



**WHS  
MANAGEMENT  
PLAN**

# Contents

- WHS 001–WHS POLICY
- WHS 002–ENVIRONMENTAL POLICY
- WHS 003-QUALITY POLICY
- WHS 004-IR POLICY
- WHS 005-REHABILITATION POLICY
- WHS 006-DRUG AND ALCOHOL POLICY
- WHS 007-FATIGUE AND HEAT MANAGEMENT POLICY
- WHS 008-PPE POLICY
- WHS 009-CONTINUOUS IMPROVEMENT POLICY
- WHS 010-ENVIRONMENTAL MANAGEMENT SYSTEM
- WHS 011-EMPLOYEE CONSULTATION PROCEDURE
- WHS 012- SAFE WORK METHOD STATEMENT PROCEDURE
- WHS 013-MANUAL HANDLING PROCEDURE
- WHS 014-MACHINERY AND PLANT SAFETY
- WHS 015-SUBCONTRACTOR AND SUPPLIER PROCEDURE
- WHS 016-INJURY MANAGEMENT AND RETURN-TO-WORK
- WHS 017-FIRST AID PROCEDURE
- WHS 018-FIRE EXTINGUISHER REGISTER
- WHS 019-EMERGENCY RESPONSE PROCEDURE
- WHS 020-EMERGENCY EVACUATION PLAN
- WHS 021-WORK AT HEIGHT RESCUE PLAN
- WHS 022-SAFETY INDUCTION PROCEDURE
- WHS 023-INDUCTION FORM
- WHS 024-SITE INDUCTION REGISTER
- WHS 025-DOCUMENT CONTROL PROCEDURE
- WHS 026–DOCUMENT CONTROL
- WHS 027–PROJECT DETAILS AND INTRODUCTION
- WHS 028–SDS REGISTER
- WHS 029–HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

.....  
WHS 030–HAZARD CATEGORIES  
.....

WHS 031–RISK MATRIX  
.....

WHS 032–SAFE WORK METHOD STATEMENTS  
.....

WHS 033–SWMS REGISTER  
.....

WHS 034–OBJECTIVES AND TARGETS  
.....

WHS 035–PPE ORDER FORM  
.....

WHS 036–PERSONAL PROTECTIVE EQUIPMENT (PPE)  
.....

WHS 037–ROLES AND RESPONSIBILITIES  
.....

WHS 038–TRAINING AND COMPETENCY REGISTER  
.....

WHS 039–DAILY PRE-START MEETING  
.....

WHS 040–TOOLBOX / PRE-START TALKS  
.....

WHS 041–WORKPLACE INSPECTION CHECKLIST  
.....

WHS 042–ELECTRICAL EQUIPMENT  
.....

WHS 043–ELECTRICAL EQUIPMENT REGISTER  
.....

WHS 044–HAZARD REPORTING  
.....

WHS 045–HAZARD REPORT  
.....

WHS 046–INJURY AND INCIDENT INVESTIGATION  
.....

WHS 047–REGISTER OF INJURIES  
.....

WHS 048–INCIDENT INVESTIGATION REPORT  
.....

WHS 049–INCIDENT REGISTER  
.....

WHS 050–WHS MANAGEMENT PLAN CHECKLIST  
.....

WHS 051–RETURN TO WORK SUITABLE DUTIES  
.....

WHS 052–HOT WORKS PERMIT  
.....

WHS 053–SCAFFOLD CHECKLIST  
.....

WHS 054–STANDARD OPERATING PROCEDURE FOR WORKING ADJACENT TO ASBESTOS  
.....

WHS 055–TASK OBSERVATION FORM  
.....

# WHS 001–WHS Policy

J Eacher Electrical PTY LTD WHS Management System complies with the Work, Health and Safety Act and AS/NZS 4801. The respective processes employed are included in The Business' Integrated Management System which also complies with AS/NZS ISO 9001.

J Eacher Electrical PTY LTD is committed to eliminating work related injury and illness of those who are employed by and interact with The Business through its policy of continual improvement.

J Eacher Electrical PTY LTD aims to provide a healthy and safe workplace by providing:

- A safe and healthy working environment for its employees, sub-contractors and visitors
- Safe systems of work through the identification and analysis of workplace safety risks at all sites where work is undertaken
- Plant and equipment in a safe working condition
- The necessary information, instruction, training and supervision to make sure that each employee is safe from injury and risk to health
- Effective ways of consulting with the workforce and their representatives on workplace safety issues
- Effective ways of reporting, recording and investigating all injuries, work-related illnesses and
- Near misses' in the workplace
- Effective rehabilitation measures for employees who suffer work-related injuries and illnesses
- Regular review by management of measurable objectives and targets to improve workplace safety performance
- Regular review by management of the Integrated Management System to ensure its effectiveness.

Safety responsibilities for all functions within J Eacher Electrical PTY LTD are clearly defined in our documented Integrated Management System.

J Eacher Electrical PTY LTD requires that all employees and sub-contractors should cooperate in the achievement of these objectives to assist in the prevention of injury to themselves and others.

# WHS 002–Environmental Policy

J Eacher Electrical PTY LTD operates a formal Environmental Management System to conform to the requirements of the associated Regulations, Codes of Practice and Australian and New Zealand Standard AS/NZS ISO 14001 as a minimum level within all its activities.

The Environmental Policy is a part of The Business Integrated Management System designed to conform to the requirements of Australian and New Zealand Standard AS/NZS ISO 14001.

J Eacher Electrical PTY LTD Environmental Policy objectives are that:

- There is an effective framework for continual improvement to prevent pollution and environmental impacts directly or indirectly related to its processes, products and services. New products and processes are also assessed for environmental impact early in their development. Regular audits and management review are conducted to monitor the effectiveness and suitability of the System.
- All current and relevant environmental legislation and regulations are complied with or exceeded and, where no appropriate regulations exist, The Business adopts appropriate responsible standards.
- An effective mechanism exists for setting and reviewing environmental objectives and targets.
- Documented procedures are established and maintained to describe how environmental matters are communicated to all employees, customers and contractors, and how relevant information is made available to the public.
- All processes are monitored to ensure there is an efficient use of natural resources and energy, and a safe and responsible disposal of all residual wastes.
- All aspects of The Business' business are run in such a manner so as to minimise and handle any incidents and emergencies should they occur.
- Aim to reduce the consumption of materials and energy by implementing environmentally sound waste management practices
- Involve all employees in observing and reporting any environmentally damaging issues within the workplace
- Conduct business with suppliers who also have a commitment to responsible environmental management

Senior management support this Environmental Policy and the integrated management system that has been integrated.

# WHS 003–Quality Policy

J Eacher Electrical PTY LTD philosophy is one of commitment to continual improvement and effective delivery of our obligations. Our comprehensive Integrated Management System complies with AS/NZS ISO 9001.

Our approach to quality is:

- To meet or exceed our client's specified requirements
- To make all staff aware of their responsibility in maintaining and improving the quality of the service that we provide
- To adopt a disciplined approach to all aspects of a project, including those of quality management, WHS and administrative procedures
- To respond promptly and constructively to customer complaints and service call outs
- To establishing measurable quality objectives
- To comply with all relevant laws and regulations.

Business is committed to:

- Maintaining and encouraging a positive, healthy and safe working environment and culture
- Developing and maintaining good relationships with clients, suppliers, sub-contractors and employees
- Operating effective internal communication
- Reviewing quality objectives and the effectiveness of the Integrated Management System through regular Management Review Meetings.

Senior management supports this Quality Policy and the Integrated Management System that has been implemented.

# WHS 004-IR Policy

J Eacher Electrical PTY LTD is an equal opportunity employer committed to providing and maintaining a non-discriminatory work environment. The company treats all employees and prospective employees fairly and equally on all matters.

Where grievances arise, every effort is made to resolve the matter through discussion between the Unit Manager and employees concerned.

J Eacher Electrical PTY LTD is also a bullying, harassment and violence free workplace. Harassment in the workplace is defined as any form of unwarranted behavior. All allegations of bullying and harassment shall be addressed to the General Manager at which time a prompt investigation and disciplinary action shall take place if necessary.

J Eacher Electrical PTY LTD construction site personnel currently have in place an Enterprise Bargaining Agreement and all other employees work under individually tailored employment contracts where terms are negotiated on a personal and case by case basis such as Hours of Work, Absences and Leave and Remuneration, ongoing Travel, Expenditure, Training and Development, WH&S, Communication and Operational procedures are also highlighted.

Senior management supports this Industrial Relations Policy and the Integrated Management System that has been implemented.

# WHS 005–Rehabilitation Policy

J Eacher Electrical PTY LTD operates a formal WHS Management System to conform to the requirements of the Work, Health and Safety Act and the associated Regulations, Codes of Practice and Australian and New Zealand Standard AS/NZS 4801 as a minimum level within all its activities.

The Rehabilitation Policy is a part of The Business Integrated Management System designed to conform to the requirements of AS/NZS ISO 9001.

The Business is committed to providing a workplace-based Work Rehabilitation Service for all workers, and to that end will have a nominated Rehabilitation and Return to Work Coordinator. This Policy is to be displayed in all workplaces.

The Business Rehabilitation Policy objectives are:

- Preventing injury and illness through provision of a healthy and safe working environment
- Ensuring that all employees are aware of the Rehabilitation Program and provide appropriate information to an injured employee to facilitate understanding and acceptance of the rehabilitation service provided
- Enacting timely referrals to Rehabilitation Providers to ensure that work rehabilitation commences as soon as possible after an injury or illness
- Ensuring that the return to work as soon as possible by an injured employee is a normal practice and expectation
- Providing suitable employment and/or duties, where practicable, for an injured or partially incapacitated employee, as an integral part of the rehabilitation process
- Consulting with employees and their representatives to ensure that our rehabilitation program operates effectively
- Ensure that participation in the rehabilitation program will not, in itself, prejudice an injured employee.

The Company Rehabilitation and Return to Work Coordinator will make every effort to resolve disputes regarding rehabilitation by consultation with the employee, supervisor and where applicable, the Rehabilitation Provider and the employee's representative.

Unresolved disputes may be referred to Work Cover Mediation Services.



# WHS 006-Drug and Alcohol Policy

The Drug & Alcohol Policy is a part of J Eacher Electrical PTY LTD Integrated Management System designed to conform to the requirements of Australian and New Zealand Standard AS/NZS ISO 9001, the Work, Health and Safety Act and AS/NZS 4801.

In keeping with our requirement to provide and maintain a safe and healthy place of work, this policy sets out the responsibilities of all employees and others working on our sites in regard to "fit for duty".

It is the personal responsibility of all employees to ensure that their work performance is always such that their safety, the safety of others and their work efficiency is not impaired.

The employee's Supervisor may determine whether he or she is able to work safely and fit for duty. While there is no simple or reliable way to assess a person's impairment, the consumption or use of alcohol, drugs or any other substance that may affect a person's ability to work safely or efficiently is not permitted. People taking prescription or over-the-counter medications that may impair performance are to advise their Supervisor. Such advice will be treated confidentially.

Employees or other people who are observed to be in breach of this policy will be subject to The Business's disciplinary procedures and, depending on the circumstances; their behaviour may be treated as serious misconduct.

Affected employees who are observed to be in breach of this policy will be cautioned and immediately removed from the workplace.

# WHS 007-Fatigue & Heat Management Policy

J Eacher Electrical PTY LTD ensures the work health and safety of all employees and subcontractors is a paramount consideration for managers and supervisors; this includes fatigue and working in heat management.

Fatigue and heat stress refers to mental or physical exhaustion that stops a person from being able to function normally. Fatigue is caused by prolonged periods of physical and/or mental exertion without enough time to rest and recover. Fatigue is generally associated with spending long periods of time awake or having an inadequate amount and/or quality of sleep over an extended period. Fatigue can significantly affect an individual's capacity to function. The side effects of fatigue include decreasing performance and productivity, and increased potential for injuries to occur; heat stress can be fatal, call 000 for medical attention immediately if a worker is seriously affected.

Heat stress is the total heat burden that the body is subjected to by both external and internal factors when the body can not sufficiently cool itself. Symptoms of heat stress are dizziness, fatigue, headache, nausea, breathlessness, clammy skin or difficulty remaining alert.

Managing fatigue and heat stress is a shared responsibility between the managers, supervisors and employees because it involves factors that occur, both, in and outside of the workplace. If any employee is experiencing fatigue, they should discuss the issue with their supervisor or manager and make changes, for example sleeping patterns, workload, roster, family issues, social and lifestyle behaviours.

For applicable The Business employees and subcontractors, when the temperature is less than 35°C, work in all areas on site will continue as normal. When the temperature is at 35°C or above:

- If the area is under cover: Work continues normally
- If the area is exposed to direct sunlight: Work ceases in these areas. Employees are to be relocated to an area undercover

When the shade ambient temperature is 37°C all work in the affected area must cease and where able, site workers must be transferred to an air conditioned environment where the temperature is less than 37°C or to the Business workshop where they can continue to work as normal for the remainder of their shift. This should be done in consultation with the Project Manager and Supervisors.

If there are no air conditioned areas, PRIOR to leaving site due to inclement conditions ALL workers and sub-contractors are to notify The Business site management of their intention to leave site, this is so all workers can be accounted for in the event of an incident whilst the site remains open. If the temperature is likely to fall in the next hour the workers are to stay in the air conditioned lunch room where a toolbox meeting or review of SWMS's can occur. The Business employees failing to do so may not get paid for the inclement period.

During times of heat The Business employees should:

- Drink plenty of water, at least 200ml every 15 to 20 minutes
- Take regular rest breaks
- Seek first aid attention if feeling unwell

- Avoid heavy exertion
- Use sunscreen, minimum of SPF 15, in all outdoor conditions, even if working in the shade, re-apply sunscreen two hourly
- Be wearing the company uniform consisting of long pants and long sleeve shirt
- Wear a broad brimmed hat or hard hat attachment
- Wear sunglasses that meet Australian Standards for UV protection i.e. wrap around glasses that prevent UVR entering from the sides, have a 100% I or 4 UVR protection rating and an EPF ( eye protection rating) of 9 or 10

All The Business managers, supervisors and employees are responsible to report any issues of fatigue or heat stress and to assist all fellow workers in maintaining a safe working environment.

Employees must comply with arrangements that have been put in place by management to minimise any heat associated risks and take reasonable care in relation to the issues associated with the hours being worked during periods of inclement weather. Workers should apply the 'buddy' system where they not only monitor their own health and safety but that of their fellow workers. Employees must also ensure that they are not, by the consumption of alcohol, a drug or medication, be in an unfit state so as to compromise their own safety at work or the safety of any other person.

Senior management fully endorses this Fatigue and Working in Heat Management Policy.

# WHS 008-PPE Policy

The purpose of the Personal Protective Equipment Policies is to protect employees from exposure to work place hazards and the risk of injury through the use of personal protective equipment (PPE). PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

This section addresses general PPE requirements, including eye and face, head, foot and leg, hand and arm, body (torso) protection, and protection from drowning. Separate programs exist for respiratory protection and hearing protection as the need for participation in these programs is established through industrial hygiene monitoring.

The Personal Protective Equipment Policies includes:

- Responsibilities of supervisors and employees
- Hazard assessment and PPE selection
- Employee training
- Cleaning and Maintenance of PPE

## **Responsibilities**

The General Manager is responsible for the development, implementation, and administration of the PPE policy. This involves but not limited to:

- Conducting workplace hazard assessments to determine the presence of hazards which necessitate the use of PPE.
- Selecting and purchasing PPE.
- Reviewing, updating, and conducting PPE hazard assessments whenever
  - A job changes
  - New equipment is used
  - There has been an accident
  - A supervisor or employee requests it
  - Or at least every year

- Maintaining records on hazard assessments.
- Maintaining records on PPE assignments and training.
- Providing training, guidance, and assistance to supervisors and employees on the proper use, care, and cleaning of approved PPE.
- Periodically re-evaluating the suitability of previously selected PPE.
- Reviewing, updating, and evaluating the overall effectiveness of PPE use, training, and policies.

## **Supervisors**

Supervisors have the primary responsibility for implementing and enforcing PPE use and policies in their work area. This involves

- Providing appropriate PPE and making it available to employees.
- Ensuring that employees are trained on the proper use, care, and cleaning of PPE.
- Ensuring that PPE training certification and evaluation forms are signed
- Ensuring that employees properly use and maintain their PPE, and follow the PPE policies and rules.
- Notifying management when new hazards are introduced or when processes are added or changed.
- Ensuring that defective or damaged PPE is immediately disposed of and replaced.

## **Employees**

The PPE user is responsible for following the requirements of the PPE policies. This involves

- Properly wearing PPE as required.
- Attending required training sessions.
- Properly caring for, cleaning, maintaining, and inspecting PPE as required.
- Following PPE policies and rules.
- Informing the supervisor of the need to repair or replace PPE.

Employees who repeatedly disregard and do not follow PPE policies and rules will be subject to disciplinary action

## **Procedures**

### **Hazard Assessment for PPE**

The Project Manager, in conjunction with Supervisors, will conduct a walk-through survey of each work area to identify sources of work hazards. Each survey will be documented using the Hazard Assessment Certification Form, which identifies the work area surveyed, the person conducting the survey, findings of potential hazards, and date of the survey. The Supervisor will keep the forms in the Project folder.

The Project Manager will conduct, review, and update the hazard assessment for PPE whenever

- A job changes
- New equipment or process is installed
- There has been an accident
- Whenever a supervisor or employee requests it
- Or at least every year

### **Selection of PPE**

Once the hazards of a workplace have been identified, the Project Manager and Supervisor will determine if the hazards can first be eliminated or reduced by methods other than PPE, i.e., methods that do not rely on employee behavior, such as engineering controls.

If such methods are not adequate or feasible, then the Project Manager will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment which ensures a level of protection greater than the minimum required to protect our employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be recommended for purchase.

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition. Newly purchased PPE must conform to the applicable AS/NZ Standards

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by Project Manager at no charge. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

## **Training**

Any worker required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining will be offered to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

After the training, the employees will demonstrate that they understand how to use PPE properly, or they will be retrained.

Training of each employee will be documented using the Skills Matrix and kept on file. The document certifies that the employee has received and understood the required training on the specific PPE he/she will be using.

## **Retraining**

The need for retraining will be indicated when

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e., uses PPE improperly)
- New equipment is installed
- Changes in the work place make previous training out-of-date
- Changes in the types of PPE to be used make previous training out-of-date

## **Cleaning and Maintenance of PPE**

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Supervisors are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

If employees provide their own PPE, make sure that it is adequate for the work place hazards, and that it is maintained in a clean and reliable condition.

Defective or damaged PPE will not be used and will be immediately discarded and replaced.

