ORGANISATIONAL

HEALTH and SAFETY MANAGEMENT PLAN

Table of Contents

Part A – PLAN DETAILS 4

PURPOSE 4

SCOPE OF HSMP 5

ORGANISATIONAL SENIOR MANAGEMENT 5

LEGAL AND OTHER REQUIREMENTS 5

SAFETY AND HEALTH OBJECTIVES 6

SAFETY AND HEALTH TARGETS and INITIATIVES 7

RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY 8

Line Management Roles 9

COMMUNICATION, CONSULTATION AND REPORTING 11

TRAINING AND COMPETENCY 13

RISK MANAGEMENT AND THE RISK ASSESSMENT REGISTER 14

WORKPLACE HAZARD INSPECTIONS 19

HEALTH AND SAFETY SYSTEMS RECORD KEEPING 20

OSH ISSUE RESOLUTION 20

AUTHORITATIVE SOURCES 20

PART B: General OHS Information 22

HEALTH AND SAFETY INDUCTIONS 22

EMERGENCY PROCEDURES 24

HAZARD / INCIDENT / INJURY REPORTING 24

WORKERS COMPENSATION 25

REPORTING OF NOTIFIABLE INCIDENTS 26

FIRST AID TREATMENT 27

PERSONAL PROTECTIVE EQUIPMENT 28

SLIPS, TRIPS AND FALLS 28

DRUGS AND ALCOHOL 29

COLD / HOT CONDITIONS INCLUDING ULTRAVIOLET [UV] RADIATION 30

COMPANY VEHICLES 30

WORKING ALONE 31

INAPPROPRIATE BEHAVIOUR 31

PART C: Safety Essentials - Critical Risks 33

DANGEROUS GOODS AND HAZARDOUS SUBSTANCES 33

ELECTRICAL SAFETY 33

RISKS OF FALLS 34

HAZARDOUS MANUAL TASKS 35

PLANT AND EQUIPMENT 37

CONFINED SPACE 39

LIVE TRAFFIC 41

HOT WORKS – WELDING PROCESSES 42

STRUCTURAL ALTERATIONS/TEMPORARY SUPPORT STRUCTURES 45

DEMOLITION WORKS 47

TILT-UP/PRECAST CONCRETE WORKS - CONSTRUCTION 49

HEALTH AND SAFETY POLICIES 51

HEALTH AND SAFETY PROCEDURES 51

Part A – PLAN DETAILS

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 FT Workforce (The Organisation).

The Organisation 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 Organisation in meeting its legal and other obligations in accordance with workplace safety, health and environmental legislation and associated Standards, Codes and Guidance materials. This Plan applies to all of The Organisation's management, operational and casual employees and stakeholders with regard to all works and activities carried out by The Organisation.

This shall be 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;
- Strict adherence to all legal and other obligations required of the Organisation;
- 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.

SCOPE OF HSMP

The HSMP applies to all personnel conducting business activities or works with The Organisation, through integration with The Organisation's Health and Safety policies, procedures, systems and standards. The HSMP provides references to Organisational 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 host-workplaces, or the statutory requirements of persons in control of the workplace where The Organisation's employees are placed/mobilised to.

ORGANISATIONAL SENIOR MANAGEMENT

Organisation details			
Business/Trading names	FT Workforce Pty Ltd	Trades Labour Hire Pty Ltd	Dandjoo Services Pty Ltd
ACN/ABN	99 155 264 298	87 608 580 329	83 628 475 105
Managing Director	Thomas Dunne – 0477 766 944 – thomas.dunne@(*tradingcompany*).com.au		
General Manager	Sandra Light – 0408 571 709 – sandra.light@(*tradingcompany*).com.au		
Health & Safety Manager	Justin Braddon – 0429 306 540 – justin.braddon@(*tradingcompany*).com.au		
Primary Address	Morley WA 6062	Belmont WA 6105	Kewdale WA 6105
Phone	1300 083 599	(08) 6166 0239	1300 638 871
Website	www.ftworkforce.com.au	www.tradeslabourhire.com.au	www.dandjoo.com.au

LEGAL AND OTHER REQUIREMENTS

The Organisations shall comply with all health and safety laws, regulations, standards, codes of practice, statutory licenses and other legal requirements which apply to their activities and operations, and exercise their duty of care with respect to personnel and the communities in which they operate.

This shall be achieved by means of the following performance standards:

- All safety-related acts, regulations, by laws, licenses and other legislative and regulatory requirements applicable to The Organisations' operations shall be identified and their implications assessed.
- The Organisations shall ensure; that all amendments and changes to legislation and licenses (including new requirements) are identified and reviewed annually; that all personnel who need to be aware of these changes are advised; and that the appropriate action is taken.
- The Organisations' shall maintain compliance with all requirements related to regulatory reporting and record keeping.
- The Organisations' shall ensure the exercise of all appropriate Legislative Compliance or Duty of Care, in relation to health and safety, owed to The Organisations' employees, contractors and visitors, as the case may be.

SAFETY AND HEALTH OBJECTIVES

The Organisation's principle objective remains to provide all personnel who work for The Organisation with a work environment that is safe and free from hazards so far as reasonably practicable in adherence with current and relevant Australian occupational safety and health (OSH/WHS) Legal Obligations and other Requirements. This commitment is the primary concern when placing/mobilising The Organisation's personnel with client's/host-employer's workplaces, to ensure all employees and stakeholders understand the required procedures and work together to prevent and control any hazards employees may encounter in their place of work.

The Company is committed to comply with all relevant OSH/WHS legislative and other requirements bestowed upon the organisation, in line with (but not limited to) the following principles:

- Planning, implementation and management of the highest sustainable safety and health standards and performance to achieve continual improvement of workplace behaviours and processes;
- Establishment of a supportive safety culture where hazards and risks are actively identified, reported, assessed, investigated and effectively controlled using appropriate actions to prevent recurrence.
- Upholding supportive collaboration and engagement between all stakeholders including all levels of management and employees through regular consultation;
- Establishment and maintenance of all essential health and safety management systems (HSMS) to ensure continuous improvements are made and sustained;
- Provision of all necessary human, physical and financial resources to achieve safety initiatives;
- Establishment, definition and communication of appropriate documented responsibilities and accountabilities for all personnel involved in the HSMS's operations;
- Identifying and providing appropriate training and development for all employees and stakeholders of The Company, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner; and,
- Driving hazard and risk management processes to ensure all principle and host-workplaces have and uphold safe work practices and a safe working environment through the reporting, identification, pre-placement risk assessment and proactive control of hazards and associated risks;
- Achieving continuous improvement through regular monitoring and review of all policies, procedures and measurable objectives and targets towards the prevention and elimination of work-related injury, illness or harm.

The Company's Senior Management is committed to positioning The Company at the forefront of safety and health within the Labour hire industry and is willing to allocate the resources necessary to lead the organisation in to an era where safety and health is considered at all levels and clearly understood by all.

SAFETY AND HEALTH TARGETS and INITIATIVES

The Organisation has developed a number of measureable health and safety performance targets in support of their aforementioned objectives. These targets consist of improvements to the following elements of The Organisation's HSMS:

- **Organisational Safety Culture;**
  Organisational safety culture reflects those values, assumptions and beliefs that are collectively engaged in a group through shared behaviours, choices and actions. Collectively, individuals' perceptions are recognised as The Companies' (or organisation's) climate. Organisational climate shall be evaluated by means of the following surveys, interviews and focus groups.

- **OSHMS Continual Improvement Strategy;**
  The maintenance of The Companies' OSHMS in accordance with AS/NZS 4801:2001 and OSHAS 18001:2007, to remain compliant with current legal and other relevant workplace requirements for continual improvement.

- **Structured system of compliance monitoring;**
  The Companies' OSHMS compliance process shall be applied to all branches in all states to ensure continual compliance with The Companies' chosen Standards – AS/NZS 4801:2001, OSHAS 18001:2007.

- **Measurement and Evaluation;**
  Measuring and evaluating workplace health and safety performance shall be continued to accomplish early identification of OHS/WHS issues and facilitate corrective action proactively (prior to occurrence).

- **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.

- **Workers' Compensation Insurance Premiums; and,**
  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.

- **Compliance with AS/NZS ISO 9001:2016.**
  Business and marketing ability can be improved through the distinction of complying with current Quality Management System Standards to network with compatible businesses whose values also encompass these systems.

