

City of Albany  
**Publication**

# **Occupational Health & Safety Manual**

## **(Policies & Procedures)**

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## Occupational Safety and Health Policy

### Policy Statement

The City of Albany is committed to protecting the health and safety of all persons in the workplace including workers, contractors and visitors. The City of Albany demonstrates this commitment through its health and safety management system that is integrated with all City of Albany activities, services and people.

### Objective

The City of Albany will take all reasonable and practical steps to:-

- Improve work safety conditions;
- Continuously reviewing and improving its safety performance; and
- Strive to uphold its core values of safety, knowledge, integrity and leadership in order to achieve its goal of zero harm to people, equipment and the environment.

### Scope

This policy applies to all employees, contractors, volunteers and visitors at all of the City of Albany sites and centres.

### Statement

The City of Albany is committed to:

- Providing safety representatives a minimum one day a month to perform safety tasks.
- Complying with all applicable health and safety laws, regulations, standards and codes of practice.
- Providing safe plant and equipment.
- Implementing risk and hazard management systems which are relevant and suitable for the organisation's risk exposure and identify, promote and continuously improve health and safety performance.
- Providing appropriate health and safety training and Personal Protective Equipment (PPE) to all relevant persons.
- Maintaining relevant policies, procedures, systems, information, training, recognition programs, and organisational structures to support and communicate effective health and safety practices throughout the City of Albany.
- Consulting with workers to improve safety.
- Establishing clear targets and objectives on a yearly basis to improve health and safety in the workplace.
- Establishing processes that ensure distribution of health and safety information to all employees.
- Encouraging active participation, consultation and cooperation of all employees, contractors and visitors in promoting and developing measures to improve health and safety at work.
- Responding to and investigating all incidents, and ensuring injured employees are returned to suitable work at the earliest possible opportunity through equitable claims management and rehabilitation practices.
- Maintaining an awareness of mental health issues and accessing current and relevant training to identify and assist the best outcomes for workers.

## Responsibilities

All managers and employees remain directly responsible and accountable for the health, safety and welfare of all. The City is responsible for providing adequate resources to assist in this cause.

The City of Albany, managers, employees, contractors, volunteers and visitors all have a duty of care including:

- The responsibility to work safely and voice concerns if they see any potential hazards;
- To take all reasonable care for their own health and safety; and
- To consider the health and safety of other people who may be affected by their actions.

## Legislative and Strategic Context

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Australian Standards (4801)
- Codes of practice

## Review Position and Date

The City of Albany will implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness to assist continuous improvement.

Chief Executive Officer to review on or before 15th January 2018.