***NOTE: Defective equipment can be worse than no PPE at all. Employees would avoid a hazardous situation if they knew they were not protected; but they would get closer to the hazard if they erroneously believed they were protected, and therefore would be at greater risk.***

It is also important to ensure that contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.



# WHS 009-Continuous Improvement Policy

This policy applies to J Eacher Electrical PTY LTD staff and stakeholders, and to the organisation's quality management processes. The Business is committed to operating efficiently and effectively in order to meet the needs of clients and stakeholders, especially students. Continuous improvement in all activities is vital for the organisation's continued success. The Business undertakes ongoing quality control and evaluation of all its operations to ensure maintenance of standards appropriate to the expectations of the community, including licensing authorities, where relevant. The implementation of this continuous improvement also provides a framework for the organisation's quality management processes.

This policy is part of The Business' continuous improvement processes to deliver business services and products. The effectiveness of The Business system is continually monitored for the purpose of identifying and implementing improvements. The Business is committed to:

- Maintaining a quality management processes, complying with its requirements and continually improving its effectiveness
- Working toward improving customer satisfaction and business performance
- Developing and maintaining business documentation that communicates the required standard of output from its key business processes
- Continuous improvement and, through strong organisational leadership, the active participation of all management and staff in the improvement process
- Conducting annual reviews of quality management processes to ensure these continue to be stable, robust and effective
- Recognising potential contributions of suppliers and partners

The Business staff play an important role in the organisation's continuous improvement. Staff feedback and actions are vital to ensuring the organisation's ongoing success.

The Quality Management System is based on adherence to the following principles:

- A commitment by all staff to continuous improvement of processes, courses, products and services
- Input and involvement of all staff and students in identifying and implementing quality improvements
- Systematic use of quantitative feedback as the basis for identifying and prioritising improvement opportunities

The continuous improvement process is constituted by four stages:

### **Data Collection**

J Eacher Electrical PTY LTD has a planned approach to data collection, using a range of survey instruments, documentation and other forms of stakeholder feedback. Common sources used to identify, implement and evaluation actions for continuous improvement include the following:

- Validation outcomes e.g. continued contracts
- Client feedback
- Employee feedback
- Compliments, complaints, grievances and appeals

### **Analysis and Review of Feedback**

Once data is collected, analysis and review is undertaken by staff to identify issues that require immediate attention for the purpose of future planning and delivery.

### **Acting on Data and Feedback**

Action is undertaken on feedback by the delegated individual or team and actions are recorded and tracking in the continuous improvement register.

### **Monitor and Review**

Improvement actions that have been implemented are checked to confirm they are addressing the issue and if further action is necessary.

Staff are required to act on feedback within their teams. Where continuous improvement suggestions cannot be resolved by the team, either through capacity/capability to resolve or where the resolution sits outside the scope of the responsibility of the team, the improvement suggestion must be forwarded to the team's supervisor for resolution or redirection to other parties (for example, organisation senior management). Managers are responsible for following through on identified improvements and feeding information back to staff in relation to actions taken.

### **Responsibilities**

#### **Compliance, Monitoring and Review**

The General Manager is responsible for ensuring compliance with and monitoring implementation of the procedure and to undertake reviews as required.

# WHS 010-Environmental Management System

In this document the objectives of the respective element of the EMS are defined. This documents highlights to which part of J Eacher Electrical PTY LTD the procedures documented in the document are relevant. This document sets out the procedures to achieve the objectives, the responsibilities and any additional documents are indicated.

It comprises the following items:

- The element to be controlled;
- The procedures and tools;
- The assignment of responsibilities for these procedures at the different levels of management.

## **Additional documents**

Documents required for the environmental management system may include:

- Work instructions and procedures;
- Legal register;
- Environmental register;
- Other environmentally relevant documents, such as:
  - Manuals for equipment and systems;
  - Emergency plans;
  - Material safety data sheets;
  - Organizational manual;
  - Job descriptions, organization charts;
  - Standards;
  - Emission threshold values;
  - Special literature.

## **Objectives**

- Definition of an environmental policy;
- Authorization (assignment of responsibilities) and communication in the company.

## **Implementation**

The environmental policy should be part of J Eacher Electrical PTY LTD's overall policy. The management is responsible for its definition, updating and approval. In general all employees at all levels should be involved in the formulation of the environmental policy. The following passage summarizes only its essential contents.

The environmental policy includes:

• Lines of action:

- Fostering environmental awareness and responsibility of employees;
- Information and training of employees;
- Assessing the environmental aspects of products and processes;
- Preventive action and minimization of environmental aspects;
- Resource conservation;
- Avoiding spills due to accidents;
- Information to the general public;
- Advice to customers regarding the environmental aspects of products;
- Compliance with all relevant environmental legislation;
- Commitment to continuous improvement of environmental aspects;
- Reduction of environmental aspects using best available technology where economically viable. Once the environmental policy has been established it has to be approved by management and published.
- Environmental policy defined during the cleaner production programme.

## **Planning**

### **Environmental aspects**

J Eacher Electrical PTY LTD shall establish, implement and maintain a procedure(s)

a) To identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services, and

b) To determine those aspects that have or can have significant impact(s) on the environment (i.e. significant environmental aspects).

The organization shall document this information and keep it up to date.

The organization shall ensure that the significant environmental aspects are taken into account in establishing, implementing and maintaining its environmental management system.

### **Objectives**

Development of a procedure to audit, control and evaluate the relevant environmental aspects.

### **Implementation**

This deals with the identification of environmental aspects of current or relevant former activities, products and services.

Examples of these aspects include:

- Air emissions;
- Effluents discharge;

- Soil contamination;
- Consumption of raw materials and natural resources;
- Use of energy;
- Noise emissions;
- Physical aspects, such as size, form, colour and appearance;
- Radiation;
- Solid waste and by-products.
  - Consideration of aspects which are connected to the company's products, services and activities, such as
    - Production processes;
    - Packaging and transport;
    - Environmental aspects and practices of suppliers and contractors;
    - Wildlife and biodiversity;
- Sale, use and disposal of products which are no longer used;
  - Introduction of criteria and procedures to identify relevant aspects;
  - Documentation and filing of relevant environmental aspects.

### **Legal requirements and other requirements**

J Eacher Electrical PTY LTD shall establish, implement and maintain a procedure(s)

- a) To identify and access applicable legal requirements and other requirements to which the organization subscribes related to its environmental aspects, and
- b) To determine how these requirements apply to its environmental aspects.

The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its environmental management system.

### **Objectives**

The company has to establish a register of legal requirements, i.e. a procedure to identify, evaluate and update applicable legal requirements and requirements from interested stakeholders.

### **Implementation**

Compliance with laws and regulations is a pre-requisite for a positive certification according to ISO 14001:2004. This involves the following steps:

- Identification of all applicable legal requirements including:
  - Legal requirements at the regional, national and international level;
  - All agreements with customers and authorities;
  - Environmental labelling of products;
  - Requirements from the Chamber of Commerce and industrial associations;
  - Requirements from standards;

- Self-imposed obligations of the company or its owners;
- Company-specific requirements, e.g. derived from the environmental policy;
- Appointment of a person responsible for environmental law.
- No direct reference.

### **Objectives, targets and programme(s)**

The organization shall establish, implement and maintain documented environmental objectives and targets, at relevant functions and levels within the organization.

#### **Objectives**

Definition of objectives and targets for each relevant organizational function and level considering environmental aspects, legal and other requirements as well as feasible options for improvement.

#### **Implementation**

Environmental objectives have to be consistent with the company's environmental policy to foster preventive environmental protection and to minimize negative environmental aspects. Relevant legal and other requirements, environmental aspects, technological options as well as financial, operational and social conditions of The Business have to be taken into account. This section describes:

- Procedures and responsibilities for defining objectives and targets;
- Authorities;
- Procedures for updating the objectives.

The objectives and targets should be specific and measurable. They should consider short and long-term perspectives. Quantitative indicators support the control of a company's progress towards these objectives and targets.

### **Implementation and operation**

#### **Resources, roles, responsibility and authority**

Management shall ensure the availability of resources essential to establish, implement, maintain and improve the environmental management system.

Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

Roles, responsibilities and authorities shall be defined, documented and communicated in order to facilitate effective environmental management.

The organization's top management shall appoint a specific management representative(s) who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for

a) Ensuring that an environmental management system is established, implemented and maintained in accordance with the requirements of this International Standard,

b) Reporting to top management on the performance of the environmental management system for review, including recommendations for improvement.

### **Objectives**

- Ensuring the availability of the necessary resources in terms of staff, skills, technology and financial means;
- Defining responsibilities, tasks and authorities.

### **Implementation**

J Eachers' position has to be shown in an organization chart.

In addition the responsibilities and authority of this management representative have to be documented to:

- Ensure the implementation and maintenance of the environmental management system;
- Ensure that the performance, evaluation and necessary measures for improvement of the environmental management system are reported to the company's management.
- Top management has to provide sufficient resources to guarantee the implementation and maintenance of the environmental management system.
- An environmental team has been set up and an environmental manager was appointed;
- Responsibilities have been partly defined.

### **Competence, training and awareness**

The organization shall ensure that any person(s) performing tasks for it or on its behalf that have the potential to cause a significant environmental impact(s) identified by the organization is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.

The organization shall identify training needs associated with its environmental aspects and its environmental management system. It shall provide training or take other action to meet these needs, and shall retain associated records.

### **Objectives**

- Implementation of a procedure to systematically develop technical competencies;
- Identification of training needs, drawing up a training plan and creating awareness.

### **Implementation**

Training, information and motivation of employees have to be carried out properly. Environmental activities can only be successful and lasting if employees from all

parts of the company are included in the environmental system. The employees have to be trained and motivated to ensure that they are aware of the impact their work has on the environment. Therefore their training needs have to be identified in order to qualify them for work within the framework of the environmental management system. Focused training guarantees that all processes with direct environmental impact are carried out by qualified personnel, thus reducing the risk of accidents and incidents.

## **Communication**

With regard to its environmental aspects and environmental management system, the organization shall establish, implement and maintain a procedure(s) for

- Internal communication among the various levels and functions of the organization,
- Receiving, documenting and responding to relevant communication from external interested parties.

## **Objectives**

Installation of a system which ensures that the external and internal information flows function smoothly.

## **Implementation**

The company has to:

- Define the responsibility for a communication concept and its implementation;
- Facilitate internal communication by using instruments such as:
  - Monthly/weekly team meetings;
  - Procedures;
  - Internal letters;
  - Reports.

For external communication the following stakeholders are relevant:

- Community/neighbours;
- Customers;
- Suppliers;
- Press and media;
- Authorities;
- Industrial associations, Chamber of Commerce;
- Banks, insurance companies and owners;
- Schools, universities and scientific institutions.

Possible instruments for a communication concept and its implementation are:

- Environmental reports of the entire company or for individual sites;
- Presentation of company-specific environmental activities in The Business report;



- Publications in journals, studies, etc.;
- Information events for selected focus groups;
- Open days and company visits for other interested companies;
- Information and data for a technical audience;
- Presentations at seminars and congresses;
- Measures for the motivation of employees.
- Providing information for relevant stakeholders.

## **Documentation**

The environmental management system documentation shall include

- The environmental policy, objectives and targets,
- Description of the scope of the environmental management system,
- Description of the main elements of the environmental management system and their interaction, and reference to related documents,
- Documents, including records, required by this International Standard, and
- Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its significant environmental aspects.

## **Objectives**

Introducing a documentation system which complies with the requirements of the standard (manual, procedures).

## **Implementation**

The environmental management system documentation comprises:

- Description of the environmental management system and the interaction of its elements;
- Conventions on policy, objectives and targets;
- Information on significant environmental aspects;
- Information on processes;
- Organization chart;
- Internal and external standards;
- Emergency plans for the site.

The following criteria apply to the documentation:

- Impacts of a decision on the environment have to be clearly defined;
- Necessity to demonstrate compliance with legal requirements and other obligations;
- Necessity to demonstrate that a procedure has been implemented;
- Benefits of proper documentation are:

- Easier definition of training needs due to detailed description of processes and procedures;
- Easier maintenance and revision;
- Reduced risks because of clear wording;
- Easier proof and explanation.

### **Control of documents**

The organization shall establish, implement and maintain a procedure(s) to

- Approve documents for adequacy prior to issue,
- Review and update as necessary and re-approve documents,
- Ensure that changes and the current revision status of documents are identified,
- Ensure that relevant versions of applicable documents are available at points of use,
- Ensure that documents remain legible and readily identifiable,
- Ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the environmental management system are identified and their distribution controlled, and
- Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

### **Objectives**

Definition of a procedure to control collection, identification, registration, storage and retrieval of environmental documents and to ensure clear and comprehensible documentation of all environmentally relevant procedures.

### **Implementation**

This chapter deals with the production, review, release, updating and withdrawal of documents.

The documents have to be clearly identified. It is especially important to indicate the revision status to ensure that only the most recent documents are used, e.g. by revision numbers and revision lists.

A list of all persons who receive documents as well as a list of all versions have to be kept to ensure permanent updating.

The responsibility for the production and release of documents has to be defined (environmental manager, process manager, etc.)

At the same time the system documentation should not be too complicated. If possible electronic data processing and electronic means of communication should be used.

- No corresponding measures during the cleaner production programme.

## **Operational control**

The organization shall identify and plan those operations that are associated with the identified significant environmental aspects consistent with its environmental policy, objectives and targets, in order to ensure that they are carried out under specified conditions, by:

- a) Establishing, implementing and maintaining a documented procedure(s) to control situations where their absence could lead to deviation from the environmental policy, objectives and targets, and
- b) Stipulating the operating criteria in the procedure(s), and
- c) Establishing, implementing and maintaining procedures related to the identified significant environmental aspects of goods and services used by the organization and communicating applicable procedures and requirements to suppliers, including contractors.

## **Objectives**

- Exact control of processes with environmental impacts;
- Identification of necessary measurements and indicators;

## **Implementation**

This section comprises descriptions of regulations for processes which have a relevant impact on the environment and can be controlled by the company. Practically speaking, this includes areas such as:

- Ecological procurement;
- Storage of materials and especially hazardous materials;
- Maintenance;
- Operation of environmentally relevant plants;
- Waste management;
- Water and waste water management;
- Energy management.

## **Emergency preparedness and response**

The organization shall establish, implement and maintain a procedure(s) to identify potential emergency situations and potential accidents that can have an impact(s) on the environment and how it will respond to them.

The organization shall respond to actual emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The organization shall also periodically test such procedures where practicable.

## **Objectives**

Implementation of a procedure to identify and check potential environmentally relevant accidents and emergency situations and to introduce preventive measures.

## **Implementation**

For all activities and areas where emergency situations and accidents can occur, appropriate procedures have to be defined. In many companies risk managers, fire fighters or similar persons are in charge of these procedures.

For the use of hazardous materials and for the prevention of accidents individual procedures have to be written.

Manuals for plants and machinery typically include chapters on reaction to accidents and emergency situations.

The standard approach in the development of procedures to prevent risks and minimize danger is:

- Identification of the danger (e.g. flammable liquids, storage tanks and compressed gases);
- Identification of the most likely emergency situation or accident and the potential damage;
- Identification of suitable methods and measures to react to an accident or an emergency situation;
- Identification of the necessary measures to minimize the environmental impact;
- Establishing plans to facilitate communication in emergency situations;
- Periodical check of the reaction of the organization in emergency situations;
- Training of persons who are in charge during emergency situations;
- Compilation of a list of responsible persons and emergency services including their telephone numbers (fire brigade, clean-up services);
- Identification of evacuation routes and collection points and drawing up of a fire safety plan;
- Compilation of a checklist with potential partners for emergency help during accidents and similar situations.
- A list of hazardous materials has been compiled and environmental risks have been considered during the identification of priority areas.

## **Checking**

### **Monitoring and measurement**

The organization shall establish, implement and maintain a procedure(s) to monitor and measure, on a regular basis, the key characteristics of its operations that can have a significant environmental impact. The procedure(s) shall include the documenting of information to monitor performance, applicable operational controls and conformity with the organization's environmental objectives and targets.

The organization shall ensure that calibrated or verified monitoring and measurement equipment is used and maintained and shall retain associated records.

### **Objectives**

- Introducing a procedure to measure and control environmentally relevant aspects;
- Documenting the corresponding objectives and targets.

### **Implementation**

Besides site-specific threshold values for concentrations and loads of pollutants, the authorities usually include procedures and standards for measuring and monitoring these values in their permits.

In addition, all the necessary process parameters have to be measured which are critical for evaluating whether the objectives of the environmental programme have been met.

Depending on the size and nature of the company, foremen or middle level management are responsible for measurements and monitoring.

Measurements which are not automatically documented have to be registered in journals. Usually this is the operators' responsibility. These duties have to be documented in the relevant job descriptions and work instructions.

A checklist for inspection of equipment has to be kept which includes the following parameters:

- Emission parameters;
- Location of sampling;
- Equipment to be used;
- Storage of the equipment;
- Corresponding standard for sampling and analysis;
- Frequency of measurements;
- Reference to the authorities;
- Responsibilities.

### **Evaluation of compliance**

Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements.

The organization shall keep records of the results of the periodic evaluations.

### **Objectives**

- Implementation of a procedure for monitoring compliance with all relevant laws, regulations and legal obligations
- Documentation of compliance audits.

## **Implementation**

The responsibility for the implementation of this procedure by J Eacher.

A regular compliance audit needs to be carried out.

The legal obligations have to be documented in an environmental register, including actual compliance with the requirements and permits and required action for compliance (e. g. nature and frequency of measurements, testing requirements for equipment such as doors, cranes, pressure vessels, etc.).

- No corresponding measures during the cleaner production programme.

## **Nonconformity, corrective action and preventive action**

The organization shall establish, implement and maintain a procedure(s) for dealing with actual and potential nonconformity (ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for

- Identifying and correcting nonconformity(ies) and taking action(s) to mitigate their environmental impacts,
- Investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence,
- Evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence,
- Recording the results of corrective action(s) and preventive action(s) taken, and
- Reviewing the effectiveness of corrective action(s) and preventive action(s) taken.
- Actions taken shall be appropriate to the magnitude of the problems and the environmental impacts encountered.
- The organization shall ensure that any necessary changes are made to the environmental management system documentation.

## **Objectives**

- Implementing a procedure for identifying proper measures in case the company does not meet the objectives and targets;
- Implementing corrective and preventive measures;
- Introducing a procedure for documenting gaps and corrective measures.

## **Implementation**

The company has to document procedures designed to cope with deviations from the targets and the environmental programme. The following elements have to be considered in this process:

- Collection and analysis of reports on gaps;
- Identification of the reasons for the gap;
- Corrective measures resulting from audits or reports from employees;

- Definition, decision and implementation of corrective measures;
- Checking the effectiveness and actual implementation of the measures defined;
- Defining the improvement of monitoring measures;
- Documentation of measures and their changes.