Achieving these objectives and targets will require full support from Senior Management during the implementation, facilitation, maintenance and review of the OSHMS and QMS. Commitment and support is also essential from all line management and field workers to apply all principles and processes required of such programs, in order for them to be accurately monitored and improved.

Please see FTO-PLA-003 WHS Objectives and Targets for details.

RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY

This organisational procedure applies to all activities across all operational areas and branches of FT Workforce Pty Ltd, which includes any activities that may affect persons other than employees and position holders of FT Workforce Pty Ltd.

(Refer to FTO-PRO-002)

The ultimate responsibility for the health and safety of all persons involved in activities and operations associated with The Organisations lies with the employer (FT Workforce Pty Ltd and Trades Labour Hire Pty Ltd). Amongst this responsibility, The Organisations are required to define, designate, document and communicate all health and safety responsibilities, accountabilities and authority to act between all senior managers, branch managers, employees (both direct and/or casually employed), and other stakeholders (host employers), to ensure their health and safety and that of others.	
Position	**Responsibility**
Director	- Ultimate accountability for the health and safety of all employees/workers of The Organisation 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.
General Manager	- General Management is responsible and accountable for the operational implementation of the HSMS and HS performance in all locations and spheres of The Organisation.
HS Manager	- Ensure the Health and Safety Management plan is developed, implemented and performs to expectations in all locations and spheres of operation within The Organisation 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.
Payroll & Accounts	- Held accountable for workers' compensation payments and reimbursements under direction from the HS Manager.
Casual/External Workforce	- Accountable for their own safety and that of others at work, compliance with instruction provided, the safe use and care of PPE provided and prompt hazard, injury or event reporting.

Line Management Roles

POSITION	NAMES	CONTACT DETAILS
Payroll & Accounts Mngr	Angel Sentosa	(08) 6260 2362 angel.sentosa@(*tradingcompany*).com.au
FTO WA Recruitment Mngr	Daniel Perkins	0488 331 515 daniel.perkins@ftworkforce.com.au
FTO QLD State Manager	Peter Kelly	0439 397 355 peter.kelly@ftworkforce.com.au
FTO NSW State Manager	David Mikardo	0429 314 378 david.mikardo@ftworkforce.com.au
FTO SA State Manager	Elena Mihalopoulos	0455 022 555 elena.m@ftworkforce.com.au
FTO NW State Manager	Luke Neuwert	0438 413 568 luke.neuwert@ftworkforce.com.au
TLH WA State Manager	Suzann Tutty	0438 472 113 suzann.tutty@tradeslabourhire.com.au
TLH VIC State Manager	Susan Love	0438 686 613 susan.love@tradeslabourhire.com.au

Employee Roles

POSITION	NAMES	CONTACT DETAILS
Accounts Receivable	Fanki Chen	(08) 6260 2362 fanki.chen@(*tradingcompany*).com.au
Payroll Officer	Angela Lam	(08) 6260 2362 angela.lam@(*tradingcompany*).com.au
Accounts Assistant	Mulahsha Sein	(08) 6260 2362 mulahsha.sein@(*tradingcompany*).com.au
FTO WA Consultant	Matthew Howard	0419 525 654 matthew.howards@ftworkforce.com.au
FTO WA Consultant	Damien Batchelor	0419 525 654 damien.batchelor@ftworkforce.com.au
FTO NSW Consultant	James Wood	0488 300 686 james.wood@ftworkforce.com.au
FTO SA Consultant	Natalie Percy	0455 022 555 natalie.percy@ftworkforce.com.au
FTO SA Consultant	Ryan Litchfield	0438 635 257 ryan.litchfield@ftworkforce.com.au
FTO NW Consultant	Jennine Williams	0488 300 198 jennine.williams@ftworkforce.com.au
TLH WA Consultant	Debbie Pozerski	0428 994 823 debbie.pozerski@tradeslabourhire.com.au
TLH WA Consultant	Lydia Marino	0437 883 734 lydia.marino@tradeslabourhire.com.au

ORGANISATIONAL HIERARCHY OF RESPONSIBILITY (structure)

COMMUNICATION, CONSULTATION AND REPORTING

Communication

The Organisation shall ensure that Health and Safety is the primary topic on every meeting agenda. All Health and Safety related information shall be disseminated to The Organisation's active employees and clients.

Key forms of communication include:

- The Organisational interview and induction process;
- Client Site Induction(s);
- Tool box talks held with the client/host-workplace;
- Health And Safety committee meetings;
- Monthly health and safety newsletters;
- Organisational Website content and posts;
- Site health and safety site/workplace visits;
- Bi-annual OSHMS Management Meetings.

All of The Organisation employees will attend tool box meetings at the respective client's site as their site safety management plan dictates.

Consultation

Open consultation between The Organisation and respective client's / host-employers is essential to ensure the provision of safe and healthy workplace environments. In light of this, employees are encouraged to:

- Ask questions relating to health & safety issues;
- Raise any safety concerns;
- Report all hazards, injuries and events to The Organisation in a timely manner;
- Report any instances where they are instructed to undertake tasks outside of their job description and/or competence;
- Become involved in the resolution of health and safety issues; and,
- Participate in any Health & Safety related problem solving processes.

It is important that workers help shape decisions about health and safety, 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.

Reporting

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

Where an issue has been identified and raised with the Client's / Host's management and remains unresolved, it shall be raised directly with The Organisation's HS Manager for review. Upon review, proposed corrective or preventative actions shall be raised with the client's / host's appropriate senior management person(s).

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety systems in the workplace remain effective. The Organisation's Health and Safety Committee shall meet monthly with the purpose of:

> monitoring Health & Safety performance on client's / host'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 shall be made available for all stakeholders to review.

Amongst employee reporting obligations, FT Workforce acknowledges its requirement to report on operational activities including:

> OSH Performance (derived from audits and reviews);
> Risk assessment (determination of risk category),
> Preventive and corrective actions derived from hazards, incidents or events; and,
> Statutory reporting requirements (serious incidents or injuries).

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, a formal risk assessment is required to ensure sufficient provisions are made for their safety and others in the workplace.

Refer to FTO-PRO-008 Communication, Consultation and Reporting Program for further details.

TRAINING AND COMPETENCY

The Organisations 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 Organisation to achieve a safe workplace. The OHS training needs for The Organisation will be determined in consultation with managers and workers, as well as through review of the OHS Risk Register. However, this process can be categorised into three groups:

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

Risk Specific OHS/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.

Documentation for Training

Training records are maintained as evidence of training delivery and assessment of competence by the HS Manager both physically and electronically in secure locations. The WHS Manager shall maintain The Organisation's training needs register and arrange appropriate health and safety training to be completed by employees of The Organisation to assist with their job tasks and improve their competence.

Where required, The Organisation's employees shall demonstrate their competencies to perform required tasks safely, where their tasks present a high potential for injury. Employees shall hold the relevant license and competence to operate high-risk plant or perform high risk work. The Organisation's employees shall carry their applicable license at all times 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 relevant competency was met;
- VOC's are site specific and do not carry across from site to site unless they are obtained from the same client/host-employer.

Refer to FTO-PRO-023 Training and Competency Procedure for further detail.

RISK MANAGEMENT AND THE RISK ASSESSMENT REGISTER

OHS/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 Organisation.

As required by each Australian State's Act and Regulations, The Organisation 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.

The purpose of any OSH risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented to protect employees from risks to their health, safety and wellbeing.
Clients of The Organisation are required to have completed a comprehensive Preliminary Safety Systems Assessment and Site Specific Safety Inspection prior to The Organisation placing (mobilising) employees/workers at the client's respective workplace/site. Where high-risk works are identified, a site and task-specific risk assessment shall also be completed to identify and prevent hazards and associated risks at the Client's / Host's site.
All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by The Organisation 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 Organisation;
- Documentation of all OHS/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 all high risk tasks; and/or,
- Job specific safe work procedures for non-high risk tasks; and/or,
- Safe Operating Procedures for plant or equipment used.

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.