## Associated Documents

- Occupational Safety and Health Manual

## Reference

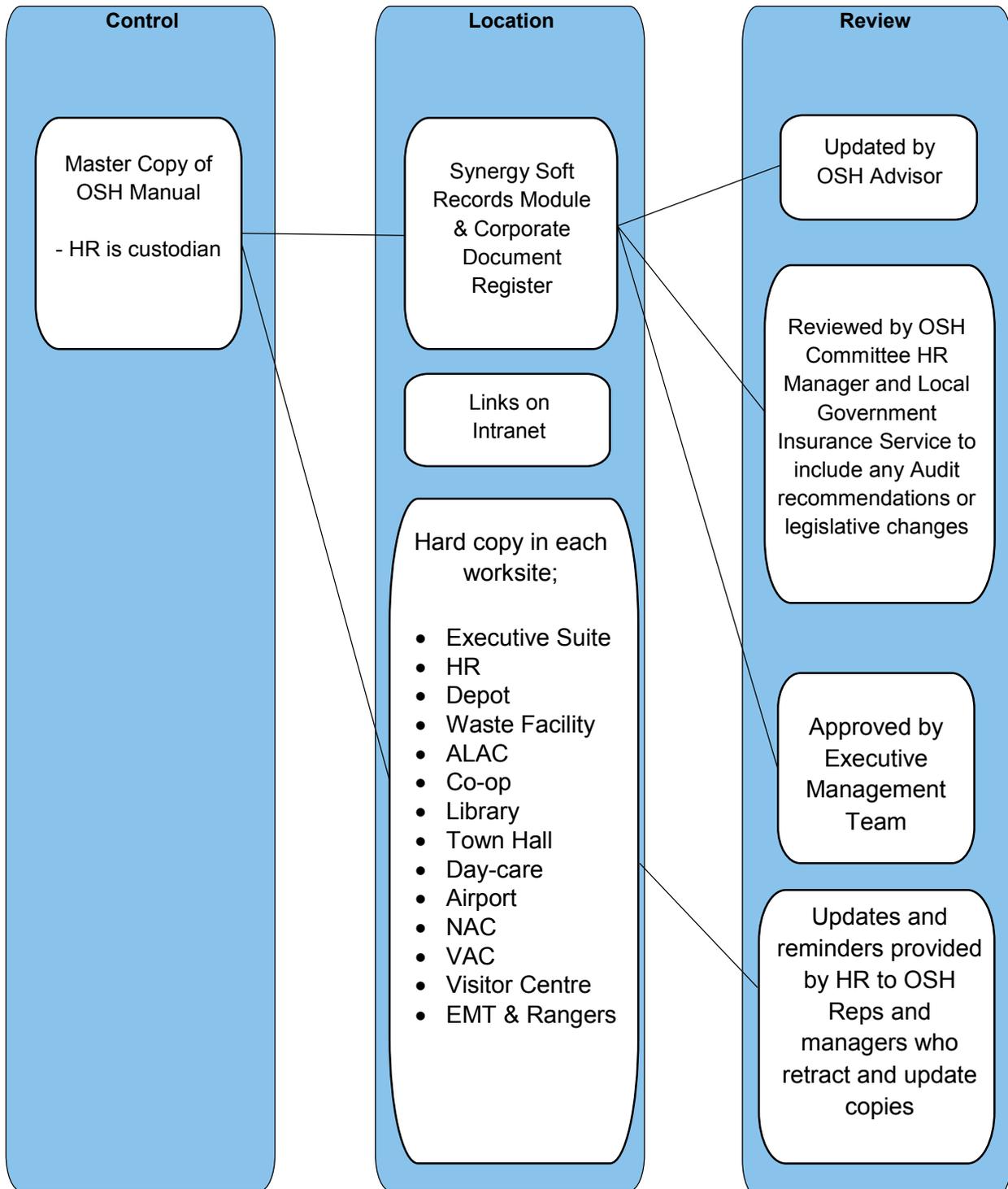
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996

  
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11 January 2017.

Andrew Sharpe - Chief Executive Officer

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OSH Advisor		CEO	
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## Occupational Safety and Health Manual Management System



The above diagram outlines the management system for OSH documentation; who controls it, where it can be found and who it to be reviewed by.

## OSH Improvement Management Plan

### 1. Purpose

The City's goal is to achieve best practice in Occupational Safety and Health (OSH) by building a safety culture dedicated to preventing injuries and ill health to employees, contractors, volunteers and the general public. This plan focusses on people conducting themselves in a safe manner and operating in a healthy environment whilst at work and compliments the City's OSH policy position, whilst compliant with OSH legislation and standards.

### 2. Scope

This plan applies to all workplaces and persons (employees, contractors, volunteers and visitors) at the City of Albany.

### 3. Management Plan Strategic Objectives

The plan is endorsed by the Chief Executive Officer (CEO), Executive Management Team, and OSH Committee, and reviewed annually with the following objectives:

- Achieve best practice in safety and health performance within the industry ensuring a planned, systematic approach as part of continuous improvement.
- Education through safety information and training to promote effective consultation, through joint employer and employee involvement, to eliminate workplace hazards and implement effective control mechanisms.
- Positive culture where safety and health are entrenched in daily business practices, encouraging employee innovation and involvement.
- Hazard reduction including the frequency and severity of occupational injuries, ill health, property damage and damage to the environment, through the integration of accident prevention mechanisms on all tasks.
- Proactive action in measured performance using key performance indicators, that focus on proactive, rather than reactive, outcomes.

### 4. Actions

This section of the plan details the actions to be taken grouped under headings. New actions will be developed and added each year as the plan is reviewed. Budget for implementation of actions, which cannot be accommodated as part of normal operating and safety budgets, will be allocated each year as part of the annual budget planning process.

Each action will be detailed with the responsible staff working towards the prescribed outcome, with outcomes having a risk ranking (Shown below and based off the risk matrix), a proposed completion date and relevant status (Develop, Implement or Maintain).

Finding	Score	Risk Ranking
Proficient	4	Low
Satisfactory	3	Medium
Insufficient	2	High
Ad hoc	1	Extreme
Unsatisfactory	0	Extreme

### 4.1 Action plan for the objectives outlined off the internal and LGIS AS/NZ 4801:2001 Audits

To provide a safe and healthy work environment for employees, contractors and visitors by establishing, maintaining and monitoring an effective Occupational Safety and Health Management System.