Procedures for corrective action also have to describe the effective handling of:

- Complaints from customers and other stakeholders;
- Legal requirements and requirements from the authorities in general;
- Reports on mistakes that have occurred in system processes and in the company as a whole and which have impacts on the environment.

### **Control of records**

The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its environmental management system and of this International Standard, and the results achieved.

The organization shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.

Records shall be and remain legible, identifiable and traceable.

#### Objectives

The company has to ensure that all the records which are used within the company:

- Can be clearly identified;
- Are up to date;
- Are used for checking the effectiveness of the system and as a basis for audits and management reviews.

### **Implementation**

Environmentally relevant records can include:

- Records of complaints;
- Documentation of training;
- Records from process control;
- Records from inspection, maintenance and calibration;
- Records on customers and suppliers;
- Reports on accidents and incidents;
- Reports on emergency drills;
- Audit results;
- Results of the management review;
- Decisions regarding external communication;
- Records on legal requirements;
- Documents of relevant environmental aspects;
- Information on environmental measures;

- Records on legal compliance.
- Documentation of the environmental programme;
- Input-output data in the IPA report;
- Data describing waste and emissions;
- Results of the environmental impact assessment and environmental measures.

### **Internal audit**

The organization shall ensure that internal audits of the environmental management system are conducted at planned intervals to

- Determine whether the environmental management system
- Conforms to planned arrangements for environmental management including the requirements of this International Standard, and
- Has been properly implemented and is maintained.

### **Objectives**

Developing a procedure and a programme for internal audits and for the systematic preparation and documentation of the certification audit.

### **Implementation**

The initial review and the system audit are instruments used by management and include a systematically documented, regular and objective evaluation of the performance of the company, the management and the processes.

Rules and responsibilities for audits have to be defined.

The procedure for an audit has to cover the following elements:

- Goals;
- Scope;
- Organization and resources;
- Planning and preparation;
- Activities during the audit;
- Report on conclusions, follow-up measures and frequency.

Audits can be performed by qualified internal auditors or by external auditors.

The internal audit team should consist of employees from different departments of the company to ensure the objectivity of the audit process.

Auditors cannot audit their own department. ISO 14001 additionally requires that personnel conducting EMS tasks have received appropriate training and that their awareness and competences are consistent with the level of complexity of their function.

Beyond that, their skills should include:

- Enthusiasm (make membership voluntary where possible);



- Attention to detail;
- Ability to act independently;
- Ability to make decisions and stick to them.

### **Management review**

Top management shall review the organization's environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes of the environmental management system, including the environmental policy and environmental objectives and targets. Records of the management reviews shall be retained.

### **Objectives**

- Ensuring a regular management review of the system;
- Defining a procedure to guarantee continuous improvement.

### **Implementation**

Regular monitoring and evaluation of the environmental management system guarantees the improvement of the company's environmental performance. Responsibilities are defined for:

- Individual management levels including the evaluation of the corresponding elements of the environmental management system;
- The board of directors, who has to analyse the environmental policy and the environmental objectives.

It is not necessary to evaluate all the elements of an environmental management system at the same time. At the end of the evaluation procedure a report has to be prepared by the environmental management representative including observations, conclusions, recommendations and a list of necessary measures. For the preparation of the report the following documents are used:

- Results of internal audits;
- Reports, analyses and minutes;
- Analyses and evaluations from the initial review;
- Results of external audits
- Documented advice and complaints by customers, authorities, neighbours and other interested stakeholders;
- Ideas from employees' proposals;
- Minutes, decisions on corrective and preventive measures including a progress evaluation.
- No corresponding measures during the cleaner production programme.

# WHS 011-Employee Consultation Procedure

J Eacher Electrical PTY LTD promotes the active participation of all employees in WHS decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in WHS matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- Hazard identification and risk assessment processes;
- Control measures for the management of hazards and risks;
- Changes to the organisation's policies and procedures or work routines which may affect WHS;
- Make up of and representation on relevant committees; and
- Election of WHS and employee representatives.

All workplace consultation is recorded and occurs on a Weekly basis.

# WHS 012-Safe Work Method Statement Procedure

This procedure outlines the responsibility and methods for applying the Safe Work Method Statements in the workplace to ensure safe and environmentally responsible work operations at The Business. This procedure applies to all The Business' sites, premises, departments and management teams.

## Definitions

HSR: - Health and Safety Representative

SWMS: - Safe Work Method Statement, a documented and authorized description of job process.

## Responsibilities

Supervisors: It is the responsibility of all The Business Supervisors to ensure that each site/area has a copy of all relevant and current Safe Work Method Statements issued or displayed where safe work instructions are required.

Employees must be trained in the SWMS.

Safety Dept: The Safety Dept. is responsible for the control and management of the Safe Work Method Statement of the respective The Business plant or work site.

All: It is the responsibility of all The Business personnel to utilize the Safe Work Method Statement effectively and safely as directed.

## Procedure

A Safe Work Method Statement is required for all work to ensure a safe working process. The job process or task should be documented in a task by task point form ensuring a safe work method. Illustrations should be used where necessary to simplify directions and improve visual instructions. The personnel constructing and reviewing the SWMS must identify any hazards with the work procedure.

## Format

The Safe Work Method Statement must be documented on the standard Safe Work Method Statement Register. The Safe Work Method Statement must be dated and the master filed in a master control management folder.

## Controlled Documents

The Safe Work Procedure must be reviewed and in some cases signed and dated by the Supervisor, Project Manager and the Safety representative. The copy must be displayed prominently in the work area or readily available for reference when required.

# WHS 013-Manual Handling Procedure

Nearly all occurrences of strain injuries are caused by incorrect manual handling technique. This procedure describes correct manual handling technique.

## Responsibilities

All employees are responsible for ensuring that correct manual handling techniques are used.

## Required PPE

The following PPE is required if working on The Business site and may be required on some client sites. Gloves will be required as a minimum for load lifting.

*Insert Desired PPE Here*

## Hazards / Impacts

Strains and sprains resulting from manual handling include activities that involve the following:

- Repetitive or sustained application of force
- Repetitive or strained awkward posture
- Repetitive or strained movement
- Application of high force
- Exposure to sustained vibration
- Handling unstable loads that are unbalanced or difficult to move

## Never

- Rush into a lift without first assessing the task
- Do deep knee squats (see Figure 1)
- Hold your breath while lifting, pushing or pulling - it increases your risk of getting a hernia
- Maintain static postures for long periods of time - take frequent micro breaks
- Bend or twist your back excessively when lifting and moving
- If you have damaged knee cartilage, knee cap or posterior ligaments don't deep squat



Figure 1: Shows the various squat positions



Figure 2: Shows how to sit working for a long period of time in a static position

### Always

- Look for a solution that eliminates manual handling
- Get help with heavy lifts - obtain a mechanical lifting aid or ask somebody to assist
- Avoid reaching or holding above head heights and repetitive actions, take breaks
- Avoid holding or working in a fixed position with a bent back
- Keep the load close to the body and avoid reaching to hold or restrain
- Stack or store between waist and shoulder height
- Wear gloves when carrying, lifting or loading any item
- Stretch before attempting manual handling tasks; stretching reduces muscular tension in your body and improves overall flexibility (see Figure 3)
- Stretch slowly without 'bouncing'
- Hold the stretch for at least 10 seconds
- Remain relaxed and breathe normally

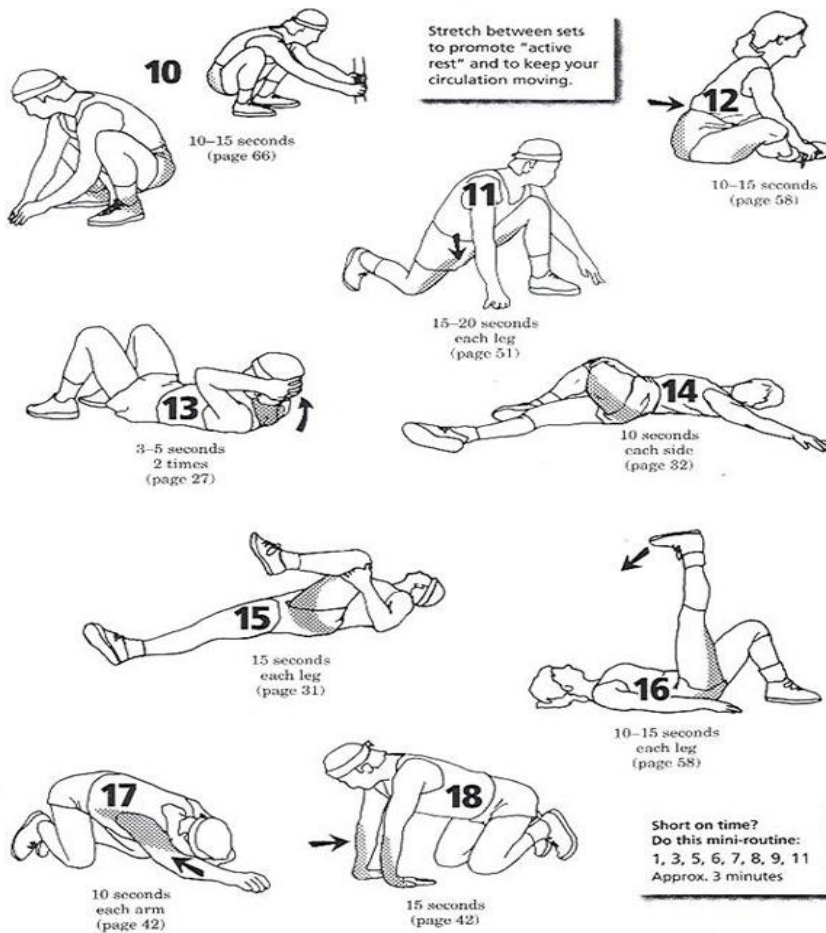


Figure 3: Illustrates various stretches that improve manual handling safety

### Risk Identification

The existence of any one of the following key risk factors indicates the need for further assessment in the relevant JSA/SWMS.

- Is stooping or stretching involved where the hands pass below the mid-thigh height?
- Is reaching above the shoulder involved?
- Is forward reaching (more than 30cms away from the body)
- Is significant sideways twisting of the body involved?
- Is unbalanced or uneven lifting or carrying involved?
- Is an awkward grip involved?
- Is the path clear to prevent slips/trips?

### Lifting Technique

- Assess the load
- Identify the best method to move the load
- Do you need assistance?
- Can it be divided into smaller loads?
- Ensure the pathway is clear

## How to Lift

- Keep spine in a neutral position (i.e. S-shaped curve)
- Keep a wide base of support
- Ensure you are balanced
- Bend at your knees and hips
- Brace your abdominal muscles
- Keep the load close to you
- Push up with your legs
- Avoid twisting



Figure 4: Illustrates the correct lifting technique

# WHS 014-Machinery & Plant Safety

## Introduction

Under the requirements of the Work, Health and Safety Regulations employers must identify hazards; assess the risks and control risks associated with the use of plant in the workplace.

## Responsibilities

The Managing Director assisted by the Supervisor shall ensure that arrangements are in place to identify, assess and control any risk to safety or health that arises from the use of machinery or plant.

The Supervisor shall ensure any new plant or equipment purchased or hired complies with all relevant health and safety design and operating standards so when operated and maintained employees are safe from injury and risks to health. The Supervisor shall make sure that a safe system of work is provided to all employees required to operate or work near machinery or plant. The Supervisor shall make sure safety signs that comply with the Australian Standard are erected where a hazardous area exists. For example a sign requiring hearing protection where a noise hazard exists.

The General Foreman/Supervisor/Employees shall make sure that machinery or plant is kept in a safe condition through adequate cleaning and maintenance.

Employees shall not operate machinery or plant until they have received adequate instruction and training to do so. Employees shall wear all appropriate protective equipment when using machinery or plant. The Supervisor shall provide tags required by the tag out procedure as appropriate. Employees and maintenance contractors shall make sure that the 'tag out' procedure is followed when required.

## Risk Assessment

The Plant and Machinery Hazard Identification Checklist covers legislative requirements that apply to all types of machinery and plant and when using the checklist the Supervisor should decide which portions of the checklist apply to the situation being assessed and use those only. The checklist need only be used once to assess each item of plant. The checklist can also be used to assess new items of plant or changes to plant. Each time mobile plant is moved to a new site the Plant Pre-Start Logbook should be completed to identify any new risks. Any risk assessment conducted on any item of plant should be documented and the record kept for the life of the plant. If a risk assessment reveals a hazardous situation then the Supervisor shall make any recommendation necessary to control the hazard and keep appropriate records.



# WHS 015-Subcontractor and Supplier Procedure

## Sub-Contractor and Supplier Responsibilities

As a Sub Contractor or Supplier working on The Business' work site you is to ensure that:

- You provide a written SWMS specific to your work prior to commencement of work on the project
- Evidence of current Workers Compensation and Public Liability Policies and Superannuation are provided
- All of your employees undergo Site Specific Induction Training prior starting work on site
- Evidence is provided to show your workers have been adequately trained to do their job competently and have undertaken General Industry Induction Training
- SWMS's are followed and evidence is provided to show your workers have been adequately trained (e.g. Toolbox meetings) in these SWMS's prior to commencing work
- Any goods supplied must comply with relevant legislation, Australian Standards, Industry Codes of Practice and manufacturer's recommendations
- Any reasonable instruction given by The Business management in the interests of health and safety is followed
- Personal protective equipment is supplied and used where necessary. This equipment will be maintained in a safe operable condition and will comply with relevant Australian Standards
- Tools, plant and equipment are supplied and used in a safe operable condition and evidence is provided of testing and tagging or servicing in accordance with legislation, Australian Standards or manufacturer's recommendations
- Where using electrical equipment a portable RCD is used or ensure the equipment will draw power from a supply point that is protected by an RCD. Any portable RCD must have been tested and tagged in accordance with legislative requirements
- When working at height or other potentially hazardous situations you will provide appropriate equipment that is required to complete the tasks safely, e.g. Mobile scaffold, safety harness and platform ladders
- When operating any plant, machinery or equipment, or undertaking work that requires licensing or certificates of competency, these are provided at the site induction prior to commencing work on site
- Where hazardous substances are to be used, stored or disposed of in site (refer to Work Safe List of Designated Hazardous Substances NOHSC: 10005) a Material Safety Data Sheet (MSDS) shall be provided at the site induction prior to commencing work on site. Depending on the level of risk associated with the hazardous substance specific training in the safe handling and use of the substance may be required
- Any accidents, incidents, near misses or hazards that you may see while you are on site are properly reported using the hazard report form.

## **Safety Meetings**

As safety is high priority on The Business sites, regular Site Safety Meetings will be convened. Those attending the meeting will be referred to as the WH&S Consultative Committee.

Sub-Contractors responsibilities in regard to these meeting are:

- A representative is to be nominated who will be responsible for Work, Health & Safety on the Sub Contractors works and shall attend Site Safety Meetings
- The representative shall be of supervisory level or a senior employee and shall, during the currency of the contract, spend the majority of their time on the site
- The representative shall be readily contactable, i.e. Have a mobile telephone or pager
- The representative shall take an active role in hazards identification and shall take minutes for the meeting when required
- The representative cannot delegate its responsibility without prior approval from the
- General Foreman, Project Manager or Service Supervisor

## **Sub-Contractor and Supplier Internal Consultation**

All employers have responsibilities under WH&S Legislation, including consultation with its employees. Sub-Contractors and suppliers working on The Business controlled projects shall ensure that adequate consultation procedures are in place such as that their employees are able to raise any safety concerns directly with Sub Contractors or suppliers management and ensure these are dealt with promptly. Sub-Contractors WILL hold regular "Tool-Box Talk" Safety meetings where their own site personnel are briefed on workplace hazards, SWMS's are reviewed and site safety meeting feedback is provided. This forum should be used to increase safety knowledge and awareness amongst your employees and be open to consultation on any safety issues raised on site.

# WHS 016-Injury Management and Return to Work

## **Our Commitment**

J Eacher Electrical PTY LTD is committed to the return to work of injured employees.

As part of this commitment, we will:

- Prevent injury and illness by providing a safe and healthy working environment;
- Participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- Support the injured employee and ensure that early return to work is a normal expectation;
- Provide suitable duties for an injured employee as soon as possible;
- Ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- Consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- Maintain the confidentiality of injured employee's records.
- Not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

To support the above, The Business has established the following procedures.

## **Notification of Injuries**

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

## **Recovery**

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

## **Return to Work**

- A suitable person will be arranged to explain the return to work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

## **Suitable Duties**

- An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.
- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.
- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

## **Dispute Resolution**

- If disagreements about the return to work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.
- If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

# Procedure

## **Procedure**

Assess the injury, if serious call 000 (if calling from a mobile 112) and call for the First Aid Officer by either getting someone else to do so or by activating the First Aid call button, if applicable to your location. Remember if you are treating an injured person and you need help you can also activate the fire alarm, if applicable to your location. If the injury does not appear to be serious or life threatening take them to the First Aid room and ensure the First Aid Officer is notified. If the employee is employed under a third party scheme i.e. labour hire firm, their direct employer must be contacted immediately and notified of the incident. They will advise what action to take.

## **If Returning Back To Work**

Notify the line manager of all injuries and complete an incident report form reporting the circumstances that caused the injury.

## **If Referred For Medical Treatment**

Advise the direct line manager or ask the First Aid Officer to arrange transport if needed to the nearest work health clinic. If unable to attend a Work health clinic or the injured worker presents at an emergency department then a list of suitable light work duties is to be taken as it outlines possible modified duties that The Business has available for the doctor to consider. Ensure an incident report form is completed by the injured person as soon as physically able to do so. If practical advise the direct line manager or the office of your treatment and any time off. The direct line manager is to ensure the client is also notified as an incident report form may need to be completed for their records also. The direct line manager is to ensure the office is made aware of the incident within 24 hours and that the completed incident report form is given to the WHS staff as soon as completed. If necessary, the WHS staff will submit required paperwork to the Return to Work staff for issuing to WorkCover for evaluation.

In the event of a worker being unable to return to pre injury work, modified administration duties in the office will be provided, duties include but are not limited to:

- Review I revise safety related documents relating to the task leading to the injury
- Filing
- Data entry
- Ordering stock and stock allocation
- Marking up drawings
- Copying drawings
- Arranging and sorting quotes
- Typing letters
- Assisting with answering the telephone

Please refer to The Business Rehabilitation Procedure for full details.

## **If Asbestos Exposure**

Cease all work immediately and advise the direct line manager ASAP. The direct line manager is to advise the client ASAP, they will then need to take steps to have the exposure contained and document the incident on their 'Asbestos Register'. Where able remove outer layer of clothing to prevent fibres from transferring.