The Risk Management Process

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

- The Organisation workers have completed The Organisation' H&S Induction and provided recruitment staff with relevant licenses or certification required of their position;
- the principal contractor has completed The Organisation' Preliminary Safety Systems Assessment and provided The Organisation with a copy of the relevant health and safety documents required of this assessment;
- The Organisation 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 Organisation' Site Induction Verification document [SIV] is completed and returned to The Organisation' 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 Organisation 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 Organisation 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

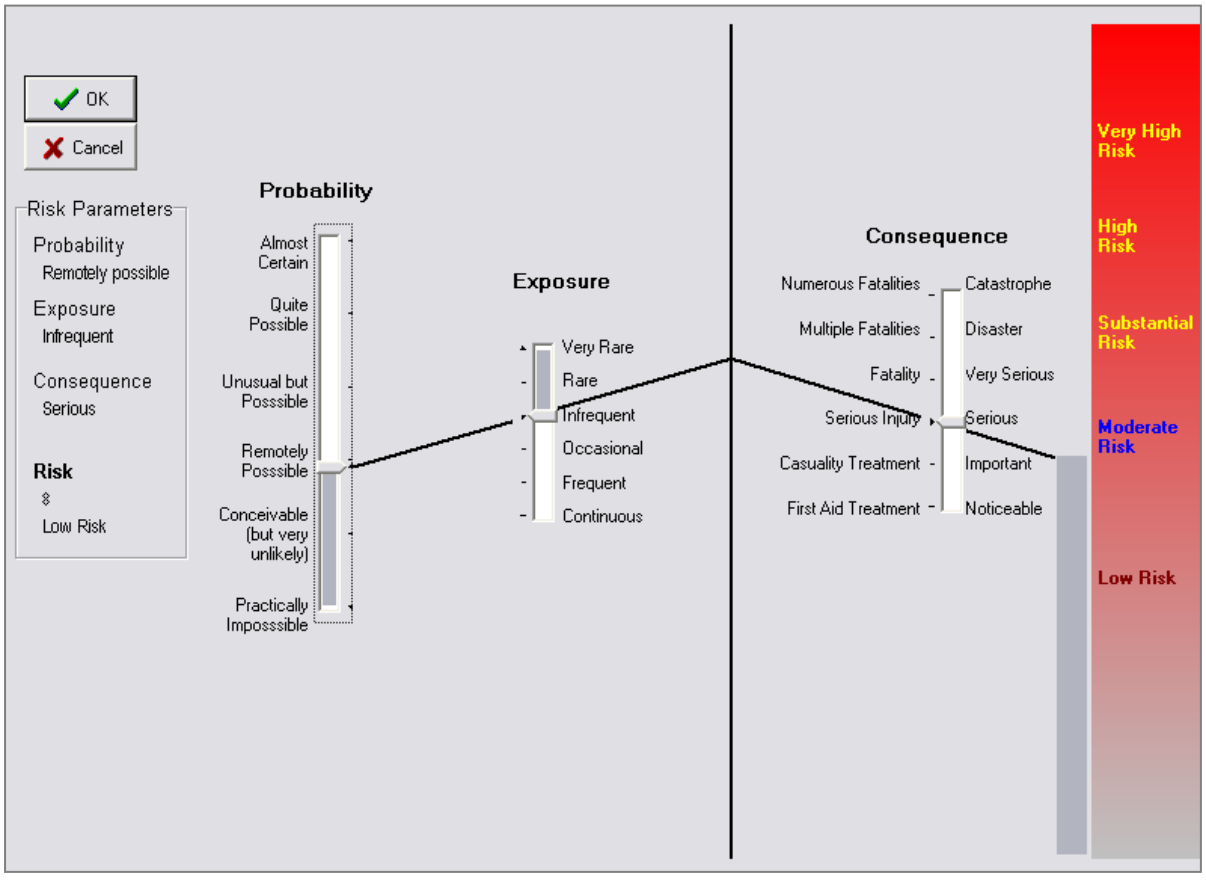
Assessing the risk from a hazard determines its significance. Firstly, consider the consequences shall something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the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

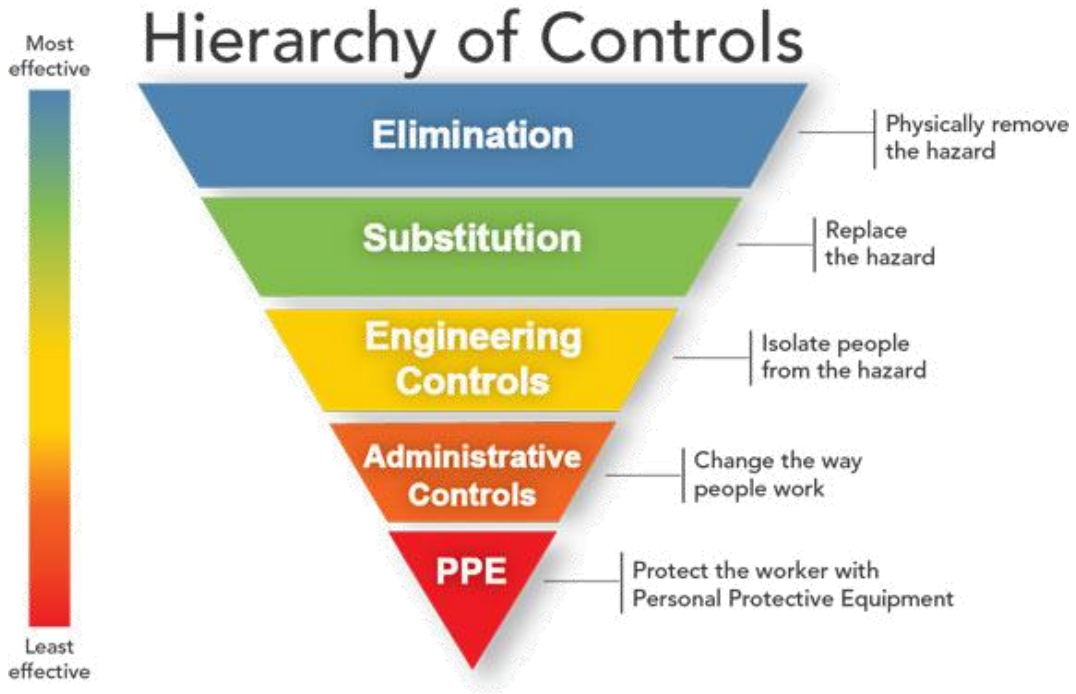
Very High, **High** or **Substantial risks** must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

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):

- **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 shall be documented and the control measures reviewed at least annually or earlier, shall a task or activity be the subject of a Health and Safety incident or a change of process or requirement. Current risk assessments shall ensure that The Organisation achieves the goal of eliminating, minimising or preventing the risk of harm to employees/workers as far as is reasonably practicable. The Organisation's policies and procedures in place to manage workplace risk include:

- Workplace Health and Safety Policy
- Code of Ethics
- Equal Employment Opportunity Policy
- Workplace Violence, Aggression and Bullying Policy
- Sexual Harassment Policy
- Fitness For Work Policy
- Environmental Sustainability Policy
- Issue Resolution Policy
- Fatigue Management Policy
- Heat Management Policy
- Compliance Management Policy

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 Organisation' employees.

The OHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks shall be documented on a centralised risk register for The Organisation. The risk register holds a list of The Organisation key risks that need to be monitored and managed. The risk register is to be managed by the OHS Manager who shall 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.

WORKPLACE HAZARD INSPECTIONS

The Organisation 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 quarterly basis and at any other times as required. The hazard inspection is undertaken by following the principles of OHS/WHS risk management through The Organisations' 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, minimised or prevented.

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 Organisation.

HEALTH AND SAFETY SYSTEMS RECORD KEEPING

The Safety Manager retains all HS 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).

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

OSH ISSUE RESOLUTION

Wherever possible, any health and safety concerns shall be resolved in collaboration with The Organisation's Health and Safety Manager, the client's (host-employer's) site-supervisor and the exposed worker(s) to achieve a unified and impartial resolution.

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

Refer to FTO-POL-012 Issue Resolution Policy for further details.

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*

The Managing Director and Senior Management

The Managing Director and Senior Management, as officers, are responsible for ensuring that The Organisation complies 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 Organisation' 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 Organisations 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 HS/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 OHS/WHS risk management is integrated in all business activities and that hazard identification, risk assessment and control is an on-going process, including:

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

PART B: General OHS Information

HEALTH AND SAFETY INDUCTIONS

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 Organisation. 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.