Assessment Item	Action Officers	Required Outcome	Risk Ranking	Completion Date & Status	Evidence
1. Planning identification of hazards, hazards/risk assessment and control of hazards/risks	OSH Advisor, Procurement, Executive Director Corporate Services	Pre-Purchase Risk Assessment Form is to be utilised in every purchase of chemicals and substances, plant and equipment in line with the City Procedure: Quotation Procedure. The Pre-Purchase Risk Assessment Form once approved for chemicals and substances is to remain with the applicable SDS's and the updated register. The City Procedure: Quotation Procedure is to be reviewed to ensure the Form is embedded adequately.	HIGH	September 2018	OSH Rep Site Inspections, Internal Site Audits, Procurement screening and procedure reviewed and updated.
2. Legal and other requirements	Governance and Risk Manager, Document Owners, Managers, Manager Finance and Corporate Support and OSH Advisor	Compliance with the City Procedure: Corporate Document Development and Review Procedure is to be increased to ensure compliance with legislation and Australian Standards across all City documents. Access to all legal requirements is to be promoted under managers to ensure the City's activities, purchasing or services meet legal and statutory requirements.	Medium	July 2018	Internal Site Audits, External Audits, management of CMS to ensure documents are reviewed within 365 days, and procurement ensure compliance of OSH Contract Management.
3. Objectives and targets	OSH Advisor, HR Manager, EMT and Managers	The City's OSH KPI's are to be reported to EMT on a regular basis as well as key directorate specific information disseminated to manager meetings on an ad hoc basis. OSH KPI's are to be embedded in all staff Position Descriptions, including Managers and Executive Directors.	Medium	Monitor	OSH on EMT agenda and discussed by OSH Advisor Monthly. Position Descriptions link to OSH KPI's.
4. OSH Management Plans	OSH Advisor, HR and EMT	Review the OSH Management Plan yearly, and review progress every month OSH is on the EMT agenda. Review and discuss with the HR team quarterly.	High	Monitor	OSH on EMT agenda and discussed by OSH Advisor Monthly. OSH plan on HR agenda quarterly.
5. Responsibility and Accountability	Managers, OSH Advisor, Manager Finance and Corporate Support, Executive Director Corporate Services	Responsible Officers and Managers/those in control of workplaces will ensure all contractors implement and maintain safe standards of work by adhering to Procurement and OSH Contract Management Policies and Procedures. EMT are made aware of any issues with contractors as well as Executive Directors being aware of any ongoing disciplinary action, and involved if appropriate.	High	March 2018 Implement	Site inductions, Pre-qualification assessments, OSH Inspections and Post Contract Evaluations undertaken. Blacklisting. Procurement to screen and monitor. Internal/External Audits.

Assessment Item	Action Officers	Required Outcome	Risk Ranking	Completion Date & Status	Evidence
6. Training and Competency	Human Resources Manager, OSH Advisor, HR Coordinator	The City is to identify and maintain a training and skills matrix. This will track qualifications, training while linking to PD's, progression, professional development and up skilling staff to ensure they have the required skills and competency to work safely. Competency assessments are to be formally defined for tasks using chemicals/plant and equipment and expanded to cover casuals, labour hire when working unsupervised and volunteers.	Medium	December 2018	Independent plant/equipment/task competency assessments are further imbedded in inductions and the probation period.
7. Reporting	OSH Reps, Site Managers, OSH Advisor	Inspections are to be conducted monthly in line with the Act and best practice. The risk register is to be expanded to cover work and workplace risks and defined through JSA's. Corrective actions are to be reviewed and documented.	High	August 2018	Monthly inspections in RG, risk register expanded over all work/workplaces, RG or another system utilised to link risks/controls into inspections.
8. General Hazard Identification, Risk Assessment and Control	OSH Advisor, OSH Committee, HR and EMT	Evaluation of the hazard identification, risk assessment and control procedure to be aligned with the OSH Management System and reflective of the City's OSH objectives and targets. The OSH Committee is to review inspections where notable hazards identified and evaluation of controls.	High	October 2018	Review and expand or change RG to cover the evaluation process and include risk assessments in inspections. Review of the City's OSH objectives and targets and inspection reports.
9. Hazard/Risk Assessment	OSH Advisor, OSH Reps, Site Managers, ICT Steering Committee, Manager Governance & Risk.	JSA's are to be completed as per the procedure as well as implementing the use of Pre-Purchase forms. Risks are to be prioritised when conducting inspections and track effectiveness of controls. JSA's are to be assessed and updated into the SWMS design to account for secondary risk ratings. The Risk and Opportunity Framework requires greater understanding. The online OSH Management System is to include the site specific inspection checklists.	High	October 2018	Review and expand or change RG to cover the hazard/risk assessments of work tasks and the evaluation process. Risk assessments are to be included in inspections along with staff to recognise, access and use the Risk Framework. OSHMS to include site specific inspections.
10. Evaluation	OSH Advisor, ICT Steering Committee and Site Managers	Ensure corrective actions are re-evaluated for effectiveness and standardised within City operations. Corrective actions can be re-evaluated in inspections or the last step in closing out corrective actions as well as in the risk register.	Extreme	October 2018	Review and expand or change RG to cover the evaluation process within reporting, investigations, corrective actions, tasks and inspections.