## **If First Time Exposed**

Attend a work health clinic for an Asbestos exposure examination and get a referral to have a chest x-ray taken. Copies of all reports are to go to the WHS staff. You will then need to have a follow up examination and x-ray every two years.

## **If Second or Subsequent Time Exposed**

Attend the work health clinic as per your next review appointment. There is no need to have an examination and x-ray at every exposure incident. Please ensure an incident report form is completed for every exposure incident by the exposed worker and returned to the office. The worker can return to work as per usual. The client must provide The Business with copies of all reports received i.e. testing results for the type of Asbestos exposed to.

## **If an Electric Shock**

Be aware that delayed serious effects can still occur for some time after an electric shock and it is essential that medical attention be received, regardless of the initial symptoms experienced.

## **General Response**

- If a person appears to have received a serious shock, seek urgent medical attention immediately. Contact emergency services and request an ambulance by dialling 000 (or 112 from a mobile phone only).
- Employees/rescuers are to take all necessary actions without endangering their own life to make the area safe and to prevent others from also receiving an electric shock. Avoid water or any object that may be in contact with the live conductors.
- If the shock has obviously occurred from a portable appliance, and it is safe for you to do so, turn off the power at the power point and remove the plug.
- If the shock is due to contact with the electricity supply network have the electricity supply de-energised and isolated if required.
- Stay well clear of any electrical apparatus with which the victim may be in contact.
- Persons trained in first aid should follow first aid steps DRSABCD (Danger, Response, and Send for Help, Airway, Breathing, CPR and Defibrillation). Others should follow the instructions given by the ambulance operator over the phone.
- When an ambulance is used to transport the injured person, the injured person's line manager must arrange to have another person meet the injured person at the

hospital/work health clinic, or travel with the injured person in the ambulance if permitted by the ambulance officer.

### **If ambulance transport is not used**

- The injured person is not to be left alone or allowed to drive to the hospital/work health clinic.
- Heart problems can occur up to several hours following an electric shock.
- The line manager is to arrange to have another person, where possible a qualified first aider and preferably one knowing the details of the incident to:
- Drive the injured person to the nearest hospital/work health clinic; or
  - Accompany them in a taxi to the nearest hospital/work health clinic; and
  - Assist in providing details of the incident to the medical staff (eg voltage, duration of contact, whether the person fell, etc.).

### **Following medical assessment**

- Medical clearance is to be obtained prior to transporting the person home or back to work.
- If the person is discharged after examination the injured person's General Foreman/Supervisor is to arrange:
  - Appropriate transport back to the workplace or to the injured employee's residence; and
  - A person to accompany the employee.
- In the event of ongoing medical problems including palpitations and/or pain, the injured person should seek prompt medical attention.
- Please ensure an incident report form is completed and returned to the office within 24 hours of the incident.
- As per the WHS Act all serious accidents and dangerous incidents, such as electric shock are to be reported to state safety regulator.
- If a person is killed or suffers serious bodily injury, illness or a dangerous incident occurs, a person must not move or otherwise interfere with any plant or the environment involved in the death, injury, illness or occurrence without the prior permission from the state safety regulator inspector.

### **Notifiable Incidents**

Notifiable incident means: Death of a person or Serious Injury or Illness Includes:

Immediate treatment as inpatient or immediate treatment for an:

- Amputation

- Serious head or eye injury (if unable to be flushed out)
- Serious burns (requiring medical attention)
- Skin separation
- Spinal injury
- Loss of bodily function (consciousness, limb)
- Serious laceration (near main artery, deep cut requiring stitches)
- Exposure to a substance if within 48 hours (if symptoms appear)

Dangerous Incident Includes:

- Escape, spillage or leakage of a
- Explosion or fire
- Escape of gas/steam
- Escape of pressurised substance
- Electric shock
- Fall from height of any plant, substance or thing
- Failure or damage to any plant
- Collapse of an excavation
- Inrush of water, mud or gas
- Interruption of underground ventilation system
- Any other event as prescribed by the regulations



# WHS 019-Emergency Response Procedure

This procedure outlines the responsibility and methods for applying an emergency response procedure, which will prevent injury to personnel, visitors and neighboring people in the event of an emergency. The procedures also aim to minimize damage to equipment, plant and installations by ensuring the preparedness of the company.

- To provide procedures for response to an emergency.
- To identify and assign to personnel various tasks and responsibilities for emergencies and response operations.
- To coordinate emergency response tasks with emergency services and other government authorities as required.
- To ensure Legal compliance and due diligence at all times during any business interruption.
- Continue to purchase stock, materials and components to support business activities during a period of Business interruption.
- Restore normal business operations as quickly as possible.

This procedure applies to all sites, premises, departments and management teams.

## **Responsibilities**

**General Managers:** General Managers are responsible for organizing the appropriate Emergency Warden Structure and the relevant emergency awareness program of policies and procedures.

**Site Supervisors:** It is the Site Supervisors responsibility to ensure all emergency instructions, plans, and contacts (internal and external) are implemented, maintained and are current.

**All:** It is the responsibility of all Personnel to apply and abide by the Emergency plans and systems and act in accordance with these guide lines.

## **Procedure**

### **Emergency Preparedness**

The Company's General Manager shall ensure all emergency preparedness instructions, plans, and contacts (internal/external) take into account the existing emergency systems with the key principles:

- All risks will be continually monitored in order to minimize the potential of an emergency
- The safety of personnel is foremost
- Emergency plans are formulated and reviewed in consultation with personnel
- Plans are to be simple but effective
- A central control will always be available
- Emergency control personnel are trained in their appointed duties
- All personnel are regularly trained in appropriate response procedures.

### **Emergency Situations**

The Company's General Manager shall ensure all emergency preparedness instructions, plans, and contacts (internal/external) are implemented, maintained and is current.

The emergency preparedness for each site shall cover (and not limited to) the following situations:

- Fire - Limited to minor Area
- Fire – Major
- Fire – high hazard area
- Explosion
- Chemical spill
- Equipment Extrication / Facility failure / Electrocution
- Rescue from heights / confined space
- Medical Emergency
- Vehicle accident onsite / offsite
- Natural Disaster
- Fatality
- Other Emergency

### **General Information**

#### **Introduction**

An Emergency Response is an essential component in the operations. The company's ability to respond to emergencies is of paramount importance to ensure the survival of the company in times of business disruption. It should include manual records and information that are essential to ensure business continuity.

It is in this context that this consolidated Emergency Response has been compiled for the information and use of our employees and external partners in The Business. This plan covers the recovery of Ford's Geelong operations and is to be used in the event of any major and ongoing disruption to the normal business routine. The guidelines contained within are to be the basis of the immediate and appropriate responses to events that may interrupt, or affect in any other way, the people, production or profits of the Ford Motor Company of Australia.

### **Elements of the Plan**

- This Emergency Response describes the procedures necessary to address any incidents that may occur.
- Immediate emergency response and business resumption guidelines are provided in this manual, according to the nature of the emergency or risks at hand.
- Appropriate government regulations and standards have been taken into account relative to these procedures.

### **Concept of Operation**

#### **Site Description**

Varying Commercial and Industrial Construction Sites.

#### **Vulnerability**

The Site is in operation 7 days per week. On a typical day, approximately 1500 people are at the sites. The Site operations are susceptible to serious injuries, fires, hazardous material incidents, etc. Should an emergency occur onsite, the primary concerns are:

- Injury to persons
- Effects on the surroundings, (community etc.).
- Damage to critical systems
- Loss of vital records
- Damage to equipment
- Loss of vital materials
- Damage to supplies
- Wild Fires

#### **Potential Emergency Situations**

The potential exists for emergency situations of catastrophic proportions to occur and whilst a risk assessment indicates that the likelihood of such an emergency is low, the severity would be significant.

## Potential Environmental Emergencies

The potential exists for emergency to occur which could endanger the environment and whilst a risk assessment indicates that the likelihood of such an emergency is low, the severity would be significant.

### Definitions

- Alert - An alert is declared if there is a warning of a possible emergency that affects only the immediate area or those areas immediately adjacent to the incident location.
- Building Emergency - A building emergency is declared if there is an actual emergency such as a small fire or chemical spill, that REQUIRES a building evacuation, but the emergency will not affect the rest of the site.
- Critical Supplier - A supplier defined by Purchasing as critical, is generally any supplier that could stop production.
- Communication Coordinators - The Site Supervisor or Builder's Site Supervisor are the designated Communications Coordinators.
- Emergency - An interruption to the normal course of events which contains the potential for damage to operations, people, property or the environment.
- First Aid Room/Site Office - A facility with communications equipment, desks, whiteboards etc. designed to enable the Site Emergency Co-ordinator and staff to collect, assimilate and disseminate information from a central location.
- General Emergency - A general emergency is declared if the incident affects both the site and the surrounding community, where events or releases of hazardous materials, have occurred or are likely to occur and ARE expected to present a danger to the offsite public.
- Site Emergency - A site emergency is declared if the emergency affects more than one building or the outside surrounding areas of the buildings involved, but is NOT expected to have any off site consequences. If events have occurred or are likely to occur that have affected or have the potential to affect personnel or areas beyond the immediate incident location in those areas immediately adjacent to the incident location.
- Site Emergency Personnel - All personnel with designated responsibilities (Site Supervisor or Builder's Site Supervisor), including (but not limited to) clean-up crews and Emergency Response Team.
- Area Emergency - An Area Emergency is declared when there is an actual emergency to an individual (room/floor/area) that requires an emergency response that does NOT require a building evacuation.
- Area Warden - The Area Warden, is responsible for carrying out emergency procedures in his/her particular building or facility.

## **Organisation**

The organisation created to respond to an emergency situation/disaster and commence restoring operations, is comprised of personnel from all site departments and/or all site locations. Personnel are assigned emergency tasks that coincide as much as possible with their normal day-to-day functions. In some instances, work units may have to realign their structure and activities to meet emergency requirements. The General Manager generally appoints, trains and activates personnel as necessary to perform emergency tasks. Area Wardens carry out emergency procedures and protective actions within each department. The External and Internal Emergency Telephone Numbers for these personnel are listed in The WHS Policy Booklet

## **Emergency Response Procedures**

Response to an emergency situation/disaster affecting the Site is a cooperative effort between onsite departments, work units, and government authorities. Notification of an emergency situation/disaster is received from local government authorities by the Site Supervisor or Builder's Site Supervisor.

## **Emergency Co-ordinator**

The General Manager is the designated Emergency Coordinator and is responsible for controlling ALL MAJOR INCIDENTS, in an emergency. The emergency may be controlled from the site First Aid Room/Site Office. The Emergency Coordinator is responsible for implementing emergency procedures and coordinating response activities across all areas affected by the emergency and is responsible for implementing protective actions recommended by local or state authorities, and for disseminating accurate information to all emergency response personnel.

## **Chief Warden**

On all normal working/production days, the General Manager is designated as the Chief Warden. The Chief Warden will proceed to the Main Gate and co-ordinate any necessary evacuation from there. He / she will liaise with the Emergency Services and Site Supervisors via radio or phone and brief the emergency services (on their arrival) regarding the location and type of emergency, providing them with any other information that they may consider relevant. He / she will follow instructions by senior officers of the emergency services.

## **Area Wardens**

Each Area has an Area Warden responsible for carrying out emergency procedures in his/her particular plant/building/facility. Upon notification of an emergency situation/disaster by the onsite warning system such as sirens, alarms, telephone and PA system, Area Wardens and other key emergency response personnel will take immediate pre-planned action. Area Wardens oversee the implementation of protective actions in each area.

## **First Aid Office/Site Office**

The First Aid Office/Site Office should have, or have access within a short period of time to the following facilities:

- Cards (printed and laminated) with personnel names, their duties and responsibilities.
- Radios with a dedicated emergency frequency
- Telephones and essential telephone numbers
- Fax machine
- Maps of the site showing:
  - Fire suppression facilities
  - Hazardous material locations and procedures to be taken in the event of a fire or spillage
  - The location of drains and direction of flow
  - Material Safety Data Sheets
  - Emergency Organisation Charts
  - Whiteboards, Stationery, Pens etc.
  - Tape Recorder, Television and Radio
  - Emergency Power and lighting
  - Catering and ablution facilities
- All emergency equipment is to be regularly tested with records maintained in the Emergency Control Centre.

The First Aid Office/Site office may be activated by the Emergency Coordinator, if conditions warrant and all response actions will be coordinated from this location. Onsite emergency response forces may be supplemented by emergency services and volunteer organisations as necessary. Local government forces may set up a command post onsite, as well as an on-scene emergency operations centre close to the site if necessary. The First Aid Room/Site Office should be notified of all personnel attending the incident and will forward this information to the Police to assist site emergency crews to pass Police roadblocks.

## **Notifications**

The First Aid Room/Site Office is responsible for notifying the emergency services and other local government authorities (as required), of onsite emergency situations such as fires, bomb threats, explosions & environmental emergencies and are to act as communication coordinators. The General Manager and Site Supervisors are to provide a means of identification of Site Emergency Personnel to enable them to pass through Police roadblocks.

## **Emergency Assignments**

### **Emergency Coordination**

The General Manager and Site Safety Supervisors are responsible for performing the emergency coordination function.

Primary responsibilities are:

- Maintaining a current Site Emergency Response Plan.
- Testing the Site Emergency Response Plan on a regular basis.
- Organising and maintaining a First Aid Room/Site Office with adequate communications capability.
- Appointing, training, and activating personnel to perform emergency tasks, including personnel from each department as required (area management).
- Ensuring that vital records are identified and protected.
- Activating the Site Emergency Response Plan and Emergency Control Centre, coordinating onsite response forces, and implementing protective actions.
- Notifying local government authorities of onsite emergency situations.
- Implementing decisions/directives from corporate management.
- Implementing recall procedures for all evacuated and/or sheltered persons.

### **Site Supervisors**

Primary responsibilities are:

- Notifying the Area Wardens of the need to evacuate.
- Attending the Security Control Room to co-ordinate the evacuation.
- Liaising with external emergency services and other emergency personnel
- Accounting for all personnel to the external agencies, after receiving confirmation of same from the Area Wardens.
- Issuing further instructions and updates to wardens / personnel as necessary.
- Assisting with emergency assessment as necessary.

### **Area Wardens**

The Area Wardens positions are assigned to Leading Hands. These persons are responsible for directing the wardens to perform the evacuation.

Primary responsibilities are:

- Notifying wardens of the need to evacuate or seek protective shelter.
- Ensuring that vital records (including papers, documents, and computer information not duplicated and stored at another location are protected from the effects of an emergency.
- Accounting for all personnel at the evacuation assembly area(s) or in protective shelters.
- Issuing further instructions and updates to personnel as necessary.
- Assisting with emergency assessment as necessary.
- Directing persons to designated evacuation assembly area(s) or protective shelter(s).
- Ensuring that all persons have taken the appropriate protective actions.

- Conducting a quick sweep of the area to ensure all persons are aware of the evacuation
- Assisting security personnel and controlling the movement of people and vehicles.

## WHS 020-Emergency Evacuation Plan

In the event of an emergency, Site Evacuation will be communicated via the buildings evacuation alarm system or verbal warning/directive from site management.

In the event of an **Evacuation** from site, you must immediately:

**Stop your work** activity, check to ensure that this action will not endanger others and that the workplace can be left in a safe condition.

If safe to do so:

**Switch off** all equipment, machinery, gas or air immediately

Ensure road ways, walkways are left **clear of obstructions** to permit safe access

It is important that **all personnel evacuate to the emergency assembly point** and report to your supervisor

All personnel are required to **remain at the muster point** for the duration of the emergency unless under further risk of harm or otherwise advised to leave by the Project Manager.

Personnel must **not return to work unless advised** by Management as being safe to do so

Exit site via the (Insert Evacuation Gate) and muster on the footpath. (Insert Assembly Point 1 Address)- Assembly Point 1, if required personnel will be redirected via the Primary Contractors Wardens instructions to the secondary Assembly point located at (Insert Assembly Point 2 Address).

Insert site evacuation plan picture



# WHS 021-Work at Height Rescue Plan

State and federal Work, Health and Safety Regulations require that employers must identify hazards; assess the risks and control risks associated with working at heights I fall prevention.

## **Responsibilities**

The Managing Director assisted by the General Foremen/Supervisors and appropriately trained trade personnel shall ensure that arrangements are in place to identify, assess and control any risk to safety or health that arises from working at heights. The General Foremen/Supervisors/appropriately trained trade personnel shall ensure any plant or equipment used complies with all relevant health and safety design and operating standards so when operated and maintained employees are safe from injury and risks to health. The General Foremen/Supervisors/appropriately trained trade personnel shall ensure that a safe system of work is employed by all employees required to work at heights.

The General Foremen/Supervisors/Employees shall make sure that plant or equipment is kept in a safe condition through adequate cleaning and maintenance.

Employees shall not operate plant or equipment until they have received formal instruction and training to do so.

Employees shall wear all appropriate protective equipment when using plant and equipment.

## **Risk Assessment**

A full risk assessment is to be done giving consideration to all the hazards associated with working at heights. Controls are to be documented in the applicable SWMS.

## **Controlling Hazards and Risks**

The first priority is to eliminate fall hazards by eliminating the need to work at height, for example, by carrying out the work on the ground, or work on a solid construction.

If this isn't possible the following controls should be considered and implemented where reasonably practicable.

## **Elevated Work Platform**

Use a EWP such as a scissor or boom lift to access the work area and carry out the task if safe to do so. Consider the following:

- Don't work within 3 meters of power lines
- Set up exclusion zones at ground level with appropriate signage warning of overhead work
- Ensure fall arrest systems are in place
- Ensure approved inertia reels, static lines and harnesses are worn
- Take minimal tools and equipment up to the work area and take care not to knock any off an edge, if possible attach a wrist strap to them

## **Travel Restraint Systems**

A travel restraint system consists of a safety belt or harness that is connected by a lanyard to a suitable anchorage point or static line. The system must be set up to prevent the wearer from reaching an edge from where a fall may occur.

A travel restraint system is suitable for use where: the user can maintain secure footing without having to tension the restraint line and without the aid of any other hand hold or lateral support. When deciding whether secure footing can be maintained, consider:

- The slope of the surface
- The supporting material type
- The surface texture of the surface and whether it is likely to be wet, oily or otherwise slippery
- The static lines are fitted with an industrial shock absorber when required
- The restraint system conforms to the - AS/NZS 1891 Industrial fall-arrest systems and devices series

Travel restraint systems must only be used if it is not reasonably practicable to prevent falls by providing a physical barrier (such as a guard rail). This is because travel restraint systems require a high level of user skill to operate safely and require greater supervision.

A travel restraint system should be installed by a competent person in accordance with the manufacturer's instructions. Travel restraint anchorages should be designed for fall arrest loading.