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

The Organisation' site induction is electronic which includes the following informative health and safety training and instruction;

- Organisational Safety Commitment;
- Site specific induction, instruction and training requirements;
- Minimum Legislative requirements (Employer, Employee & Host-Employer);
- Managing hazards and risks in the workplace;
- Hazard, incident, injury and near miss reporting;
- Injury management and rehabilitation;
- Fitness For Work requirements;
- Workplace fatigue prevention;
- Manual Tasks Safety;
- Mobile Plant and machinery safety requirements;
- Cranes and Overhead Lifting Devices;
- Road Traffic Safety;
- Electrical Safety – Live Services & Isolation;
- Chemicals and Hazardous Substances;
- Work at Heights and temporary structures;
- High Risk Works and Permit requirements;
- Site Emergency Procedures;
- Safety Signage categories and methods of application;
- Bullying and Aggressive Behaviour;
- Common hazards and risks (slips, trips, falls);
- Minimum PPE requirements.

Client Site Specific Inductions

The recruitment officer must ensure a Safety Induction is conducted on the new worker's first day. To meet this requirement, a Site Induction Verification (SIV) checklist entailing all relevant induction criteria has been developed for Workers to complete on site with their respective client supervisor. If the recruitment Officer is not available, he or she shall organise for a replacement to conduct the induction. The recruitment Officer must:

- submit the Site Induction Verification [SIV] checklist to each site supervisor and employee with a request for completion prior to mobilisation, to ensure both parties have a copy;
- upon completion of the induction, the Worker and their Supervisor must sign the SIV document and return the completed and signed copy to the recruitment officer;
- the recruitment officer is then required to save a copy of the completed and signed induction checklist in the Worker's electronic drive-file; and,
- provide the new Worker with access to their Workplace Safety Manual.

All of The Organisation's employees shall also complete and sign onto the Clients' / Hosts' Safe Work Method Statements and Permits for all high-risk works including, but not limited to;

- Work at Heights;
- Live/Energised Services or Installations *(including electrical circuits or telecommunications towers)*;
- Demolition Works;
- Storage, use or Exposure to Hazardous Substances / Materials;
- Temporary Works *(load-bearing support for structural alterations or repairs)*;
- Working in or near Confined Spaces;
- Excavation Works *(in or near a shaft or trench deeper that 1.5 meters or a tunnel)*;
- Use of Explosives or associated materials or substances;
- Work on or near Pressurised Gas, Fuel or Refrigerant Lines;
- Working with or near Live Traffic *(public)*;
- Overhead Lifting Equipment / Crane Operation;
- Work in Remote Locations *(including FIFO/DIDO arrangements)*;
- Tilt-up or Precast Concrete elements *(work with or near)*;
- Live Traffic involving Road, Railway, Shipping Lanes or other traffic corridor in use by traffic other than pedestrians *(exposure to)*;
- Powered Mobile Plant *(operation of or exposure to)*;
- Extremes or Temperature *(work in areas with either artificial or natural)*;
- Work in or near Water or Other Liquid which involves a risk of drowning;
- Tunnel Work *(in or near)*;
- Work in an area that may have a Contaminated or Flammable Atmosphere;
- Exposure to Excessive Noise or Vibration;
- Excessive dust emissions from work activities, plant and traffic (exposure to).

EMERGENCY PROCEDURES

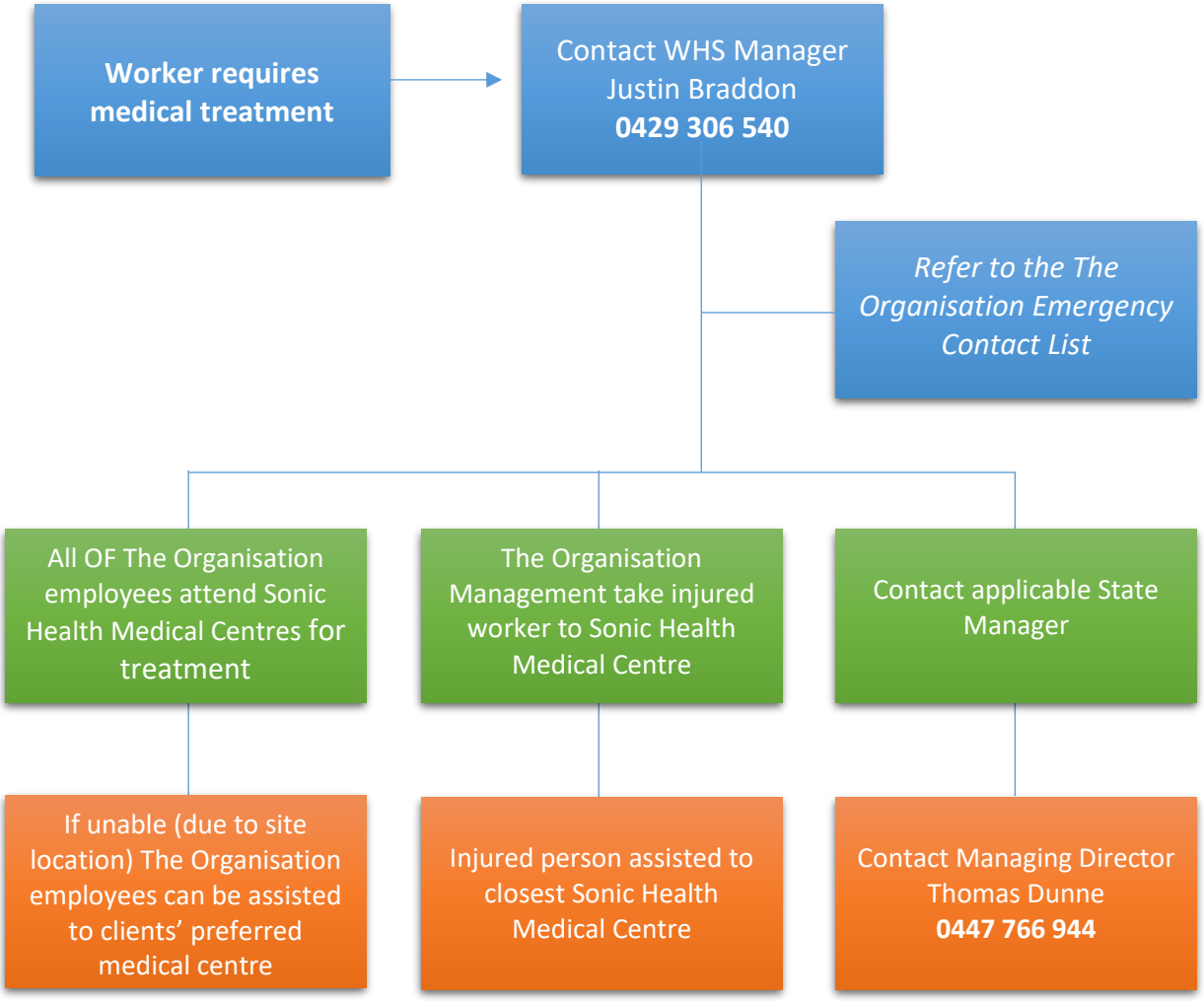
An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

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

HAZARD / INCIDENT / INJURY REPORTING

How to Report a Hazard, Injury or Incident:

Refer to incident injury flow chart in the first instance.



Responsibilities:

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

- Advise The Organisation's WHS Manager or Organisational 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 shall be completed even when an injury has not occurred, that is, in the event of a near miss;
- All hard copy forms shall be signed by the relevant parties;
- The Organisations' Safety Manager or Representative shall record all injuries in the Injury Management Database;
- Internal reporting of any hazard/injury/incident is separate from reporting of notifiable incidents to The Organisations' external/casual Workers.

WORKERS COMPENSATION

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

It is not The Organisations' decision to accept liability for the claim. The insurance provider must assess the claim and advise The Organisation and the injured worker of their decision, in writing, within 14 days of receiving the claim – depending on each State's legal requirements. The advice from the insurance provider must indicate whether it is accepted or disputed, or if they need more time to make a decision.

Refer to the following documents for further information:

- *FTO-PRO-003 Injury Rehabilitation Procedure*
- *FTO-PRO-006 Injury Management Program*
- *FTO-PRO-010 Return To Work Management Program*
- *FTO-PRO-015 Incident Investigation Process*

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 such events may lead to prosecution. Reporting shall be done by the employer and host-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 Organisations' Director or HS 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 Organisation by the fastest possible means, either:

By phone—ring The Organisations' HS Manager on 0429 306 540, or refer to The Organisations' emergency contact list.

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

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 Organisation 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 Organisations' vehicles.

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

First Aid Officer Training:

- The minimum level of training for a FAO is the First Aid Certificate (or equivalent);
- Refresher training shall 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 shall ensure that they do not administer first aid services beyond their level of training;
- A record of any first aid treatment given shall be kept by the FAO and reported to The Organisations' appropriate State Manager or HS Manager on a regular basis to assist with reviewing first aid arrangements.