Assessment Item	Action Officers	Required Outcome	Risk Ranking	Completion Date & Status	Evidence
11. Health Surveillance	Manager Governance and Risk, OSH Advisor and HR Advisor	WC offered and understood by all managers, supervisors, coordinators and leading hands. Health Surveillance to identify and occur for employees exposed to Organophosphates or Noise. Provide information to staff that may/will undertake health surveillance.	High	April 2018	Conduct site/activity noise testing. Conduct ongoing hearing testing for Airport staff. Identify exposure and controls to organophosphates in line with Safe Work Australia; Hazardous Chemicals Requiring Health Monitoring Guide.
12. Incident Investigation, Corrective and Preventative Action	OSH Advisor	Update the investigation method within the investigation procedure, as well as ensuring corrective actions are documented for effectiveness. Maintain a risk register for standardising corrective actions or changes to them.	High	October 2018	Review and expand or change RG to cover the evaluation process within reporting, investigations, corrective actions, tasks and inspections.
13. OSHMS Audit	OSH Advisor, HR Manager, EMT and Site Managers	Conduct 2 audits a year and ensure the effectiveness of the OSHMS as well as corrective actions and recommendations are implemented and maintained. Conduct one site inspection at each of the 13 staffed sites.	High	May 2018	Audits guide the review of OSH Improvement Management Plan and OSH Objectives and Targets. Increase in LGIS Audit compliance and number of inspections completed.
14. Management Review	EMT, OSH Advisor, HR Manager.	Executive Management Team review the OSH system, OSH Improvement Management Plan, OSH Objective and Targets, recommendations and corrective actions from internal and external Audits	High	December 2018	OSH Committee & EMT Minutes and Agenda Items are to show evidence of OSH review and action monthly. EMT Approval and CEO sign-off on key documents.

## 5. Associated Documents

- *Occupational Safety & Health Policy*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *AS/NZS 4801:2001 Occupational Health and Safety Management Systems*
- *LGIS WorkCare Manual*
- *OSH Management System Audit*
- *OSH Key Performance Indicators*

**8. Signing**

Chief Executive Officer

Occupation Health and Safety Committee Chair

Date:

18 October 2017.

Date:

18/10/2017

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2.1	OSH Advisor	Revised and updated. Synergy reference: NPD1547587_1	21/4/2016
2.2	OSH Advisor	Removal of items reassessed as Maintain and updated to focus on priority risk areas. Minor amendments by Manager Governance and Risk. Synergy Ref: NPD1547587_2	10/10/2017

# Occupational Health and Safety Key Performance Indicators

## 1. Objective

The purpose of this procedure is to ensure that occupational safety and health key performance indicators for all employees and management are clearly documented, understood and measured.

## 2. Scope

This procedure applies to whole of organisation, employees, contractors, volunteers and Occupational Safety and Health Committee.

## 3. Responsibility

All reports will be circulated to the stakeholders who form part of and are directly affected by the information.

## 4. Application

- a) Key performance indicators are a measurement tool that helps define and measure progress towards the organisations goals. Key performance indicators cascade down thorough the organisation from the Strategic Plan, into the Workforce Development Plan, Corporate Plan, Risk Management Plan and the Occupational Safety and Health Management Action Plan.
- b) Executive Directors and management are to be measured on their agreed performance lead and lag indicators at the annual performance appraisal. Examples of lead indicators include risk assessments, workplace inspections, policies and procedures reviewed, and OSH related meeting attendance. Examples of lag indicators include injury statistics (LTIFR, and MTIFR), incident reports and absenteeism.
- c) The main reasons for measuring OSH performance are to minimise the occurrence of workplace injury / disease by reducing the level of risk at work and to provide informative feedback mechanisms.
- d) Performance Indicators that the City of Albany will monitor and measure are as follows:
  - OSH Policy and OSH KPI Procedure annually;
  - OSH Management Plan key areas for improvement monthly;
  - 2 internal AS/NZ 4801:2001 yearly audits;
  - Reduce the compliance gap % in LGIS AS/NZ 4801:2001 Audits;
  - Attendance at OSH committee meetings;
  - % compliance rates of site inspections;
  - Number of investigations outstanding per month;
  - Number of Lost Time Injuries (LTI) per year;
  - Yearly Lost Time Injury Frequency Rate (LTIFR); and,
  - Action on open Return to Work programs, and Workers Compensation claims.