An individual fall arrest system should be used instead of a travel restraint system if any of the following situations apply:

- The user can reach a position where a fall is possible
- The user has a restraint line that can be adjusted in length so that a free fall position can be reached
- There is a danger the user may fall through the surface, for example fragile roofing material
- The slope is over 15 degrees
- There is any other reasonably likely use or misuse of the system which could lead to a free fall

## **Fall Arrest Systems**

A fall arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. These systems should only be used if it is not reasonably practicable to use higher level controls, or if higher level controls might not be fully effective in preventing a fall on their own.

Key safety considerations in using fall arrest systems are:

- The correct selection, installation and use of the equipment
- That the equipment and anchorages is designed, manufactured and installed to be capable of withstanding the force applied to them as a result of a person's fall
- That the system is designed and installed so that the person travels the shortest possible distance before having the fall stopped

- That workers using a fall arrest system wear adequate head protection to protect them in the event of a fall
- That if the equipment has been used to arrest a fall it is not used again until it has been inspected and certified by a competent person as safe to use

## **Ladders**

Ladders must only be used when it is not reasonably practicable to use a higher level control measure.

Portable ladders are a relatively low cost option for carrying out work at height. However, many falls take place when people are working from ladders.

Extension or single ladders should only be used as a means of access to or egress from a work area or carrying out light duties only, not as a working platform. Consider whether an elevating work platform, scaffolding or platform ladder would be safer.

If ladders are used they must be selected to suit the task to be undertaken. In doing this, you should consider the duration of the task, the physical surroundings of where the task is to be undertaken and the prevailing weather conditions.

Ladders should have a load rating of at least 120 kg, be manufactured to Australian Standards for industrial use and regularly inspected for faults; if a fault is found advise the General Forman/Supervisor so it can be repaired or destroyed.

### **Safe use of ladders**

Any ladder used at a workplace must be set up on a solid and stable surface, and set up so as to prevent the ladder from slipping. Single and extension ladders can be prevented from slipping by:

- Placing ladders at a slope of 4:1, and setting up stepladders in the fully opened position
- Securing ladders at both the top and bottom, or if necessary, at both ends
- Maintain three points of contact at all times i.e. two feet and one hand
- Climb no higher than the third rung from the top

Some effective ways of securing a ladder

If using ladders, it is not safe to:

- Handle or use ladders where it is possible for the worker or the ladder to make contact with energised power lines, except where the person is qualified to do so
- Use metal or metal reinforced ladders when working on live electrical installations
- Set up the ladder in places, such as driveways and doorways, where a person or vehicle could hit it-if necessary, erect a barrier or lock the door shut
- Use a stepladder near the edge of an open floor, penetration, or on scaffolding to gain extra height
- Over-reach (the centre of the torso should be within the ladder stiles throughout the work)

- Use any power or hand tool requiring two hands to operate, such as concrete cutting saws and circular saws
- Use tools which require a high degree of leverage type force which, if released, may cause the user to over balance or fall from the ladder, such as pinch bars
- Carry out work such as arc welding or oxy cutting
- Carry large, heavy or bulky items up or down the ladder
- Work over other people
- Allow anyone else to be on the ladder at the same time

Additional control measures to prevent falls may be necessary with the use of portable ladders, such as fall arrest systems, pole straps or the installation of fixed ladders.

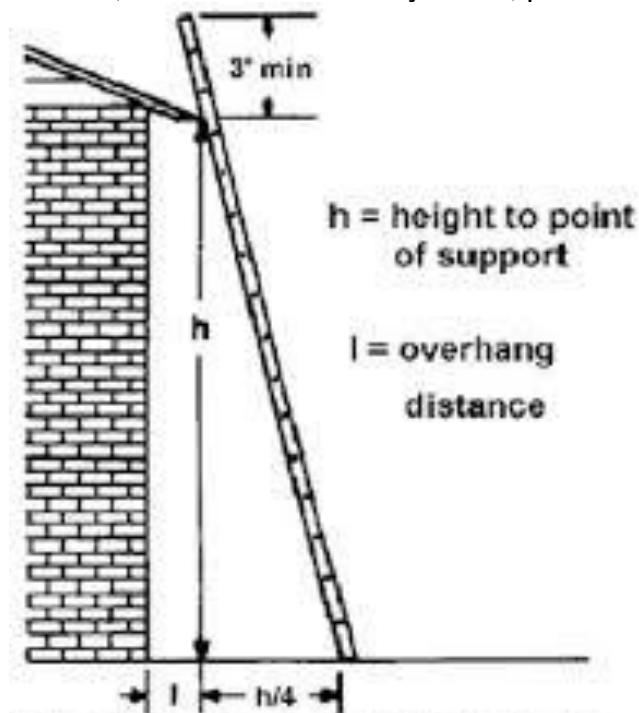


Figure 2. The base of a straight ladder should be one foot out of every four of height to the point of support

### Administrative Controls

Administrative controls are systems of work or work procedures that help to reduce the risks of falls when it is not reasonably practicable to use a higher order control. Administrative controls should only be used to support other control measures and may include 'no go' areas, permit systems, the sequencing of work and safe work procedures.

### Emergency Response for fall from Height

In the event of a fall and when a person may not be able to self-rescue, the following guidelines should be followed to minimise further injury through suspension trauma.

As soon as a fall takes place, the work at height rescue plan must be put into immediate effect and emergency services should be contacted if specialist attention is required.

### **Pre Rescue Action**

If able to do so, the suspended casualty should be encouraged to use the following techniques to reduce the risks from suspension trauma:

- If the person who is suspended is un-injured and is fully conscious, they should be encouraged to mobilise all four limbs, i.e. By flexing the leg muscles until they can be brought to a position of safety, this will help maintain the circulation
- Frequent pumping of the legs against a firm surface will also activate the muscles and improve blood circulation

### **Post Rescue Action**

Following the suspension, once the casualty has been rescued:

- Wherever possible, the casualty is best managed in the seated position if FULLY CONSCIOUS and MOBILE
- The casualty MUST be kept in this recovery position for AT LEAST THIRTY minutes OR
- If the casualty is UNCONSCIOUS, or cannot maintain a seated position, then they are best managed in an inclined position, with the head at the highest point of the body, at about 20 degrees and steps taken to ensure their airway is open, until the emergency services are in attendance
- The casualty MUST be kept in this recovery position for AT LEAST THIRTY minutes
- The casualty must NEVER be laid flat in a horizontal position after being rescued from suspension
- Prevent the patient from trying to walk
- Advise the ambulance service that the patient needs to be treated for suspension trauma (medical term: Orthostatic shock or intolerance, which should be treated similarly to crush injuries)
- ALL personnel who have been suspended in arrested fall should be treated as a medical emergency and immediate medical attention sought, even if they feel ok!

# Work at Height Rescue Plan

Site Address:.....  
Location/area:.....

## Work Details

Work at Height Dates:  
From:.....To:.....

What is task to be done:  
.....  
.....  
.....

## Operators:

Names of operators who are involved in the work at height:

- 1).....
- 2).....
- 3).....
- 4).....
- 5).....
- 6).....

The Rescuer is to check all individual suspension trauma straps are in good working condition prior to proceeding with the work at height task and sign below.

7) Signature WAH Rescuer:..... Date:.....  
(WAH Rescuer to remain with operators at all times for safety and communications)

## RESCUE:

### Communication:

What communication systems will be used between the suspended worker and supervisor / rescue team?

- (✓ As appropriate)
- |                               |                          |
|-------------------------------|--------------------------|
| 1) Direct voice communication | <input type="checkbox"/> |
| 2) Whistle                    | <input type="checkbox"/> |
| 2) Mobile Phone               | <input type="checkbox"/> |
| 3) Two-way Radios / Headsets  | <input type="checkbox"/> |

### Emergency Contact:

In the event of an emergency / fall from height the WAH supervisor should immediately alert:

The rescue team and first aid assistance:

Rescue Team

Name:..... Name:.....

☎ :..... ☎ :.....

First Aider(s)

Name:..... Name:.....

☎ :..... ☎ :.....

If the site rescue team is unable to affect a rescue within 5 minutes the Fire & Rescue Service and the Ambulance Service are to be called on ☎ -

Local Accident & Emergency Hospital ☎ - .....

N.B. Once the rescue team is in attendance and if required, a nominated person is to go to the site entrance to meet, and direct the emergency services, and provide the following information:

Which Floor / how high up the casualty is:

.....

Operators' condition after fall:

.....

**Safety of Rescuers:**

(✓As appropriate)

Are Operators trained competent & in date in use of rescue equipment?

Yes  No

Are Rescue training records in date?

Yes  No

Are there a sufficient number of rescuers available?

Yes  No

Is rescue equipment selected appropriate for nature of work?

Yes  No

What obstructions are in the way of reaching the suspended Operator?  
(Detail):.....

.....  
.....

Have assessments been made of anchor points, & are they in date for test?

Yes  No

Has consideration been made to method of attaching casualty?

Yes  No

(Detail):.....  
.....  
.....

**How will rescuers get to casualty?**

(✓ As appropriate)

(✓ As appropriate)

Rescue ladder..... Rollgliss R250 Remote Rescue Kit.....

Keys to building & roof..... Elevator.....

Pull casualty in through window / balcony... Pull casualty up through floor/slab/roof..

Climb / abseil down building / structure..... Suspended access equipment.....

Aerial equipment from ground..... Crane man basket.....

**What equipment is needed to ensure rescue within 5 minutes in order to minimize suspension trauma?**

(✓ As appropriate)

(✓ As appropriate)

Rescue ladder..... Aerial ladder truck.....

Rollgliss R250 Remote Rescue Kit.... Suspended access equipment.....

Toxic shock strap..... Climbing / rope rescue system.....

Safety Ropes..... Crane man basket.....

MEWP..... Stretcher.....

First Aid Kit..... Pneupac Resuscitator.....

**If Operative is injured**



(✓ As appropriate)

Can casualty still be rescued within 5 minutes?

Yes  No

Is a qualified first aider who understands suspension trauma present?

Yes  No

Who and how will the emergency services and hospital be alerted?  
(Detail):.....

.....

**How will others be protected?**

(✓ As appropriate)

Assign someone to direct traffic.....

(✓ As appropriate)

Set up barriers.....

**How will Accident scene be protected?**

(✓ As appropriate)

Prevent further injury or damage.....

(✓ As appropriate)

Set up barriers.....

Preserve wreckage.....

Report Incident / Event in normal manner...

**Other Considerations:**

Lone working precautions (Detail):

.....  
.....

Unusual features of building / structure (Detail):

.....  
.....

Weather Conditions (Detail):

.....  
.....

Proximity to emergency services / hospital (Detail):

.....  
.....

Language barriers (agency / contract staff) (Detail):

.....  
.....

**WORK AT HEIGHT RESCUE PLAN PRODUCED BY:**

**Rescuer in Charge:**

Name(print):.....Position:.....  
Signature:.....Date:.....

**APPROVAL OF WORK AT HEIGHT RESCUE PLAN:**

**Work At Height Supervisor:**

Name (print):..... Position:.....  
Signature:.....Date:.....

**Authorising Manager:**

Name (print):..... Position:.....  
Signature:.....Date:.....

**Introduction**

When operatives are suspended in mid-air after a fall, their lives hang in the balance - even if they have survived the fall without a scratch. Every second counts. The intention of this guidance is to help you fully understand the implications of an operative falling, being arrested and then suspended by a harness, which initially saves them, but minutes later may kill them due to suspension trauma.

More than just helping to understand why this happens, this guidance will show what action should be taken to prevent a fallen operative dying from suspension trauma. It will also clearly outline the current law with which must be complied with to discharge our legal responsibility.

**How Soon to Death or Serious Injury?**

Harnesses can become deadly whenever an operative is suspended for durations of over five minutes in an upright posture with the legs relaxed straight beneath the body. After five minutes they are highly likely to be unconscious - but operatives attending the scene may not realise the seriousness of the situation and, 15 minutes later a dead body could be hauled up. The cause of this problem is called 'suspension trauma'.

**Suspension Trauma – Orthostatic Intolerance**

Unless the operative is rescued promptly using established safe procedures, suspension trauma caused by orthostatic intolerance could occur and result in serious or fatal injury as the brain, kidneys and other organs are deprived of oxygen. Most users of fall protection equipment are unaware of the hazard of suspension trauma.

## **Venous pooling - The need to faint and fall over**

Death from suspension trauma is caused by orthostatic intolerance and is the result of venous pooling. This can occur any time a person is required to stand still for prolonged periods and may be worsened by heat and dehydration. Major blood vessels pass through the muscles in the legs. The movement of these muscles assists circulation by squeezing the blood back up towards the heart. If the muscles stop moving, gravity pulls the blood down into the legs.

Eventually, enough blood accumulates (venous pooling) so that return blood flow to the right chamber of the heart is reduced as the heart can only pump the blood available, so its output begins to fall. The heart then speeds up to maintain sufficient blood flow to the brain but, if the blood supply to the heart is restricted enough, the higher pulse and faster breathing is ineffective and the body abruptly slows the heart. The result is fainting.

The moment a person loses consciousness they collapse and become horizontal so the time spent in a vertical position while unconscious is minimal and, as blood flow improves - the result of being horizontal - the person returns to consciousness and recovery is likely to be rapid.

When a person is suspended in a harness in which their legs are immobile, unlike fainting, the person does not or cannot naturally move into a horizontal position, then gravity pulls blood into the lower legs.

In a harness, the operative can't fall into a horizontal posture, so the reduced heart rate causes the brain's blood supply to fall below the critical level. During excessive venous pooling, cardiac output and arterial pressure fall to levels, which can critically reduce the quantity and/or the quality of oxygenated blood flowing to the brain.

### **Three things that occur which aggravate the problem:**

- The operative is suspended in an upright posture with legs dangling.
- The safety harness straps exert pressure on leg veins (femoral arteries), compressing them and reducing blood flow back to the heart.
- The harness keeps the operative in an upright position, regardless of loss of consciousness

Loss of consciousness assures that a suspended person will not be moving their limbs; so venous pooling will increase which will in turn reduce the circulating blood volume even further.

This includes not only a potentially fatal reduced blood flow to the brain, but also the other vital organs, such as the kidneys. The kidneys are highly sensitive to blood oxygen levels and renal failure as a result of excessive venous pooling is a real possibility.

Injuries suffered during the fall, or the shock resulting from the experience of the fall, can increase the onset and severity of venous pooling and orthostatic intolerance, as can physical and environmental factors such as fatigue, dehydration, hypothermia, cardiovascular disease, respiratory disease and blood loss. The time spent in an unmoving suspended position, with the legs below the heart, is what kills.

### **The Need for a Rescue Plan**

Operatives face considerable danger after a fall, through the lack of a thought-out, detailed and fully implemented rescue plan. It is now a legal requirement of the 'Work at Height Regulations 2005' to have a rescue plan. The best rescue strategy is to take every possible precaution to prevent operatives from falling in the first place.

But the reality is that falls happen, and a rescue plan is an essential component of The Business overall fall protection method statement and risk assessment. The lack of any form of a pre-conceived post-fall rescue plan not only puts the fall victim at risk but also puts rescuers in harm's way. Whenever there are unplanned attempts to rescue, second or third injuries or fatalities may not be uncommon.

### **Critical Phases of Rescue**

The responsibility to have a post-fall rescue system in place lies with TWS as the employer, below are the four critical phases of rescuing a suspended operative:

- Before the fall
- At fall arrest
- Suspension
- Post-fall rescue

Each phase presents unique safety challenges. Suspension trauma can be influenced by all aspects of the fall, so they are all equally important. As with many aspects of safety, increasing the safety in one phase can compromise safety in the others. Whatever training operatives have received will determine how they respond to different phases.

### **Before the fall**

The key issue of fall protection prior to a fall is compliance. If a harness is too uncomfortable, too inconvenient or interferes too much with task completion, operatives may not use the equipment or may modify it (illegally) to make it more tolerable.

A second major point is how far an operative falls before his fall is arrested. The greater the fall, the greater the stress on the body when the fall is arrested. The longer the lanyard the longer the fall distance, however, the shorter the lanyard, the more often it will have to be repositioned when operatives are mobile. Restraint lifelines are the preferred method of working because it allows maximum flexibility. Working in restraint prevents the operative from falling, yet should a fall occur the arrest distance is kept to a minimum (limited fall).

## **At fall arrest**

The whole concept of fall protection is that operatives who fall will be stopped by a tethering system. Unfortunately, the posture of the falling operative is unpredictable. Depending on the harness attachment point and the position of the operative's body at fall arrest, different harness attachments offer different advantages. An attachment near the shoulders means that any drag from the lanyard will serve to position the operative's body in an upright position so the forces are distributed from head to foot. The head is somewhat protected if the legs and body precede it in the fall, but this offers some disadvantages after the fall arrest is completed

## **Suspension**

It is natural to assume that once a fall has been arrested then the fall protection system has successfully completed its job. Unfortunately, this is not the case. An operative suspended in an upright position with the legs dangling in a harness of any type is subject to suspension trauma and orthostatic intolerance.

Fall victims can slow the onset of suspension trauma by pushing down vigorously with the legs, by positioning their body in a slight leg-high position or, by standing up. Harness design and fall injuries may prevent these actions.

## **Rescue**

Rescue must come rapidly to minimise the dangers of suspension trauma. The circumstances together with the lanyard attachment point will determine the possibility of self-rescue.

In situations where self-rescue is not possible, operatives must be supervised at all times. Regardless of whether an operative can self-rescue or must rely on others, time is of the essence because an operative may lose consciousness in only a few minutes.

For conscious casualties it is recommended (where possible) that the suspended person keep their legs moving to keep the blood pumping and reduce the risk of venous pooling.

## **Death by Rescue - "Toxic Shock"**

If an operative is suspended long enough to lose consciousness, rescue personnel must be careful in handling such a person or the rescued operative may die. The blood which has pooled in the legs is prevented from collecting oxygen from the lungs and becomes stale, as it is starved of oxygen, then becomes loaded with carbon dioxide and is contaminated with toxins, the result of the body's metabolizing processes.

If the casualty is laid down during the rescue, the stale blood rushes back to the heart and vital organs. This rush of de-oxygenated and toxic blood can cause death by heart attack or, a few days later, of organ failure. Current recommended procedures following a rescue are to keep the casualty in a knees-bent 'W' sitting position for 30 to 40 minutes before moving the casualty to a lying down horizontal position. This

action partially closes the femoral artery allowing any pooling of blood to be slowly released back towards the heart. The blood is then able to be re-processed, preventing orthostatic and toxic shock.

Normal first aid rules don't apply in cases of rescue trauma. It is vitally important that emergency and medical personnel are not allowed to lie down or transfer a casualty to a stretcher before allowing any pooling of blood to be slowly released back towards the heart.