Contact details for The Organisations' First Aid Officers are displayed in all branch's common areas.

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 Organisation'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.

SLIPS, TRIPS AND FALLS

The Organisation 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.

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.

Common slip, trip and / or fall risk factors considered by The Organisation 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.

The Organisation 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.

Control Methods

In compliance with National Legislation, The Organisation 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 Organisation 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.

DRUGS AND ALCOHOL

The Organisation 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 Organisation 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 Organisation encourages all employees not to smoke. Smoking is prohibited in any vehicle, machinery or building, except where a designated area for smoking is provided.

COLD / HOT CONDITIONS INCLUDING ULTRAVIOLET [UV] RADIATION

In adherence to National Legislation, The Organisation 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 Organisation 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.

COMPANY VEHICLES

Alcohol and Drugs

The Organisations' managers and Workers are prohibited from driving a personal or company vehicle owned by The Organisations on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

Licences

The Organisations' 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 HS Manager if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the HS Manager or their delegate to be retained on file. Workers must also inform The Organisation if their license has been suspended or renewed. The Organisations also have a form that must be signed when driving any Organisation vehicle.

Pre-start vehicle checks shall also be conducted on any company vehicle by the designated driver, where there is any intention or expectation of driving more than 200km without a rest break.

Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. The Organisations' managers and Workers are probilited from using a hand-held mobile telephone while driving any motor vehicle or operating other motorised equipment.

Seat Belts

It is a legal and Organisational requirement that seat belts are worn at all times in any moving vehicle or plant. The designated driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion.

Smoking

Smoking in any of The Organisations' vehicles by either drivers or passengers is prohibited.

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 shall 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.

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 Organisation 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 shall 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.

INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at The Organisation. The Organisation undertakes to investigate all complaints formally made. The Organisation 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 Organisation' Equal Employment Opportunity Policy (The Organisation-POL-002) and Workplace Violence, Aggression & Bullying Policy (The Organisation-POL-003-1)

Workers are commonly employed by The Organisation 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 Organisation'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 Organisation Emergency Procedures;
- have completed The Organisation Safety Induction before allowed on any sites;
- All employees of The Organisation must abide by The Organisation's OHS/WHS requirements, which will be advised to them before engagement.

Refer to FTO-POL-003 Workplace Violence, Aggression and Bullying Policy

PART C: Safety Essentials - Critical Risks

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 Organisation'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 Organisation 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 Organisation and the Host Employer to ensure currency of training in accordance with minimum standards.

Refer to FTO-PRO-014 Hazardous Substance Risk Assessment and Training Procedure.

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 shall only be completed by a qualified and competent person 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.

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 shall be followed:

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

Such electrical requirements shall be assessed at all workplaces where Workers of The Organisations' are working, by means of the Site Safety Inspection process.

RISKS OF FALLS

The Model Code of Practice: Managing risks of falls at workplaces defines the term 'Fall' as a "fall by a person from one level to another", whereas The Code defines 'risk of a fall' as "a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:

- in or on plant or a structure that is at an elevated level
- in or on plant that is being used to gain access to an elevated level
- in the vicinity of an opening through which a person could fall
- in the vicinity of an edge over which a person could fall
- on or in the vicinity of a surface through which a person could fall
- on or near the vicinity of a slippery, sloping or unstable surface."

In light of this, no worker of The Organisation shall work at height without ensuring that appropriate platform ladders, steps and handrails are secure, or fall prevention/arrest systems are in place. Some hazardous structures to be aware of include, but are not limited to:

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

The Organisation shall ensure that:

- Workers working at height are made aware of the hazards and risk management procedures;
- Fall arrest or fall prevention systems are provided and tested; and,
- Workers are trained in the correct use of appropriate fall prevention or fall arrest systems specific to their job-tasks and workplace environment.

Contractors shall ensure that they:

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

Documents of Reference:

- *Code of Practice: Managing The Risk of Falls at Workplaces 2015*
- *FTO-SWI-020 Master Risk Register*

HAZARDOUS MANUAL TASKS

Hazardous 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, high or sudden force, sustained or awkward posture and exposure to vibration. The types of injuries related to such tasks include repetitive strain injuries, musculoskeletal injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual Tasks hazards are managed by The Organisation by means of their risk management process using the Hierarchy of Control methodology in order to prevent or minimise the risk of injuries caused by manual tasks.

This 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 FT Workforce's FTO-SWI-020 Master Workplace Risk Register. s. 10. (Hazardous Manual Tasks).

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

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

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.

Preventing Manual Tasks injuries

The Organisation 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: Hazardous Manual Tasks)

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

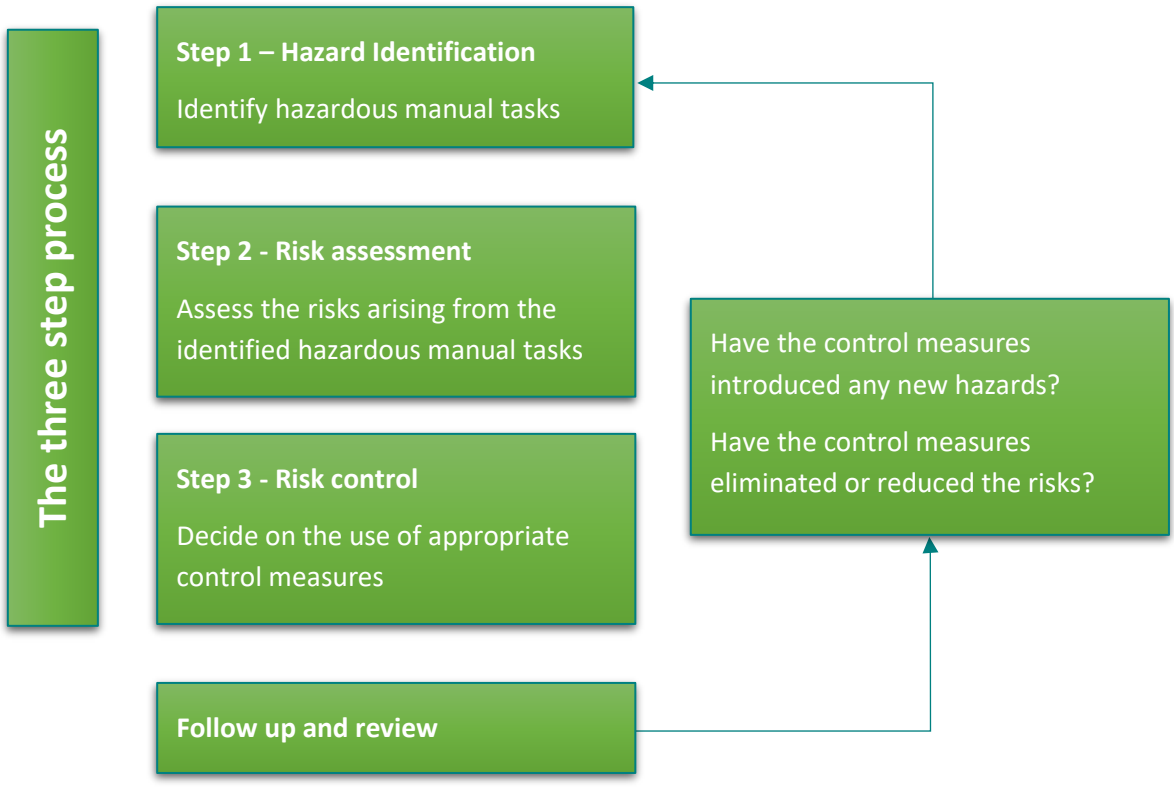


Figure 2. Three step risk management process – modified from: Code of Practice – Manual Handling

Documents of Reference;

- *Code of Practice: Hazardous Manual Tasks 2016*
- *FTO-SWI-020 Master Risk Register*

PLANT AND EQUIPMENT

Plant includes machinery, equipment, appliances, containers, implements and tools and any components or anything fitted or connected to those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant and amusement devices. (MCOP: Managing the risks of plant in the workplace, 2018)

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 shall be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or in accordance with any additional health and safety legal and other requirements. Workers under The Organisations' employ are solely permitted to operate such plant or equipment within the confines of their skills, licence/certification, competency and the plant/equipment's designed purpose as defined by the manufacturer and/or appropriate Standards.
All plant and/or equipment used or operated by Workers of The Organisations shall have all safety features, warning devices, guarding, operational controls, emergency stops in place. Any alterations of such shall be risk assessed in accordance with The Code and appropriate Standards.

