacy of procedures for all potential emergency situations.

8.4 Control Methods

In compliance with National Legislation, The Companies applies the three step risk management process for the prevention of slips, trips and falls which involves hazard identification, risk assessment and risk control measures.

These measures are completed by the Safety Manager before any employee commences work at workplace / site as part of the Risk Management process.

To assist in identifying hazards, The Companies considers previous injuries, 'near miss' incidents or accidents arising from falls which have occurred at workplaces and consults with employees to identify what issues may be associated with any tasks being performed.

9. DRUGS AND ALCOHOL

The Companies maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner. To assist The Companies in these requirements, workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted at workplaces at any time unless expressly authorised by management;
- No illegal drugs shall be consumed or permitted at workplaces at any time or under any circumstance;
- If, in the opinion of management, a worker is unfit to work safely, they will be professionally removed from the workplace and sent / taken home;
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned;
- The Companies encourages all employees not to smoke. Smoking is prohibited in any vehicle, machinery or building, except where a designated area for smoking is provided.

10. COLD / HOT CONDITIONS INCLUDING ULTRAVIOLET [UV] RADIATION

In adherence to National Legislation, The Companies ensures employees are protected from extremes of heat and cold. Where controllable (inside buildings, structures), heating and cooling will be maintained at a comfortable temperature.

Exposure to UV radiation can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks. Alternative PPE is provided upon a risk assessment for extreme hot or cold conditions.

The Companies ensures provisions for the supply and easy access to clean and cool drinking water is always maintained with encouragement for all persons to rehydrate regularly.

11. VEHICLES

11.1. Alcohol and Drugs

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

11.2. Licences

The Companies managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the OHS Manager if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the OHS Manager or their delegate to be retained on file. Workers must also inform The Companies if their license has been suspended or renewed. The Companies also have a form that must be signed when driving any company vehicle.

11.3. Mobile Phones

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

11.4. Seat Belts

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

11.5. Smoking

Smoking in any The Companies vehicle by either drivers or passengers is prohibited.

11.6. Load Restraint in Vehicles

- All equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision
- The tension in the load restraining straps should be checked regularly during the journey
- Distribute the load evenly within the vehicle
- Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident.
- Exceeding load / weight capacities of vehicles is prohibited and in breach of the law.

12. **WORKING ALONE**

The risk of injury or harm for people who work alone may be increased as a result of difficulty contacting emergency services when they are required. Emergency situations may arise as a result of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water. The consequences of an incident arising when working alone is very serious. All The Companies managers and employees are required to implement the following actions for any tasks completed alone:

- Inform home base on arrival and departure at a remote work site (telephone, email, message etc..);
- Development and approval of trip itineraries for extended trips and adherence to the itinerary;
- Pre-trip agreement on departure and arrival times and accommodation arrangements;
- For travel in remote areas an emergency location beacon should be carried in the vehicle;
- Pre-arranged mobile / satellite phone calls at scheduled times as required;
- Appropriate First Aid Kit available and replenished with training provided as necessary;
- Sufficient food and water for emergency purposes.