### **What to look out for - If a worker is suspended in a harness**

The possible signs and symptoms of orthostatic intolerance can start to be seen in 2/3 minutes and can include:

- Faintness
- Nausea
- Breathlessness
- Dizziness
- Sweating
- Unusually low heart rate
- Unusually low blood pressure
- Paleness
- Hot flushes
- Skin tone may appear grey in colour
- Loss of vision
- Increased heart rate

Owing to the possibility of damage to vital organs - the result of suspension trauma - it is recommended that all recovered casualties should be taken to their nearest Accident & Emergency Unit for examination and observation.

### **Rescue Plans**

Rescue plans don't have to be complex, but should include procedures for:

- Preventing prolonged suspension
- Performing rescue and treatment as quickly as possible
- Identifying orthostatic intolerance signs and symptoms

Management's reasonability for safety needs to give careful consideration to the methodology of rescuing a fallen operative. Such considerations might include:

### **Dialling 000**

It is often thought that the word 'rescue' means calling 000, but calling the emergency services does not constitute an effective rescue plan.

## **Crane Man Basket**

This option has severe limitations, the main one being time. Target time from 'Man Down' to being recovered needs to be no more than five minutes. Other restrictions and shortcomings that make this a less than ideal solution are:

- The crane is out of action for some reason, e.g. it may be 'winded-off'.
- The driver may be away from the crane.
- Rescue by crane is limited to building façades and often is not able to provide access and rescue internal to the structure.
- The crane man basket may be in the wrong location.

## **Mobile Elevating Work Platform (MEWP)**

This option for rescue can have its limitations such as available access and height restriction as the casualty may be at a height greater than the reach of the MEWP.

## **Rope Access Rescue**

Rope rescue requires a technical competency, which demands a high level of training and re-training to acquire and retain this skill set. Given the limited time to complete a rescue, trained rope rescue personnel would need to be on stand-by and within close proximity to any incident. Donning the necessary kit to carry out a rope rescue can also be time consuming given that every minute the casualty is hanging is critical. Perhaps the greatest restriction is that it is a skill to which only a few would, or could, be trained.

## **Third Party Rescue Systems**

There are a number of considerations to take into account when considering third part rescue systems. In every consideration TIME is the critical factor and should be done as quickly as possible, but 100 percent safe for the rescue crew. The speed with which the system can be deployed and the rescue carried out is vitally important, as is the SIMPLICITY and EASE of use so that a typical operative can deploy and carry out a rescue after being trained.

### **Remember:**

Whichever methodology is chosen, the target time should be to rescue the casualty in under five minutes.

## **Planning for Fall Protection must include Rescue**

Having a rescue plan is just as important as having a fall protection plan. No site should have one without the other. Just putting together a fall protection program without rescue is only doing half the job.

The onus is on Management to ensure that the suspended operative is rescued quickly. That means ensuring that for anyone who is working at height, there's a rescue plan. Fall protection must include an emergency rescue plan.

How will the rescue of an operative who has fallen and is suspended in a fall-arrest system be conducted? By answering some basic questions can help in developing a rescue plan.

The following questions require answers:.....

.....  
If an operative's fall is arrested can they be rescued in under five minutes?.....

How will you know that someone has fallen?.....

Will someone see it happen?.....

- Co-workers
- Business Partners
- Contractors
- Members of the public

What communication systems will be used between the suspended operative and the rescue team?.....

How will the operative call for help?.....

- Voice
- Whistle
- Mobile Phone

Who will the Co-worker call? .....

- Nearest co-workers
- Supervisor
- Site Management
- 000 Fire /ambulance where available

Is information available? Who and how will it be communicated?.....

- .....
- Emergency phone numbers
  - Site address
  - Directions and access for ambulance/fire vehicle or other emergency services
  - Which floor/how high up
  - Operative's condition after fall

How will the safety of the rescuers be assured, as well as that of the suspended operative?.....

- .....
- Are operatives trained and competent in the use of rescue equipment?  
.....
  - Is there sufficient number of trained personnel onsite?  
.....
  - Are rescue-training records kept up-to-date including any re-assessments?  
.....



- Is the rescue equipment selected appropriate for the nature of the work? .....
- What obstructions are in the way reaching the suspended operative? .....
- Have assessments been made of anchor points? .....
- Has consideration been given to the method of attaching to the casualty? .....

How will rescue workers get to the casualty?.....

- Rescue Ladder System
- Rescue Haul System
- Keys to building and roof
- Elevator
- Pull casualty in through window or balcony
- Pull casualty up to floor/slab/roof
- Climb/abseil down the building/structure
- Aerial equipment from ground
- Suspended access equipment
- Crane Man Basket

How will rescue be assured within five minutes of the occurrence of a fall to minimize the risk of further injury or death due to suspension trauma? And, what rescue equipment is needed? .....

- Rescue Ladder
- Rescue Haul System
- Toxic shock strap
- Suspended access equipment
- Ropes
- Aerial ladder truck
- MEWPS or scissor lift
- Climbing/rope rescue equipment
- Crane Man Basket
- First aid kit
- Stretcher available should casualty be seriously injured

What if the operative is injured? .....

- Can the casualty still be rescued within five minutes?.....
- Is there a qualified first-aider who understands suspension trauma and knows how to treat it?.....
- Who and how will the emergency services and hospital be alerted? .....

How will others personnel be protected? .....

- Assign someone to direct traffic
- Set up barriers

How will the accident scene be protected? .....

- Prevent further injury or damage
- Set up barriers
- Preserve wreckage
- Aid investigation later

Are there other considerations? .....

- Working alone
- Language barrier
- Unusual features of building/structure
- Wind
- Other hazards
- No emergency services nearby
- Distance from rescue teams

### **Warning!**

An operative who has suffered a fall and is suspended in his harness is a true medical emergency. Just because they are hanging in a harness doesn't mean there is plenty of time to perform a rescue. Rescue has to be planned, practiced and performed quickly and effectively or the victim may very well die before the rescue finally occurs.

### **Practice can save lives**

Perhaps just as important as having a rescue plan in place is practicing the plan before a real-life fall occurs. A rescue procedure must be in place and practiced on a regular basis and competence maintained and recorded.

### **Are we breaking the Law on site without knowing it?**

The Business has legal obligations. Before any work at height can commence on site the following provisions must be in place as a minimum legal requirement:

- There must be a rescue plan and procedure.
- The operatives are trained and competent in use of rescue equipment.
- Sufficient number of trained and competent personnel on site.
- The rescue procedure in place is practised on a regular basis and competence is maintained on record.
- The selection of rescue equipment needs to be appropriate for the nature of work.

# WHS 022-Safety Induction Procedure

This procedure will ensure that the following categories of personnel are inducted in safety at the workplace. Categories of personnel include new employees, transferred employees, contract staff, contractor and sub-contractor workers and visitors.

## Scope

This procedure applies to all J Eacher Electrical PTY LTD sites, premises, departments, employee and management teams.

## Definitions

HSRs: - Health and Safety Representatives.

Contractor - A person or company engaged by The Business to carry out work on The Business projects and any employees and sub-contractors of that person or company.

Sub – contractor: - A person engaged by a contractor to carry out work on The Business projects.

## Responsibilities

Supervisors: - to ensure all new, contract staff, contractor subcontractor workers and visitors are inducted in the relevant safety rules and induction program for that area and job. Maintain records of all programs.

Load training records of new employees and the program of induction onto the The Business database.

## Procedure

### New Employees

For new employees, the relevant Manager, Supervisor or department shall arrange for the employees to be inducted prior to entering the site. Employees will not be required to update this training annually, but must participate in all other conducted safety training programs.

A record of the induction must be signed by the employee and inductor and retained by the The Business Supervisor

### Content of the Induction

The content must include but is not limited to:

- The Site Safety Rules, including clothing and PPE requirements;
- Evacuation procedures for the area;
- All relevant Safe Work Procedures
- All Chemical Safety Sheets for chemicals to be used;

- A description of high risk hazards on the job and required controls;
- Introduction to area HSR & steward.
- The Supervisor will meet to verify the skills requirements of new employees and that they are deemed skilled to operate the job independently.
- The verification must be recorded on the skills matrix and forwarded to the Project Manager

### **Contractor and Sub-Contractor Workers**

Unless the contractor or sub-contractor is fully supervised at all times while on site, the relevant The Business representative responsible for the contract *and contractors* must arrange for all contractors to be inducted prior to the contractor or sub-contractor entering the site, office or work area and commencing work.

It is the responsibility of The Business Representative to complete the Induction Form for contractors and ensure that it is forwarded to the relevant Project Manager. On completion of the Safety Induction, contractor / subcontractor workers will be issued with a pass with a photo attached.

Contractor / subcontractor workers must sign in and out at the appropriate point of entry, and *must carry and be able to produce their Induction pass, when requested*. On the first day of any new job, contractors are to be met at the Security gate and escorted to the work site and are reminded of all relevant safety requirements.

### **Visitors**

Visitors must sign in and out at the appropriate point of entry and exit at all times.

When the visitor signs the Entry Book, they are acknowledging that they are aware of, and fully understand the safety requirements for coming on site. It is the responsibility of The Business representative to supply the Visitor with the appropriate PPE, and ensure compliance that it is worn in sign posted areas.

All visitors will be supplied with a Visitor Pass on signing in, and it must be returned to the entry point Security gate when they sign out leaving the site.

Visitors must be accompanied at all times by The Business personnel / or approved delegate.

Long-term visitors may receive the appropriate visitor's induction. On completion of the Safety Induction, the visitor will receive a personalized pass with a photo attached. The visitor must sign in and out at the appropriate point of entry and retain their personalized pass. Visitors must wear and display their Visitor Pass at all times.

### **Delivery Drivers**

Regular delivery drivers e.g. Toll, Cleanaway are to complete the Full Induction program for their relevant site.

Casual or Ad hoc delivery drivers are not required to be accompanied at all times, provided that they are only delivering and dropping off items at a pre-determined delivery point. Casual or Ad hoc delivery drivers will be issued a Visitor pass by Security on entry and must return the Visitor pass to the entry point on exit without the need to sign in or out in the Visitor Entry Book.

# WHS 023-Induction Form

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_


I (Your Name) \_\_\_\_\_ have received the

**(Company name)** \_\_\_\_\_ OHS induction performed by

**(Name of person conducting the induction)** \_\_\_\_\_

I have attended the induction as requested and understand the work methods and safety actions that are required to be undertaken during my employment here.

I also confirm that the following specific points have been read, discussed and understood during my induction.

<b>Please tick the following boxes to indicate instruction or training received</b>	
Company OHS policy and procedures	
Roles and responsibilities	
Hazard identification and control	
Hazardous material register and MSDS	
Accident, Incident and Hazard forms	
Electrical register	
The use of Personal Protective Equipment	
Safe Work Method Statements	
Tool Box Talks	
(insert your company's specific items here)	
<b>Additional training received:</b>	
<b>Certificates of Competency held</b>	
<b>Type: Construction Card, First Aid etc.</b>	<b>Expiry Date</b>



# WHS 025-Document Control Procedure

This procedure describes the specific working methods which will be used to carry out the document controlling system in this project.

## General Description

The purpose of this procedure is to describe the measures and ways of proper distribution, movement and keeping of all documents in this project with the responsibility of the document control management.

This procedure defines the mechanism for controlling project documents. The purpose of this procedure is to ensure that those personnel requiring access to project documents will have the most up-to-date revisions and are aware of the document control process.

The procedures set forth on this document is in compliance with the (company) quality management system and relevant international standards.

## Definition

Document control – is a function or department which keep track of all documentation, specifications and processes. The purpose is to ensure is everyone uses the correct and most current processes and specifications. The document control function has the responsibility to manage document flow and storage in an organization through various functions and processes.

Document controller – is a person who manages all the documents of an organization for a project or a whole organization.

## Responsibilities

Project Manager – will be responsible for reviewing all contract documentation and assessing any further information required to complete the project.

Document control – responsible for documentation and filing system. Distribute all docs to the concerned personnel maintain and efficient project related document control register etc.

## Procedures/Methodology

- The document control management representative shall be responsible for coordinating, developing, issuing and controlling project or organization documents.
- Procedures shall be in a format that is consistent with other controlled documents.

- The document control representative shall maintain a master log of project or organization documents.
- The documents to be controlled are; contract documents, shop drawings, material submittal, inspections, request for information, correspondence etc. The particular documents shall be kept separately in a clearly labeled file. The document control representative shall ensure all documents are kept within one location and immediately be accessible.
- Each area or department body should maintain an updated log of all project organization documents relevant to their area, as applicable.
- Relevant documents are available at the locations where they are needed.
- Personnel or staff ensures current revisions are available and used.
- The project manager and technical manager shall review and approve changes to project documents.
- All controlled documents shall be marked with the words "CONTROLLED DOCUMENTS".
- Controlled documents shall be placed on the box files, computer system or in a programme for system archiving and to make sure an easy access once needed.
- All controlled documents issued by the document control management representative shall be recorded on a master log sheet.
- The document control management shall provide noticed to affected personnel to ensure that they are aware of the new or revised document and issue controlled copies of those documents to the appropriate personnel.
- All documents not marked with the words "CONTROLLED DOCUMENT" shall be considered uncontrolled and if found at personnel hands it shall be withdrawn and stamp as uncontrolled copy





# WHS 027–Project details and introduction

Organisation Details	
Business/Trading name	TBC
ACN/ABN	TBC
Contract Job Number	TBP
Director/Manager	TBA
Address	TBA
Phone	
Fax	
Mobile	
Email	

The following table sets out a brief description of the work to be carried out by The Business during the course of contract/agreed works on (BUILDING) project managed by TBC.

Date	Description of Works	No of Employees (inc subcontractors)
01/03/2021	Electrical service Contract	4

The table below identifies the designated person on site responsible for the management of occupational health safety and environment.

Name	Contact Details
TBA	TBA

The Business will ensure that the above-mentioned subcontractors provide a SWMS for their specialised work, and that The Business shall review the SWMS, and append the SWMS to this Plan. If they are an employer, The Business will also ensure that evidence relating to a current workers compensation policy is provided.

Director / Manager \_\_\_\_\_  
 Date \_\_\_\_\_



# WHS 029–Hazard identification, risk assessment and control

J Eacher Electrical PTY LTD will not commence construction work at a place of work unless:

- the principal contractor has provided The Business with a copy of the relevant parts of its workplace WHS Management Plan (or equivalent);

The Business has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and

The Business has provided induction training to all employees.

The Business maintains and updates the SWMS, and provides the updated SWMS to the principal contractor.

The Business identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

## **Identify Hazards**

J Eacher Electrical PTY LTD breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, The Business has identified potential hazards and their risks.

To assist in identifying hazards and risks, The Business has considered the use of 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).

## **Assess Risks**

J Eacher Electrical PTY LTD has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

## WHS 030–Hazard categories

The following is a list of the hazards The Business has identified arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Occupational Health and Safety			
<input type="checkbox"/>	Access & egress	<input type="checkbox"/>	Confined/enclosed spaces
<input type="checkbox"/>	Coring/chasing	<input type="checkbox"/>	Dangerous Goods (Oxy/other)
<input type="checkbox"/>	Demolition/dismantling	<input type="checkbox"/>	Electricity (power tools/other)
<input type="checkbox"/>	Explosive/pneumatic power tools	<input type="checkbox"/>	Fatigue (shift work/hours of work)
<input type="checkbox"/>	Formwork erection/dismantling	<input type="checkbox"/>	Fire/explosion
<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Hazardous substances
<input type="checkbox"/>	Flying/falling objects/debris	<input type="checkbox"/>	Height & falls
<input type="checkbox"/>	Hazardous material	<input type="checkbox"/>	Hot/cold working environment
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Lasers
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Manual handling (lifting or twisting)
<input type="checkbox"/>	Machine/equipment guarding	<input type="checkbox"/>	Moving plant/traffic
<input type="checkbox"/>	Materials handling (crane/forklift/other)	<input type="checkbox"/>	Plant & equipment operation
<input type="checkbox"/>	Noise (hearing)	<input type="checkbox"/>	Structural alterations/support
<input type="checkbox"/>	Public (pedestrians/other)	<input type="checkbox"/>	Services (underground/overhead)
<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Ultra Violet Light (sunlight)
<input type="checkbox"/>	Trenching/excavation	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Work near/over water	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Young workers/unskilled labour	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Biological/bacteria	<input type="checkbox"/>	Other.....

Environment			
<input type="checkbox"/>	Air quality (dust/emissions)	<input type="checkbox"/>	Bulk excavation/spoil
<input type="checkbox"/>	Concrete or paint wastes	<input type="checkbox"/>	Contaminated soil/water
<input type="checkbox"/>	Dewatering/pump out	<input type="checkbox"/>	Habitats (protected flora/fauna)
<input type="checkbox"/>	Heritage & Archaeology	<input type="checkbox"/>	Noise or vibration
<input type="checkbox"/>	Noisy work (neighbourhood)	<input type="checkbox"/>	Spills & response
<input type="checkbox"/>	Slurry or other discharges	<input type="checkbox"/>	Traffic & parking
<input type="checkbox"/>	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other)	<input type="checkbox"/>	Dangerous Goods/Hazardous Substances (use/storage/spills)
<input type="checkbox"/>	Stormwater/sediment control	<input type="checkbox"/>	Other.....
<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>	Other.....

# WHS 031–Risk matrix

J Eacher Electrical PTY LTD has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix in the SWMS example below, the organisation identifies the risk class/ranking.