Maintenance and repair

Plant shall remain isolated during any maintenance and/or repair. Where plant cannot be isolated, methods to prevent accidental operation shall be implemented. Plant shall be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a trained and competent person. Only a certified, 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 shall be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe shall be isolated and tagged as unsafe for use. If possible the plant/equipment shall be moved to a location where it is not accessible.

Plant which lifts or suspends loads

Where plant is being used to lift or suspend persons and it is not reasonably practicable to use plant that is specifically designed to lift or suspend them, the person with management or control of the plant (most commonly the client/host employer) must ensure:

- the plant does not cause a greater risk to health and safety than if specifically designed plant were used;
- the persons are lifted or suspended in a work box that is securely attached to the plant;

- the persons in the work box remain substantially within the workbox while they are being lifted or suspended ;
- a safety harness is worn if there is a risk of a worker falling from a height; and,
- means are provided by which the persons being lifted or suspended can safely exit from the plant in the event of a failure in its normal operation.

(MCOP, 2018)

Powered Mobile Plant

Persons with management or control of powered mobile plant (client/host-employer) shall be assessed to ensure the following risks are prevented to as low as is reasonably practicable (ALARP) levels:

- the plant overturning;
- things falling on the operator of the plant;
- the operator being ejected from the plant;
- the plant colliding with any person or thing; and,
- mechanical failure of pressurised elements of plant that may release fluids that pose a risk to health and safety.

During the risk assessment process, steps are made to ensure any operator of Powered Mobile Plant is aware and understands the required safe operating procedures for such plant prior to operation, by means of Verification of Competency [VOC] protocols.

High Risk Work Licences

Workers are not permitted to carry out tasks involving high risk works without the required high risk work licence. Written evidence of such shall be obtained from Workers by The Organisation's recruiting personnel (including Branch Managers and Recruitment Consultants), for all proposed high risk works prior to mobilisation.

Plant Guarding

Plant Guarding is defined as a physical or other barrier, which:

- prevents contact with moving parts or access to dangerous areas of plant;
- screens harmful emissions including radiation;
- minimises noise through sound absorbing materials; and,
- prevents ejected parts or off-cuts from striking people.

Where areas of plant do not need to be accessed for maintenance or cleaning purposes during operation, permanently fixed guarding shall be in place. Where access is required, guarding shall interlocked to gain access whilst the plant is isolated, whilst ensuring the same area remains guarded to prevent exposure during operation. Removal of any form of guarding is strictly prohibited for all of The Organisations' Workers, unless they are specifically trained and certified accordingly.

Record Keeping

Records of inspection, testing and monitoring, licences and competencies shall be maintained by The Organisation and the host-employer. As a minimum for plant and equipment, records shall include details of inspections, maintenance, repair, calibration and alteration of plant. For Workers, records shall include high risk licences, certifications and/or competencies.

Documents of Reference:

- *Model Code of Practice: Managing risks of plant in the workplace 2018*
- *FTO-TRA-006 Workplace Health and Safety Induction*

CONFINED SPACE

A 'confined space' is defined under the Model Code of Practice: Confined Spaces, as an enclosed or partially enclosed space, which:

- Is not designed or intended to be occupied by a person;
- Is, or is not designed or intended to be, at normal atmospheric pressure while any person is in the space; and,
- Is or is likely to be a risk to health and safety from:
    - an atmosphere that does not have a safe oxygen level, or
    - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
    - harmful concentrations of any airborne contaminants, or
    - engulfment.

Confined spaces are commonly found under the following categories:

- Vats;
- Tanks;
- Pits;
- Ducts;
- Flues;
- Chimneys;
- Silos;
- Containers;
- Pressure vessels;
- Underground sewers;
- Wet or dry wells;
- Shafts;
- Trenches;
- Tunnels; or,
- other similar enclosed or partially enclosed structures.

Risk Assessment and Control

As The Organisations do hold have control of host-workplaces where Workers are mobilised/placed, a risk assessment is conducted on the host-workplace's/client's safety systems to ensure they meet the requirements for working in confined spaces. Such risk assessments are designed to control related hazards by means of the hierarchy of control as follows:

- **Elimination** – priority shall be taken to eliminate the need to work in confined spaces;
    - *Where entering a confined space cannot be eliminated, a safe system of work shall be implemented in consideration of the nature of the space, the concentration of oxygen or airborne contaminants, the work and work method and emergency procedures.*

- **Entry Permits** – formal check to ensure all elements of a safe system of work are in place and entry is authorised by the person in control/host-employer/PCBU;
- **Isolation** – all potentially hazardous plant and services shall be isolated before any persons are permitted entry to a confined space.
- **Atmosphere** – a safe atmosphere requires a confined space to have:
    - *a safe oxygen level;*
    - *free of airborne contaminants or hazardous concentrations; and,*
    - *low concentrations of any flammable gas, vapour or mist below 5% of its defined exposure level.*
- **Purging** – where a confined space contains unacceptable levels of contaminants, purging shall be carried out to displace such contaminants from the confined space.
- **Ventilation** – provision of fresh air to the confined space by natural, forced or mechanical means to establish a safe atmosphere.
- **Flammable gases and vapours** – any concentration of flammable gas, vapour or mist in the atmosphere must be less than 5% of its defined exposure level.
- **PPE** (Respiratory Equipment) – where it is impracticable to achieve a safe oxygen or airborne contaminant level, appropriate air-supplied respiratory equipment is required in accordance with *AS/NZS 1715:2009: Selection, use and maintenance of respiratory protective equipment*.

Communication and Monitoring

A portion of The Organisations' risk assessment shall ensure methods of continued communication between the Worker from outside the confined space, including the monitoring of conditions within the confined space by an assigned, trained and certified stand-by-person.

At all times throughout the confined space entry activity, procedures shall be in place to acknowledge when any worker is still in the spaces by means of tags and entry permits. Confined Space signs must also be erected and displayed to prevent untrained persons from entering.

Such processes above shall undergo regular monitoring by The Organisations' operational staff in collaboration with the National HS Manager to ensure they remain effective to keep the level of risk as low as is reasonably practicable.

Documents of Reference:

- *Model Code of Practice: Confined Spaces*
- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*

LIVE TRAFFIC

All prospective workplaces with moving plant or vehicles shall be assessed by The Organisations' operational staff (including Branch Managers, Recruitment Consultants and/or the HS Manager), to ensure such workplaces have in place a formal Traffic Management Plan.

Such Traffic Management Plans shall be assessed to ensure they take into account:

- the desired flow of pedestrian and vehicle movements;
- the expected frequency of interaction of vehicles and pedestrians;
- illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard;
- how short term, mobile work and complex traffic situations will be managed;
- responsibilities of people managing traffic in the workplace;
- responsibilities of people expected to interact with traffic in the workplace; and,
- instructions or procedures for controlling traffic including in an emergency.

Risk Control

In order to maintain a safe workplace environment where traffic hazards are evident, all efforts shall be made to keep people and vehicles (including mobile plant) apart, using one or a combination of the following methods of prevention:

- installation of barriers or guardrails at building entrances and exits to stop pedestrians walking in front of vehicles;
- installation of high impact traffic control barriers;
- installation of temporary physical barriers;
- separate, clearly marked footpaths or walkways e.g. using lines painted on the ground or different coloured surfacing;
- implementation of site speed limits; and/or,
- Fitment of speed limiters on certain mobile plant.

Where such controls are not in place in workplace environments with high traffic areas, The Organisations' services shall not be provided (Workers shall not be permitted to commence works), until sufficient system are implemented to meet the required Traffic Management Standards.

Documents of Reference:

- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*

HOT WORKS – WELDING PROCESSES

Welding is defined as the process of permanently joining two or more materials together, usually metals, by heat or pressure or both, through heating them into molten materials which joint with or without the use of filler materials. Another type of welding involves thermoplastics, which only requires a set amount of heat to reach a molten stage and join together.

Energy sources used in welding activities can include gas flames, electric arcs, electric resistance, lasers, electron beams, friction, molten metal baths and ultrasound. Each of these energy sources present their own combination of hazards to be assessed and addressed/controlled to prevent harm to exposed persons. Such hazards may include:

- Hazardous fumes;
- Hazardous mists;
- Hazardous dusts;
- Hazardous vapours;
- Hazardous gases; and/or,
- Hazardous ozone.