# WHS 032-Safe Work Method Statement



Company Name /ABN:	The Business - ABN		SWMS Title / No:		Version No:	1
Project Name:			Job Location:			
Job Details / Start Date / Completion Date: (include details of High Risk Work - refer below)			Date To Be Reviewed	Quarterly		
Plant / Equipment to be Used:			Plant Risk Assessment:	N/A		
List the Emergency Equipment Required:						
Details of Maintenance Checks Required for this Activity:						
Relevant Competencies / Qualifications / Licences Required:						
Legislation / Standards / Codes Applicable (as documented in the Work Instructions):						
Chemicals and Substances Used:			Material Safety Data Sheet Name:			
Manager Responsible / Name / Position / Company:						
Persons Responsible for Developing: (Must include name of at least one manager and one worker involved in this SWMS development).	Name:	Signature	Title:	Site Supervisor		
	Name:	Signature	Title:	Safety Officer		
Manager Approval / Date:	Name:	Signature	Title:	Construction Manager		
<b>Definitions of High Risk Work:</b>						
<ul style="list-style-type: none"> <li>A person could fall more than 2 metres;</li> <li>Work on telecommunications towers;</li> <li>Demolition work;</li> <li>The removal or likely disturbance of asbestos;</li> <li>Structural alterations requiring temporary support to prevent collapse;</li> <li>Confined space entry;</li> <li>Trench or shaft excavations &gt; 1.5 metres deep;</li> </ul>		<ul style="list-style-type: none"> <li>Tunnel construction;</li> <li>Use of explosives;</li> <li>On or near pressurised gas distribution mains or piping;</li> <li>Work on or near chemical, fuel or refrigerant lines;</li> <li>Work on or near energised electrical installations or services;</li> <li>Work in an area that may have a contaminated or flammable atmosphere;</li> </ul>		<ul style="list-style-type: none"> <li>Using tilt-up or precast concrete;</li> <li>Work on or adjacent to roadways or railways used by road or rail traffic;</li> <li>Where there is any movement of powered mobile plant;</li> <li>Where there are artificial extremes of temperature;</li> <li>Work in, over or adjacent to water or other liquids where there is a risk of drowning;</li> <li>Any work involving diving.</li> </ul>		

# HAZARD IDENTIFICATION RISK MANAGEMENT CALCULATOR

Consequence Score	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>People</b>	Slight Injuries- First Aid Treatments (cuts/bruises)	Significant Injuries - Medical Treatment, non-permanent injury	Major Injuries - Incapacitations or requiring time off work	Single Fatality or Permanent Disability	Multiple Fatalities
<b>Environment</b>	Short term damage / Low financial loss, negligible environmental impact	Limited but medium term damage / On-site release immediately contained	Major but recoverable ecological damage / On-site release contained with outside assistance	Heavy ecological damage with costly restoration / Off-site release contained with outside assistance and little detrimental impact	Permanent widespread ecological damage / Toxic release off-site with detrimental effect / Likely EPA prosecution

Consequence Score			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	<b>A</b>	<b>Almost Certain</b> The event is expected to occur in most circumstances / Has occurred frequently at the location	Low (5)	Moderate (10)	Very High (18)	Extreme (23)	Extreme (25)
	<b>B</b>	<b>Likely</b> The event will probably occur in most circumstances / Has occurred frequently in the company	Low (4)	Moderate (9)	Very High (17)	Very High (20)	Extreme (24)
	<b>C</b>	<b>Possible</b> The event should occur at some time. Likely to occur sometime / Has occurred many times in the industry, but not in the company	Low (3)	Moderate (8)	High (13)	Very High (19)	Very High (22)
	<b>D</b>	<b>Unlikely</b> The event could occur at some time. Unlikely but possible / Has occurred once or twice in the industry	Low (2)	Low (7)	High (12)	High (15)	Very High (21)
	<b>E</b>	<b>Rare</b> The event may occur only in exceptional circumstances. Assumed it may not be experienced / Unheard of in the industry	Low (1)	Low (6)	Moderate (11)	High (14)	High (16)

## Risk Control Hierarchy

<b>BEST</b> 	<b>1</b>	Elimination: e.g. remove risk of electrocution by using compressed air driven tools.
	<b>2</b>	Substitution: e.g. Use a safer Chemical.
	<b>3</b>	Isolation / Separation: e.g., energy isolation
 <b>WORST</b>	<b>4</b>	Engineering Controls: e.g. Guards on power tools, effective barriers & edge protection, enclose noisy machinery, use machines to lift heavy loads.
	<b>5</b>	Administrative Controls: e.g. Training in lifting techniques
	<b>6</b>	Personal Protective Equipment: PPE



Step Number	Step 1 Process/ Work Sequence Job Steps	Step 2 Potential Hazard Aspects / Risk Impacts	Step 3 Risk/Hazard Score (Pre-Treatment)			Step 4	Step 5 Control Treatment Measure(s)	Step 6 Residual Risk Score (Post-Treatment)			Step 7 Action By
	Break the activity into individual steps. Each step should be in a logical sequence starting from the commencement to the conclusion of the activity.	Identify the risks / hazards associated with each step. Consider energy sources such as pressure, biological, vibration, noise, radiation, biomechanical, thermal, gravity chemical/substances, plant and equipment.	Consequence	Likelihood	Level of Risk	Hierarchy of Controls No:	Use the Hierarchy of Controls 1. Eliminate, 2. Substitute, 3. Isolate, 4. Engineering, 5. Administration, 6. PPE	Consequence	Likelihood	Level of Risk	Person(s) Responsible
1.											
2.						•					
3						•					
4						•					



<b>SWMS Review / comments:</b> (Addition / deletions required on review, including date of review. All employees to acknowledge revised controls.)		
Date:	By Whom / Name / Company	Additional Controls / Review / Comments Made.

<b>SWMS Number/Project:</b>		<b>Name of Work Activity/Task:</b>	
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**Name/Position of Person Conducting Training** /...../...../ **Date** .....

*By signing this record, I the undersigned and confirm that this SWMS has been explained to me, that I understand its contents and will work to the requirements as applicable to my role and responsibilities. I have also been given the opportunity to be involved in the development of, or to make recommendations, to improve the contents of the SWMS.*

No	Attendees Name	Company	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



# WHS 034–Objectives and targets

J Eacher Electrical PTY LTD has established the following objectives and targets to support and maintain the effectiveness of the WHS Management Plan.

Planning
<p><b>Objective:</b> Employees are provided with regular and up-to-date information on WHS for the duration of the contracted/agreed works.</p> <p><b>Target:</b> Review the content of the WHS Management Plan at maximum 3 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.</p>
Risk Management
<p><b>Objective:</b> Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.</p> <p><b>Target:</b> Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.</p>
Consultation
<p><b>Objective:</b> Employees are regularly consulted on matters that affect WHS.</p> <p><b>Target:</b> Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.</p>

## Training

**Objective:**

Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment.

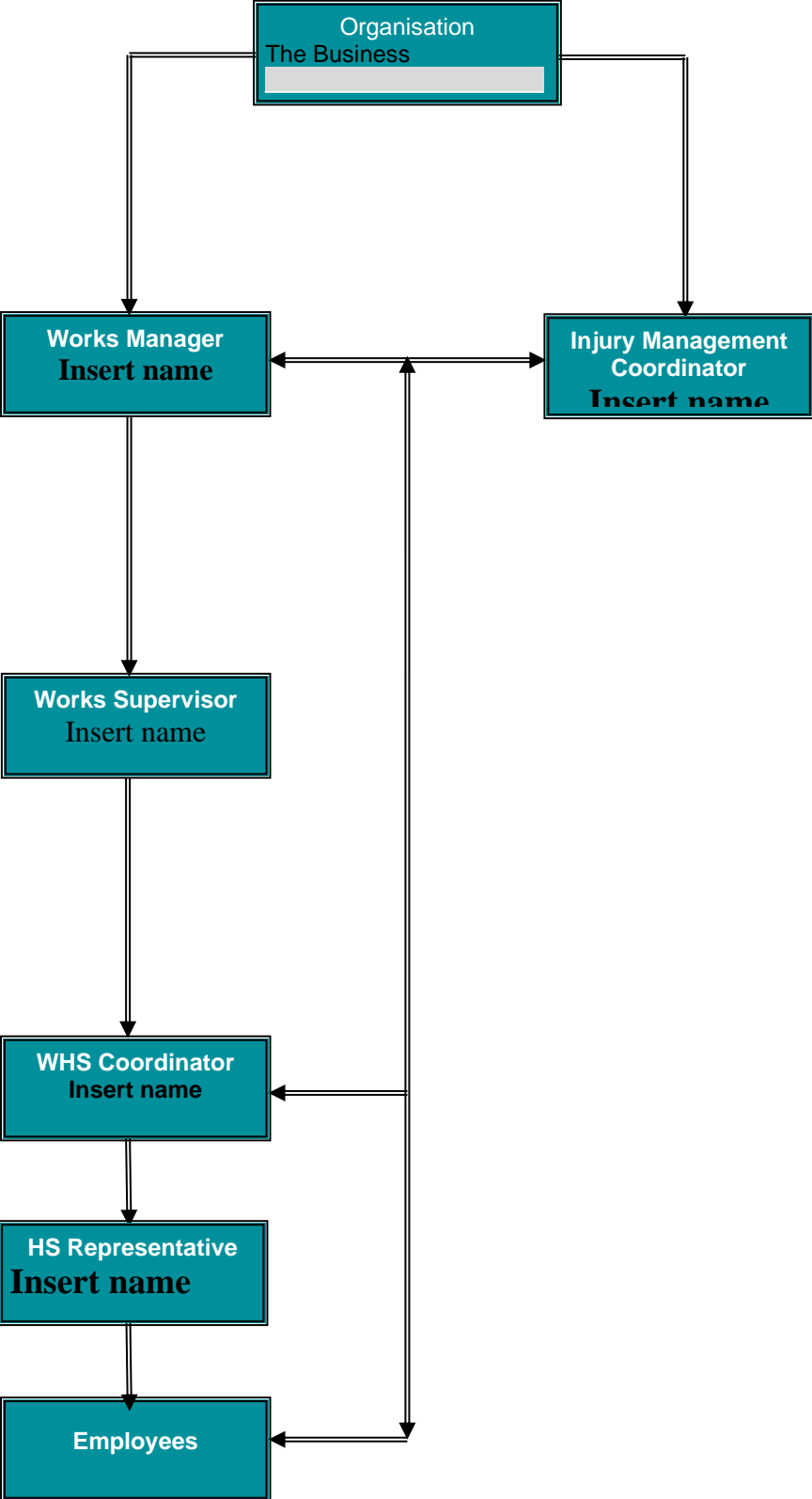
**Target:**

All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.



# WHS 037–Roles and Responsibilities

J Eacher Electrical PTY LTD provides the following key trained and competent personnel on site.





## **Roles and Responsibilities**

The roles and responsibilities of employees within The Business regarding WHS are below.

### **Works Manager**

J Eacher is responsible for WHS at the workplace and duties include:

- Implementing the WHS Management Plan;
- Using the Hierarchy of Controls in all design, fabrication and construct activities to minimise WHS risks;
- Communicating with the principal contractor to reduce risks;
- Being a part of the planning and design stages of trade activities;
- Deciding when training on WHS is required;
- Leading by example and promoting sound WHS practices at every opportunity;
- Ensuring safe equipment and plant is provided and maintained;
- Reviewing WHS reports and inspections, and following up on recommendations;
- Coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- Coordinating WHS meetings and programs;
- Monitoring compliance with the WHS Management Plan, including Safe Work Method Statement; and
- Assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Works Supervisor**

J Eacher is responsible for WHS at the workplace and duties include:

- Implementing the WHS Management Plan;
- Observing all WHS rules and regulations;
- Making sure that work activities are carried out in a safe and environmentally sound manner;
- Planning to do all work safely including any interface with other work activities;
- Providing advice and assistance on WHS matters to employees;
- Being part of the planning and design stages of trade activities;
- Deciding when training on WHS is required;
- Actioning WHS reports and carrying out workplace inspections;
- Setting up WHS meetings and programs;

- Helping to prepare Safe Work Method Statements for the organisation's work activities;
- Investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- Carrying out project inductions, Toolbox Talks and team meetings;
- Being a part of incident investigations;
- Leading by example and promoting sound WHS practices at every opportunity;
- Undertaking inspection of the contracted or planned works to ensure that WHS control measures are implemented and effective; and
- Other WHS duties as directed by the Works Manager.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **WHS Coordinator**

J Eacher is responsible for WHS at the workplace and duties include:

- Communicating WHS performance to the Works Manager;
- Assisting the Works Supervisor to develop and implement the WHS Plan;
- Providing advice on WHS to all employees;
- Being a part of planning and design in work activities;
- Determining WHS legal requirements for the work activity or trade;
- Making sure WHS work procedures are followed;
- Coordinating injury management / return to work for injured employees;
- Reviewing WHS reports and inspections;
- Setting up and being a part of WHS meetings and programs;
- Setting up Toolbox Talks on a regular basis;
- Insisting on sound WHS practices at all times;
- Setting up and conducting WHS inductions;
- Conducting incident investigations;
- Communicating with the Works Manager/Works Supervisor on WHS matters;
- Making sure records are kept under these guidelines;
- Being part of inspections and ensuring recommendations are completed; and
- Other WHS duties as directed by the Works Manager.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Injury Management Coordinator**

J Eacher is responsible for the management of injuries at the workplace and duties include:

- Assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- Ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- Liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- Monitoring the progress of the injured employee's capacity to work;
- Taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- Providing assistance to meet all legal requirements regarding injury management and return to work.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Employee**

Are responsible for the following:

- Working in a safe manner without risk to themselves, others or the environment;
- Complying with the WHS Management Plan including all Safe Work Method Statements;
- Reporting all incidents to the Works Supervisor;
- Reporting all injuries and illnesses to the designated First Aid Officer;
- Reporting any WHS hazards to the Works Supervisor;
- Providing suggestion, through agreed consultation methods, on how to improve WHS issues;
- Seeking assistance if unsure of WHS rules;
- Reporting any faulty tools or plant to the Works Supervisor;
- Complying with site rules;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_





HAZARDS: Are Risk Control in Place:	Yes	No	N/A	CONTROL MEASURES TAKEN All items identified as “No” to be provided or have appropriate controls in place prior to any commencement of work.
Are required skills, precautions and Equipment available on site & in test to complete work safely				
PPE (overalls, boots, safety hat, hearing protection, glasses, vests, appropriate gloves etc.)				
Work areas defined & identified / signage				
Plant – Electrical & mechanical tests & in serviceable condition. E.g. EWP / generators				
Belts & harnesses				
Other				
HAZARDS: Is Risk Applicable to:	Yes	No	N/A	CONTROL MEASURES TAKEN All risks identified as “Yes” to have controls identified below prior to any commencement of work.
Access and egress – roads and walking areas (slipping, tripping)				
Public safety				
Contact with live electrical apparatus in the work area.				
Evacuation				
Above or below ground situations (overhead services / excavation / trench work)				
Noise				
Traffic – separation of vehicles & pedestrians				
Use of plant – crane / lifting equipment – daily pre-checks completed / licensed operator.				
Confined spaces – permit				
<b>Manual handling hazards</b>				
Does the task involve any of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extensive bending / twisting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long duration or sustained postures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting / lowering or sudden forces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing / pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The use of manual handling aids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental Hazards</b>				
Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contaminated soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Industrial (water) waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil spills (PCB's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weather conditions (rain / heat / cold etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Poor lighting				
Hazardous substances and /or dangerous goods				

HAZARDS: Are Risk Control in Place:	Yes	No	N/A	CONTROL MEASURES TAKEN All items identified as "No" to be provided or have appropriate controls in place prior to any commencement of work.
Fire from ignition source. E.g. cutting/grinding/ heat tools(Hot Work – permits required)				
Working at heights – EWP / Guarding / Scaffold or other restraint / ladder				
Use of power tools & equipment (tagged & in safe condition)				
Snakes and spiders				
Other				







# WHS 041–Workplace inspection checklist

J Eacher Electrical PTY LTD inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
<b>Access/Egress</b>					
Access paths clear	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Access paths defined (signage tape, other)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Prohibited areas display warning signs and barricaded	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Dust/Air Quality</b>					
Dust suppressed/watered down	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Stock piles protected from wind	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Plant & equipment maintained to minimise emissions	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Electrical</b>					
Electrical equipment tested & tagged	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Register of tagging current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Portable generator fitted RCD	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Portable Residual Current Device (RCD) tested/ tagged	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>First Aid/Emergency/Injury</b>					
First aid kit provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Kit stocks refreshed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
First Aid Officer available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Evacuation procedure in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Emergency contacts displayed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Fire extinguisher/equipment available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Manual Handling</b>					
Trolleys/aids in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Training/job rotation undertaken	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			

<b>Hazardous Substances/Dangerous Goods</b>					
Register current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
MSDS available	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS lists precautions for use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Storage area bunded	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Refuelling SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Height work</b>					
Perimeter protection	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Handrails in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Penetrations covered	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Fall restraint/arrest system in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Housekeeping</b>					
Materials stacked	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Work area lit	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Bins available & in use	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Signage in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Leads suspended	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Walkway/stairs/work area clear	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Noise</b>					
Plant & equipment maintained	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Site hours observed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Noisy works identified	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Hearing protection used (SWMS)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Personal Protective Equipment</b>					
Used when required (SWMS)	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Correctly used by employees	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Plant &amp; Equipment</b>					
Plant register current	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Maintenance records provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Daily log book completed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Operator ticketed/competency verified	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
SWMS followed	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Public Protection</b>					
Work area secure from public	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Overhead protection provided	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Stormwater/run off</b>					
Silt control fences in place	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Stormwater inlets protected	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
Discharges contained, e.g. pump out, slurry/other	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			

<b>Training</b> All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Vegetation</b> Fencing around drip line of retained trees No material/equipment stored within drip line	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Waste Management</b> Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			
<b>Other</b> ..... ..... ..... ..... ..... .....	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>			

*All items noted for correction have been rectified*

Name		Signed	
Date		Time	

# WHS 042–Electrical equipment

J Eacher Electrical PTY LTD ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

The Business ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the works on site.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

# WHS 043–Electrical equipment register

J Eacher Electrical PTY LTD records all electrical equipment brought on site in the Electrical Equipment Register.

*Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.*

Electrical Equipment			
Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection / Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/ Test	Electrician's / qualified person's Signature	License/ Registration No.

Electrical item	Frequency of inspection / test (in accordance with relevant requirements)
Tools & leads or electrical equipment	
Sub-board earth leakage device	

# WHS 044–Hazard reporting

J Eacher Electrical PTY LTD encourages all employees to report hazards **immediately** to the Works supervisor.

Where the hazard cannot be corrected immediately, The Business records the details of the hazard in the Hazard Register

J Eacher Electrical PTY LTD investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

J Eacher Electrical PTY LTD identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

J Eacher Electrical PTY LTD regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

J Eacher Electrical PTY LTD will issue a copy of any completed Hazard Report form to the principal contractor, as required.

# WHS 045–Hazard report

Where a hazard cannot be immediately corrected, The Business records the hazard in the Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	
Details of Hazard			
Location			
Work Activity			
Hazard identified in relation to the work activity			
Details of Risk			
Risk Class	High (1) <input type="checkbox"/>	Medium (2) <input type="checkbox"/>	Low (3) <input type="checkbox"/>
Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate <input type="checkbox"/> Within 24 hrs <input type="checkbox"/> Within 7 Days <input type="checkbox"/>
Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	



# WHS 046–Injury and incident investigation

## **Injuries**

All injuries are reported to the designated First Aid Officer in the workplace.

J Eacher Electrical PTY LTD records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment, The Business completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

## **Incidents**

For all incidents involving near misses, property/plant damage or injury to the public or the environment, Insert Organisation investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

## **Notifiable Incidents**

J Eacher Electrical PTY LTD reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred, Insert Organisation considers whether the site needs to be preserved for investigation by the relevant Authority.

## **Record Keeping**

J Eacher Electrical PTY LTD keeps records of incidents and injuries in accordance with Statutory requirements.

# WHS 047–Register of injuries

J Eacher Electrical PTY LTD records all injuries in the following register.

General			
Workplace Location			
Injured Persons Name			
Home Address			
Date of Birth		Male	<input type="checkbox"/> Female <input type="checkbox"/>
Occupation			
Employers Name			
Employers Address			
Details of Injury			
Date of Injury		Time of Injury	am <input type="checkbox"/> pm <input type="checkbox"/>
Activity in which the person was engaged at the time of injury			
Exact location where injury occurred			
Nature of injury e.g. fracture, burn, sprain, foreign body in eye.			
Body location of injury e.g. ear, eye, face, neck			
Details of Treatment			
Treatment provided by First Aid Officer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Remarks:	
Follow up treatment required	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, an Incident Investigation Report must be completed with 24 hours</i>	
Doctor/ Medical Centre attended			
Date attended		Medical Certificate Received	Yes <input type="checkbox"/> No <input type="checkbox"/>
Treatment i.e. x-ray, prescription			

Further consultation required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Injury Management required	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, notify the Return-to-Work Coordinator</i>
Name of Witness				
Address of Witness:				

Name of Person Providing First Aid			
Signature		Date	

# WHS 048–Incident investigation report

J Eacher Electrical PTY LTD completes an Incident Investigation report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

Class of Incident		Reported
<input type="checkbox"/> Injury Damage	<input type="checkbox"/> Property/Plant	Yes <input type="checkbox"/> No <input type="checkbox"/> Details:
<input type="checkbox"/> Near Miss	<input type="checkbox"/> Environmental	<b>Further Action Required</b>
<input type="checkbox"/> Other.....		<input type="checkbox"/> Report to Authorities <input type="checkbox"/> Other:

Details of Incident			
Date of Incident		Time of Incident	am <input type="checkbox"/> pm <input type="checkbox"/>
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of damage to equipment/property?			

Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transfer red to			

<b>Recommended Preventive Action</b>	
--------------------------------------	--

Details	
---------	--

<b>Completed By</b>			
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Name		Position	
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Signature		Date	
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# WHS 050–WHS management plan checklist

The Business reviews all WHS policies and procedures on a three monthly to determine the effectiveness of the WHS Management Plan in addressing WHS in the workplace.

General			
Project Name		Auditor	
Location		Other Attendees	
Activities Reviewed		Conforms	
Changes and distribution of the WHS Mgt Plan are recorded		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project details / Description of works / Organisation details are current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
WHS Policy signed and dated by Director/Manager		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazards are identified and risks are assessed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Controls for high risk activities are documented (Safe Work Method Statement(s))		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training and Competency Register is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site Specific Induction Training records are current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
SWMS Training is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roles and responsibilities are allocated and signed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Consultation arrangements (nature, topics, intervals) are documented		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Plant / Equipment Register is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazardous Substances / Dangerous Goods Register is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Personal Protective Equipment Register is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Periodic Workplace Inspection Checklists are completed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Register of Injuries is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Incident Investigation Reports are completed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Hazard Reports are completed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electrical Equipment Register is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Injury Management and Return-to-Work Program is displayed		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Workers Compensation Information is current		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Items Identified for Correction			

<b>Outstanding Issues and Recommendations</b>			
Follow up actions required	Yes <input type="checkbox"/>	No <input type="checkbox"/>	When

<b>Completed By</b>			
Name		Position	
Signature		Date	



# WHS 051–Return to Work Suitable Duties

## TREATING DOCTOR INFORMATION

( DATE )

NAME

ADDRESS

Dear Doctor,

We would like to introduce \_\_\_\_\_ an employee of J Eacher Electrical PTY LTD \_\_\_\_\_ sustained an injury today in the course of his/hers employment. J Eacher Electrical PTY LTD is committed to quality rehabilitation of all our employees and as a result, we request your co-operation in this endeavour.

In an effort to assist you in determining the scope of work for \_\_\_\_\_

We have included a list of normal duties that \_\_\_\_\_ would be required to perform. Also included is a suitable alternative duties that are available and within ability to perform.

We trust you will consider part of or all those duties when determining your outcome.

As a responsible employer J Eacher Electrical PTY LTD are prepared to look at providing flexibility in the hours of work should you consider this necessary, our ultimate goal is to return our employee and your patient to his/ her normal

	NORMAL DUTIES	SUITABLE ALTERNATIVE DUTIES	

Please tick the appropriate duties which in your opinion \_\_\_\_\_ can perform J Eacher Electrical PTY LTD statistical information indicates that where employees are retrained at work, the recovery time is decreased and the interruption to the employee's home life and earning capacity are reduced. We thank you for your assistance in meeting these objectives and suggest you contact

Mr \_\_\_\_\_ should you have any requests or require further information regarding \_\_\_\_\_'s Rehabilitation on telephone number

\_\_\_\_\_  
Yours Faithfully

# WHS 052–Hot Works Permit

## J EACHER ELECTRICAL PTY LTD HOT WORKS PERMIT

DATE.....

NAME OF COMPANY .....

PROJECT ADDRESS .....

TYPE OF EQUIPMENT TO BE USED .....

.....

LOCATION ON PROJECT WHERE HOT WORKS WILL BE CARRIED OUT

.....

QUALIFICATIONS OF PERSON USING THE HOT WORKS EQUIPMENT

.....

.....

TYPE OF FIRE EQUIPMENT TO BE USED .....

.....

DATES WHEN HOT WORKS EQUIPMENT IS GOING TO BE USED

.....

AUTHORISED PERSON SUPERVISING THE HOT WORKS ACTIVITY

.....

SIGNATURE OF SUPERVISOR .....

# WHS 053–Scaffold Checklist

	Yes	No	N/A
<b>Documentation:</b>			
Are scaffold plans / drawings on site up to date and signed off. If loading bays are in place have they been included in the scaffold design and drawings available			
Is a hand over certificate available on site			
Has steel wire mesh/ shade cloth or containment sheeting been provided where members of the public exposed to a risk of falling materials from the scaffolding <b>This should be contained Steel wire mesh/shade cloth/containment sheeting/signage:</b>			
Has steel wire mesh/ shade cloth or containment sheeting been provided where workers are exposed to a risk of falling materials from the scaffolding <b>This should be contained Steel wire mesh/shade cloth/containment sheeting/signage:</b>			
Where scaffolding is less than 4m was it erected by a competent person Where scaffolding is greater than 4mtrs, to be erected by persons with authority to perform the high-risk work (certificate of competency for the relevant scaffold type, or a trainee under training plan etc).			
Are procedures in place to inspect scaffolding every 30 days			
System in place to inspect the scaffolding after trades have used it e.g. form workers, concreters, bricklayers, tilers			
Is a SWMS or appropriate documentation available for the site management of the scaffolding Has the ticketed scaffolders' details been provided in the SWMS, if trainees on site are, they are working in accordance to RTO requirements signing off in log books etc			
Is there a system in place to prevent damage from loads suspended from a crane e.g.: information has been contained in SWMS			
Have trades been inducted on the safe use of the scaffolding			
<b>Supporting structure:</b>			
Is the supporting structure in good condition and adequate strength/has it been			

assessed by a competent person/ engineer's certificate obtained			
Is there a risk of the supporting structure being overloaded from other sources adequately controlled			
<b>Foundation:</b>			
Scaffolding erected on suitable foundation/footings e.g. not adjacent to trenches, excavation, underground services			
Base plates used 150mm x 150mm x 6mm even on hard even surfaces such as steel and concrete			
If on soft ground are sole boards being used to distribute the load evenly e.g. unstable ground, gaps			
Are the sole boards continuous and support at least 2 standards and are minimum 220mm wide? This is not industry practice though it would be best practice E.g., on sloping ground this does not work			
Is packing used under sole boards suitable e.g. hard wood			
Screw Jacks not to extend more than 600 mm Refer to manufacturer spec as there are various size jacks available			
<b>Openings in scaffolding e.g. driveways:</b>			
System in place to prevent scaffolding being struck by vehicles and or plant e.g. concrete blocks, guards, fenders, traffic management Has this been allowed in the design and signed off, have spurs or ladder beams used in opening			
<b>Steel wire mesh/shade cloth/containment sheeting/signage:</b>			
Has the scaffolding been designed for the additional wind loading where containment sheeting is being used e.g. engineers certificate			
Has the scaffolding been designed for wind loading where signage is being tied to the scaffolding			
Are the sheet fixing ties secured			
Are there any rips or gaps in sheeting			
Is there an engineer's certificate for the ties			
Is there a minimum 50mm overlap? Are gaps < or = 25mm			
Signs on scaffolding – any engineering calculations - wind loading design If loading bays are in place is there signage erected to indicate the WLL			
<b>Over head power lines (OHPL):</b>			
Is the scaffolding erected close to OHPL			
Has the OHPL been de-energized			
If the OHPL have not been de-energized is there a system of work to ensure the			

scaffolding complies with local requirements during erection, altering, use and dismantling						
<b>Mixed components:</b>						
Are mixed components being used						
Are they compatible						
Engineers certificate available if required (COP)						
<b>Ties:</b>						
Have ties been installed as per manufacturers/supplier's instructions/information and AS/NZS 1576 and Australian Standards						
System in place to monitor ties as other trades progress e.g. form workers, bricklaying, tilers etc.						
System in place to monitor ties as the structure is demolished						
Do the ties pick up 2 standards? If ties run off ledgers are clips in place to lock down the wedges this would not be industry practice and should be in the design and signed off by the engineer						
Are single leg ties used – is relevant documentation available						
Have 90 <sup>0</sup> fittings been used (swivel fittings not to be used)						
Are ties provided (Vertical distance between the supporting surface and the first level of ties shall be not more than three times the least bay width, subject to a maximum of 4m, vertical distance between adjacent level of ties shall not exceed 4m, (AS1576.6 s3.6) every 4m (vertically) in height						
(This section changed with introduction of AS/NZS1576.6-2000, scope for application of AS/NZS 1576.3 reduced height of scaffold from 45m to 33m.  The distance between the end of the scaffold and the first tie at any level shall not exceed; one bay in the case of a scaffold with no return; or three bays in the case of a scaffold with a tied return.  Are ties provided as per AS 1576 - Vertical = every 4m Horizontal =						
Height of scaffolding	Between ground & 15m	Between 15m & 30m	Between 30 & 45m			
< 15m	Every 3 <sup>rd</sup> standard	-	-			
15m – 30m	Every 2 <sup>nd</sup> standard	Every 3 <sup>rd</sup> standard	-			
> 30m	Every standard	Every 2 <sup>nd</sup> standard	Every 3 <sup>rd</sup> standard			
Where drilled in anchors being used is documentation available on site (COP - expansion or chemical anchors require testing and						

proof loaded. 10% of expansion anchors & all chemical anchors			
Do the ties (Location of ties shall not) obstruct access along the full length of the working and access platforms			
<b>Temporary ladders:</b>			
Are ladders adequately secured at the top and bottom			
Is the ladder in good condition			
Are ladders within 1:4 slope			
Is the ladder extended 900- 1000 mm above the landing platform			
Are temporary ladders no > 6m between successive ladder landings			
<b>Platforms - general:</b>			
Are platforms free from obstruction			
Are planks in good condition and a minimum 220mm wide			
Do planks overhang supports by 150-300mm			
Are planks secured as required i.e. where less than 150mm or more than 300mm overlap			
Are loads on any given platform evenly distributed			
Are standards correctly positioned i.e. staggered			
Is the duty of the scaffolding suitable for the task i.e., heavy, medium, or light? Is the scaffold width appropriate for task being performed e.g.: heavy duty = 5 planks			
Are any of the platform bays being used to stack/store materials e.g. bricks, formwork			
Does the weight of these material exceed the rated working load limit per platform? bay			
Is there any material etc. being stacked/stored above the height of the guardrail			
Is there any signage indicating scaffolding incomplete where required			
Are openings at working platform level covered and secured e.g., plywood (17mm), planks			
<b>Bracing:</b>			
Has face bracing been provided i.e. longitudinal at no more than 3 bays apart, unless otherwise specified			
Has bracing been provided at the end of the scaffolding i.e. transverse bracing			
Does the bracing extend (from the base of the scaffold to) the full height of the scaffolding (prefabricated scaffold, from the lowest prefabricated point)			

<b>Hop up brackets:</b>			
If hop up brackets are 500mm above or below the working platform has adequate fall prevention been provided (Fitted to the internal face of the scaffold only. Single plank hop-up brackets to be fitted only to the level of the working platform)			
<b>Access:</b>			
Is the access along the working platform - minimum 450mm wide for persons and tools only (2 planks)			
Is the access along the working platform - minimum 675mm wide for persons and materials (3 planks)			
Are incomplete scaffolding platforms etc. blocked off and or signs used			
Is there suitable access to and from the working platform e.g.: from building to scaffold			
Is there safe access between working platform levels during use & for erection and dismantling			
<b>Edge protection:</b>			
Is edge protection provided where a person or object could fall (2m or) more 3m domestic			
Handrail, mid-rail and bottom rail / toe board or brick guard provided			
Where guardrails and toe boards (150mm) only are being used is a suitable infill such as brick guards or infill panels being used			
Are guardrails erected between 900mm and 1100mm (minimum 900mm and no greater than 450mm between rails) above the platform			
Where brick guards are being used is the mesh aperture no > 50mm x 50mm (25 x 25mm, 50 x 25mm if mesh or 50 x 50 mesh with approved lining. (COP)			
Where the gap between scaffolding and the working face of the (COP) supporting structure is > 225mm has edge protection been provided			

# WHS 054–Standard Operating Procedure for Working Adjacent to Asbestos

<p><b>Task description &amp; scope:</b></p> <p>This procedure shall be followed where work is to be conducted on identified or suspected asbestos containing electrical mounting boards or switchboards.</p> <p>This procedure is not appropriate where the risk assessment identifies that the asbestos containing electrical mounting boards/panel is in poor condition, discovered to be friable or requires major works. In this instance the panels/boards should be removed as per the Safe Work Australia (SWA) Code of Practice for the Safe Removal of Asbestos and replaced with non asbestos materials.</p>	
<p><b>PPE : Minimum requirements</b></p> <p>* Indicates standard for all ACM minor work</p> <ul style="list-style-type: none"> <li>* Half face respirator fitted with a P2 air filter approved to AS 1715/1716.</li> <li>* 100% synthetic disposable type coveralls -meeting specification that prevents fibre of diameter down to 0.5 microns and a maximum of 15 penetrations of asbestos fibres eg: Tyvek</li> </ul>	<ul style="list-style-type: none"> <li>* Washable safety boots( laced boots are difficult to decontaminate)</li> <li>* Safety Glasses or goggles (to protect against dust and or loose objects.)</li> </ul>
<p><b>Training and Certification</b></p> <p>Only carry out this work if you have General Asbestos Awareness training and/or specific asbestos work procedure training for this task.</p>	
<p><b>Health</b></p> <p>Exposure to airborne asbestos fibres may cause dose related asbestos diseases such as lung cancer; mesothelioma; or pleural plaques if inhaled in sufficient quantities.</p> <p>As a first priority, planning for the maintenance of ACM must include consideration of the removal of the ACM as the most preferred control option. Where removed , asbestos products must be replaced with non – asbestos product.</p>	
<p><b>Safety</b></p> <p>Removal of asbestos products must be done in accordance with Safe Work Australia (SWA) Code of Practice for the Safe Removal of Asbestos</p>	
<p><b>Environment</b></p> <p>Prevent spread of asbestos fibres ( dust) from contaminating surrounding work areas. Ensure all ACM waste is disposed of correctly.</p>	
<p><b>Quality:</b></p> <p>The responsible supervisor <b>MUST</b> ensure that all personnel are trained and competent in these procedures.</p> <p>Work site area must be left in a clean and safe condition.</p>	



**Equipment required in addition to normal tools or materials**

- Non powered hand drill or low speed battery powered drill or other drilling equipment .  
*Equipment to be fitted with local exhaust ventilation (LEV) dust control hood where possible. If LEV hood cant be attached and other dust control methods such as pastes or gels are unsafe to use, then shadow vacuuming techniques should be used.*
- 200 micron polythene sheeting & duct tape;
- Warning tape , barricades and safety signage
- Type H Vacuum Cleaner
- Bucket of water, rags and wet wipes and/ or a misting water spray bottle as appropriate.
- Suitable asbestos waste container E.g., Labelled 200-micron asbestos waste bag
- Appropriate task lighting

**Referenced Documents**

Code of Practice for the Safe Removal of Asbestos; Code of Practice for management and control of asbestos in workplaces

Step	Who	Action
1.Prepare work area	The business' employees	<p>As asbestos work will involve electrical hazards, appropriate electrical safety procedures must be in place to prevent the risk of electrocution.</p> <p>Ensure all necessary electrical isolations have been made.</p> <p>Avoid working in windy situations where asbestos fibres can be redistributed.</p> <p>Before starting check there is no obvious damage to the board.</p> <p>If the work is to be carried out at height, the appropriate height safety precautions MUST be taken.</p> <p>Carry out the work with the minimum of people present</p> <p>Restrict access to work area, E.g close door and/or use warning tape or signage</p> <p>Use Plastic sheeting, secured with duct tape, to cover any surface within the segregated area which could become contaminated. (This also helps prevent run off from wet sanding methods)</p> <p>Ensure there is adequate lighting.</p>
2.Work on the electrical mounting panels	The business' employees	<p>Providing the panel is not friable, maintenance and service work may include:</p> <p>the replacement of asbestos-containing equipment on the electrical panel with non-asbestos equipment;</p> <p>the operation of main switches and individual circuit devices; pulling / inserting service and circuit fuses;</p>

Step	Who	Action
		bridging supplies at meter bases; using testing equipment; accessing the neutral link; and Installing new components/equipment.
<b>3. Clean up</b>	The business' employees	Use damp rags to clean the equipment Carefully Roll/fold plastic sheeting within the work area, preventing spills of dust or debris collected. In areas where there is an electrical hazard present, an asbestos vacuum cleaner should be used to remove dust and debris from the mounting panel and other visibly contaminated sections of the work area. In areas where there is no electrical hazards, wet wiping with a damp rag can be used to clean minor amounts of dust or debris. Place debris, used rags, plastic sheeting and other waste into asbestos waste container
<b>4. Personal Decontamination</b>	The business' employees	Where available, use a H-Type vacuum cleaner to clean your overalls or clothes. Otherwise use a damp-rag (use patting action) as rubbing can generate airborne fibres Where two or more workers are involved they can clean each other (buddy cleaning) Remove disposable overalls by turning inside out & place in suitable asbestos waste container Disposable respirators can then be removed and placed in a suitable asbestos waste container Dispose of all waste, including all water, as asbestos waste.
<b>5. Site Clearance</b>	The business' employees	Visually inspect the area to ensure it has been properly cleaned Clearance air sampling is not normally required