Risk Control Measures

Chemical/substance:

Where residual chemical or substance hazards are evident, the following risk controls shall be considered to ensure risk levels remain as low as is reasonably practicable:

- **Elimination** – eliminate any exposure to airborne contaminants that are hazardous chemicals;

Where elimination is not possible the following measures shall be considered:

- **Substitution** – substituting a hazardous chemical with a less hazardous one;
- **Quantity** - reducing the quantity of a hazardous chemical that is used, handled or stored at the workplace;
- **Isolation** - isolating the source of exposure to the hazardous chemical, (welding in isolation booths away from others);
- **Engineering** - using engineering control measures, (installing ventilation systems to capture or remove airborne contaminants).
- **Administrative** – ensuring sufficient procedures are in place to prevent exposure;
- **PPE** – provide appropriate respiratory protection in line with the chemical's or substance's SDS.
- **Monitoring** – airborne contaminant levels shall be monitored by a trained and competent provider:
    - when there is uncertainty about the level of exposure;
    - to indicate whether exposure standards are being exceeded or approached; and/or,
    - to test the effectiveness of the control measures.

Electrical

Electric shock or electrocution can occur through direct contact with the electrode, live parts, the work piece, or through contact with a device such as an unearthed cable or tool. These occurrences can be exacerbated by environments containing moisture or high humidity.

Where electrical hazards are evident, the following risk controls shall be considered to ensure risk levels remain as low as is reasonably practicable:

- Use of fully insulated electrode holders *(the holder should never be dipped into water to cool, or be placed on conductive surfaces);*
- Prevent contact with electrodes or welding wire with bare hands when in the holder or welding gun (wear dry welding gloves), and ensure holders or welding guns are never held under the armpits;
- Prevent holders or electrodes coming into contact with any other person;
- Ensure working area does not have any potentially live structures, components or wet areas;
- Ensure RCD's are fitted to all energised equipment used;
- All equipment shall undergo pre-start inspections to ensure all components are in good/sound working condition prior to use (including power switches, terminals, connections, cables and insulation);
- Areas where welding is undertaken shall be insulated and air-ventilated to prevent workers from perspiring as perspiration is a conductor of electricity.

Fire and Explosion

Welding generates heat, flames and sparks, which are each sources of ignition. When combined with sources of fuel and oxygen, sources of ignition present a significant risk of fire and explosion. Such risks are caused by flammable and combustible materials including:

- Acetylene;
- Hydrogen;
- methane-natural gas;
- liquefied petroleum gas (barbeque gas);
- flammable liquids (mineral turpentine, petrol);
- combustible liquids (oils); and,
- flammable wood, leaves, cardboard boxes dusts.

Risk Controls Measures

- **Isolation** – Isolate fuel sources from ignition sources;
- Flash back arrestors shall be checked on gas hoses to prevent the flames travelling back and igniting the gas in cylinder;
- **Barriers** – Use fire resistant barriers to prevent welding sparks accidently reaching flammable and combustible materials;
- **Cleaning and maintenance** – Purge all traces of flammable or combustible materials from drums, vessels and tanks which are to be welded prior to welding, and preferably filled with an inert substance such as nitrogen gas or water;
- **Drain and purge equipment**, such as gas hoses, and lock the gas off at the valve immediately after use.

- **Ventilation -** work areas shall be well ventilated to prevent accumulation of flammable vapours in the work area;
- **House Keeping** - work area shall be free from rubbish, paper or dust that could be potential fuel sources or produce dust explosions;
- Ensure no flammable and/or combustible materials are stored near any welding area;
- Appropriate fire-fighting equipment shall be installed near any welding area.

Extremes of Temperature, including burns

Welding activities produce heat levels, which create uncomfortable and hazardous working environments. Such risk levels increase when welding tasks are conducted outdoors in direct sunlight, on hot days and in confined spaces.

Risk Control Measures

Amongst Workers being familiar with safe working practices to avoid extreme heat, The Organisations' operational staff shall ensure the following control measures are in place as part of their Site Safety Inspection:

- Such work-areas must be ventilated to reduce the build up of heat;
- Workers must have access to cool drinking water and be provided with regular rest-breaks.

Compressed and Liquefied Gases

Welding practices require compressed and/or liquefied gases as fuel, sources of oxygen or shielding gases according to the type of welding. Cylinders contain such gases under high pressure, which requires safe storage, handling and use to prevent fire, explosion, toxic exposure, asphyxiation, oxidisation and uncontrolled pressure-release.

Risk Control Measures

- Cylinders containing pressurised gases shall be stored in line with AS 4332: The storage and handling of gases in cylinders.
- Cylinders shall be pre-checked for damages including leaks or dents;
- Cylinders shall be stored upright to ensure their safety devices function correctly;
- Cylinder dislodgement shall be prevent by means of secure chains or cross bars;
- Flashback arrestors shall be fitted at the blow pipe and regulator end of both the oxygen and fuel gas lines;
- Cylinder valves shall remain closed after use;
- All sources of heat and ignition shall remain at a safe distance from gas cylinders.

Documents of Reference:

- *Model Code of Practice: Welding Processes 2016*
- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*

STRUCTURAL ALTERATIONS/TEMPORARY SUPPORT STRUCTURES

Temporary support structures and alteration involves engineering solutions designed to support or protect an existing structure or permanent works during construction, including formwork, scaffolding or ramps. Such engineering solutions to support an item of plant or equipment or support an excavation.

To prevent residual risks presented by temporary structures, the following controls shall be risk assessed before any of The Organisations' Workers are permitted to undertake works on or near them. Such structures may include:

- Buildings;
- Masts;
- Towers;
- Framework;
- Pipelines;
- Roads;
- Bridges;
- rail infrastructure; and/or,
- underground works (shafts or tunnels).

Prevention begins with safe design, which can only be achieved by a certified engineer in compliance with the appropriate AS/NZS for that structure. Safe design begins at the concept development phase of a structure when making decisions about:

- the design and its intended purpose;
- materials to be used;
- possible methods of construction, maintenance, operation, demolition or dismantling and disposal; and,
- which legislation, codes of practice and standards need to be considered and complied with.

Persons in control of the workplace are responsible for ensuring the structure is designed to be without risks to health and safety of persons:

- who are using it for the purpose it was designed;
- constructing it;
- carrying out reasonably foreseeable activities at the workplace in relation to the manufacture, assembly or use of the structure for a purpose for which it was designed, or the proper demolition or disposal of the structure; or,
- who are in the vicinity of the workplace and are exposed to the structure at the workplace, or whose health and safety may be affected by one of the uses or activities described above.

In such cases where Workers under The Organisations' employ are engaged to work on, in or near temporary structures, The Organisation shall obtain the appropriate risk assessment documentation (SWMS) from the person in control of the workplace (client/PCBU) for review before allowing its Workers to commence works.

Risk Control Measures

Such documentation shall be assessed by The Organisations' HS Manager in conjunction with the Model Code of Practice: Safe design of structures, during which the following controls will be reviewed:

- Provision of adequate clearance between the structure and overhead electric lines;
- Components are designed to be prefabricated off-site or on the ground to avoid assembling or erecting at heights and to reduce worker exposure to falls from heights or being struck by falling objects;
- Parapets are designed to a height that complies with guardrail requirements, eliminating the need to construct guardrails during construction and for future roof maintenance;
- Use of continual support beams for beam-to-column double connections, by adding a beam seat, extra bolt-hole, or other redundant connection points during the connection process;
- Construction of permanent stairways are scheduled at the beginning of construction to prevent falls and other hazards associated with temporary stairs and scaffolding;
- Adequate space is provided between roof trusses and battens to reduce the risk of internal falls during roof construction.
- Construction materials are safe to handle;
- The size of prefabricated wall panels are limited where site access is restricted;
- Avoid paints or other finishes that emit low volatile organic compound emissions;
- The position and height of all electric lines shall be displayed to assist with site safety procedures.

Documents of Reference:

- *Model Code of Practice: Safe design of structures*
- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*

DEMOLITION WORKS

Demolition work is defined in the Model Code of Practice: Demolition Work (2018), as "work to demolish or dismantle a structure or part of a structure that is load-bearing or otherwise related to the physical integrity of the structure, which includes anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- Buildings;
- Sheds;
- Towers;
- Chimney stacks;
- Silos; or,
- Storage tanks.

When carrying out demolition work, the requirements relating to high risk construction work must also be complied with, which requires the completion of Safe Work Method Statements [SWMS] by the person(s) in control and conducting such works and the attainment of a high risk Permit.

Common hazards associated with demolition works shall be taken into consideration during The Organisations' Site Safety Inspection:

- Unplanned structure collapse;
- Falls from one level to another;
- Falling objects;
- The location of above-ground and underground essential services including the supply of gas, water, sewerage, telecommunications, electricity, chemicals, fuel and refrigerant in pipes or lines;
- Exposure to asbestos in older structures;
- Exposure to hazardous chemicals which may be present in demolished material or in the ground where demolition work is to be carried out;
- Hazardous noise from plant and explosives used in demolition work;
- The proximity of the building or structure being demolished to other buildings or structures;
- The structure to be demolished and its structural integrity;
- The method of demolition including its sequencing;
- The layout of the workplace including whether there are fall hazards both for people and objects;
- What plant and equipment will be used and the skill and experience required by the people who will use it safely;
- Exclusion Zones from mobile plant and structures to be demolished;
- What exposures might occur, including noise or ultraviolet (UV) rays;
- The number of people involved; and,
- Local weather conditions.

A review of the PCBU/Client/Host-employer's SWMS, shall take into consideration:

- the type of high risk construction work being done;
- the health and safety hazards relating to the high risk construction work and risks arising from those hazards;
- how the risks relating to the high risk construction work will be controlled;
- how the control measures will be implemented, monitored and reviewed; and,
- the method of consultation with workers and their representatives who are carrying out the high risk construction work.

Documents of Reference:

- *Model Code of Practice: Demolition Work 2018*
- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*

TILT-UP/PRECAST CONCRETE WORKS - CONSTRUCTION

The National Code of Practice for precast, tilt-up and concrete elements in building construction (2008) provides the following definitions as to tilt-up, precast and concrete works:

Concrete Element: means a concrete wall panel or other precast concrete element made in either an onsite or off-site casting yard that is cast and then lifted into position to form part of a building but does not include concrete pipes, bridge beams or culverts.

Tilt-up: means-

- an essentially flat concrete panel;
- cast in a horizontal position, usually on site; initially lifted by rotation about one edge until in a vertical or near vertical position; and,
- transported and lifted into position if necessary; and then stabilised by bracing members until incorporated into the final structure.

The most significant hazard posed by concrete elements involves severe crush injuries resulting from the uncontrolled collapse of concrete elements during handling and erection, including while temporarily braced or when elements are being modified or removed and/or, a person being caught between concrete elements, between elements and mobile plant or between elements and other structural components.

The Organisations acknowledge such constructions works to remain in the highest category of risk. Consequently, any such works shall be risk-assessed and analysed by the HS Manager prior to The Organisations' services being provided (Worker placement/mobilisation). During this assessment process, the following risk control methods shall be reviewed in line with the *MCOP For Precast, Tilt-up and Concrete Elements in Building Construction*:

- Task and site specific Safe Work Method Statements have been completed by persons with control of the construction works for all associated tasks;
- Project Health and Safety Management Plans (HSMP);
- Site and works specific Health and Safety Induction Training;
- identification of hazards associated with the use of plant and equipment and the manufacture, transport, storage, erection and demolition of concrete elements;
- the selection, fitting, care, use and storage of required protective clothing and equipment;
- emergency procedures; and,
- HSMP and SWMS communication methods for the concrete element construction work.

As part of the risk assessment of such works, the following stages of concrete element construction works shall be considered:

- Design;
- Prefabrication;
- handling, storage and transport;
- erection and temporary bracing;
- fixing into final structure;
- brace removal; and,
- modification and/or demolition.

In line with these stages, the following foreseeable hazards shall also be taken into consideration to ensure effective controls are in place to prevent the risk of occurrence:

- the features of the site such as sloping ground, rough surfaces, holes and other obstructions;
- overhead power lines and/or underground utilities;
- weather conditions, particularly locations that are prone to gusty wind conditions;
- working at height;
- sites with many activities being undertaken at the same time;
- hazardous manual tasks;
- hazardous substances including curing compounds and release agents; and,
- the movement of traffic and mobile plant on and adjacent to the site.

Factors contributing to risk

Further factors that may contribute to the likelihood of an uncontrolled collapse and injury which shall be assessed before provision of The Organisations' services include:

- faulty design, including the use of incorrect components or inadequate concrete strength;
- faulty lifting inserts or connectors;
- poorly secured loads or incorrect methods used for loading or unloading elements for transport;
- weakness in concrete elements due to inappropriate modifications;
- incorrect lifting and erection practices, including the unsafe use of rigging;
- lifting before the concrete element has reached its design strength;
- weakness resulting from errors while prefabricating the concrete elements;
- inadequate lifting equipment for the task, *(unsafe use of cranes)*;
- inappropriate or unstable work area for the cranes;
- inadequate structural capacity of footings;
- damage to concrete elements and/or weakness of subsequent repairs;
- inadequate temporary storage facilities, including racking systems, suspended floors or beams;
- wind speed exceeding specifications for the safe erection of the concrete elements;
- wet weather may cause instability in the crane standing area or erection area;
- extremes in temperature may make it unsafe for those persons erecting the concrete elements *(warm clothing or weather conditions may muffle instructions and/or block the line of sight for hand signals)*.

Documents of Reference:

- *National Code of Practice: For precast, tilt-up and concrete elements in building construction 2008*
- *FTO-TRA-006 Workplace Health and Safety Induction*
- *FTO-SWI-020 Master Risk Register*
- *FTO-CHE-002 Site Safety Inspection*

HEALTH AND SAFETY POLICIES

Document No.	Title	Date of Review
FTO-POL-014	Code of Ethics	28/08/2018
FTO-POL-005	Workplace Health and Safety Policy	19/12/2018
FTO-POL-003	Workplace Violence, Aggression and Bullying Policy	19/12/2018
FTO-POL-002	Equal Employment Opportunity Policy	27/12/2018
FTO-POL-004	Sexual Harassment	29/06/2018
FTO-POL-009	Injury Management and Return to Work Policy	19/12/2018
FTO-POL-010	Fitness For Work Policy	19/12/2018
FTO-POL-011	Environmental Sustainability Policy	27/12/2018
FTO-POL-012	Issue Resolution	19/12/2018
FTO-POL-013	Fatigue Management Policy	19/12/2018
FTO-POL-016	Heat and Cold Management Policy	10/12/2018
FTO-POL-017	Compliance Management – *pending*	02/04/2019

HEALTH AND SAFETY PROCEDURES

Document No.	Title	Date of Review
FTO-PRO-001	Emergency Fire and Evacuation	29/12/2017
FTO-PRO-002	Organisational Responsibility and Accountability	11/03/2019
FTO-PRO-003	Injury Rehabilitation Procedure	03/04/2019
FTO-PRO-004	Safety Committee Procedure	17/05/2016
FTO-PRO-005	Issue Resolution Procedure	09/01/2017
FTO-PRO-006	Injury Management Program	03/04/2019
FTO-PRO-007	Risk Management Program	06/03/2018
FTO-PRO-008	Communication, Consultation and Reporting	03/04/2019
FTO-PRO-009	Fatigue Management Program	11/12/2018
FTO-PRO-010	Return To Work Management Program	04/04/2019
FTO-PRO-011	Host-Workplace Health and Safety Assessment	24/01/2019
FTO-PRO-012	Employee Engagement & Work Fitness Program	23/03/2018
FTO-PRO-013	Fitness For Work	16/03/2018
FTO-PRO-014	Hazardous Substance Risk Assessment and Training	04/04/2019
FTO-PRO-015	Incident Investigation	14/03/2019
FTO-PRO-016	Emergency Response: Duty Statement	04/01/2019
FTO-PRO-017	Safety Standards	12/12/2017
FTO-PRO-018	Worker Mobilisation - HS Requirements	15/08/2018
FTO-PRO-019	Critical Emergency Management Procedure	04/01/2019
FTO-PRO-020	Critical Emergency Management Manual	19/11/2018
FTO-PRO-022	Branch Risk Management Structure	25/05/2018
FTO-PRO-023	Training and Competency	03/04/2019

All of the above documentation is accessible online and by means of contacting the HS Manager:

Justin Braddon – P: 0429 306 540 | E: justin.braddon@ftworkforce.com.au
| E: justin.braddon@tradeslabourhire.com.au
| E: justin.braddon@dandjoo.com.au