## 5. Review Position and Date

The organisation's OSH performance, the strategies that have been implemented to improve its performance and the effectiveness and relevance of the Performance Indicators selected will be periodically monitored and reviewed every 365 days and following external audits.

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- AS/NZS 4360: 2004 – Risk Management

## 7. Definitions

MTIFR	Medical Treatment Injury Frequency Rate
LTIFR	Lost Time Injury Frequency Rate
LTI	Lost Time Injury
OSH	Occupational Safety & Health

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1.2	OSH Advisor	Revised and updated Synergy Ref: NP1546371_1	31/08/2016
1.3	OSH Advisor	Revised and updated with modified performance indicators. Synergy Ref: NP1546371_2	25/10/2017

# OSH Roles and Responsibilities Policy

## 1. Policy Statement

All staff and stakeholders will comply with the West Australian Occupational Safety and Health Act 1984, all relevant Regulations, Codes of Practice and Australian Standards, this guideline outlines how.

## 2. Objective

To ensure the City of Albany strives for continual improvement at all levels in line with the City's Occupational Safety and Health Policy, while specific roles are allocated, all stakeholders contribute to achievement of the following performance outcomes:

- Compliance with the West Australian Occupational Safety and Health Act 1984, Occupational Safety and Health Regulations 1996, all other relevant Regulations Codes of Practice and Australian Standards.
- Ensuring stakeholders understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation, and Council's Policies, Procedures and Safe Systems of Work.
- In consultation with stakeholders, manage all safety related matters to reduce risks in the workplace.
- Provide and maintain a safe work place through continuous hazard identification and control processes.
- Establish a culture of Safety where best practice initiatives are entrenched in daily business activities.
- Ensuring that effective purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Council's Policies and procedures and Australian Standards in relation to the Occupational Safety and Health Act.
- Provide in effective system of accident/incident reporting, investigation and recording.
- Continuously improve our OHSMS through consultation with stakeholders and monthly review by the OSH Committee and EMT.

## 3. Scope

This policy describes the Occupational Safety and Health responsibilities within the City of Albany and applies to all employees, contractors, visitors and volunteers.

## 4. Guidelines

All employees have a "general duty of care" to ensure their own safety at work and of others in the workplace. Specific responsibilities include:

### 4.1 The Chief Executive Officer (CEO)

- The CEO has the ultimate responsibility for ensuring OSH in the workplace. This is achieved by providing leadership (including appropriate delegation and monitoring) in ensuring OSH policy, guidelines and responsibilities are adhered to at all levels.

## **4.2 Executive Directors**

- Provide a representative to OSH Committee meetings and make determination (individually or at “EMT” meetings) in relation to relevant recommendations at or from the OSH Committee.
- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Provide sufficient resources and ensure managers and supervisors reporting to them fully comply with their OSH responsibilities.
- Ensure the City’s OSH policy, procedures and guidelines are reviewed and updated at appropriate intervals.
- Make regular assessments of OSH performance both in their directorate and strategically as part of EMT and make determination in relation to budgetary provisions for OSH related initiatives/ issues.
- Maintain an effective ‘Safety Management System’, through effective leadership and consultation with all staff and stakeholders, and providing the necessary time and resources.
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

## **4.3 Responsibilities of Managers and Supervisors**

- Fully understand their OSH responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions. (S. 33 OSH Act).
- Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- One manager and one supervisor will participate for a one year term (rotated annually) on the OSH Committee
- Two additional managers and supervisors can attend the OSH Committee as rostered each month as invited guests
- Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

## **4.4 Responsibility of all Employees, Contractors, Volunteers and Visitors**

- To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at City workplaces.

And as relevant:

- Proactively comply with all City OSH Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA OSH Act 1984, OSH Regulations 1996, all other relevant Regulations, Codes of Practice and Australian Standards.

- As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the OSH Act.
- Must report to their manager, supervisor, OSH Representative, HR and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- Actively promote and participate in the Work Injury Management Program
- Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

#### **4.5 Responsibilities of OSH Representatives**

- To keep informed as to the safety and health information provided by their employer in accordance with this Act and liaise as necessary with the department and other Government and private bodies. Keep informed in relation to other relevant OSH information and conduct research on issues as required to undertake duties.
- Conduct regular workplace inspections as per the annual schedule.
- Be a point of contact for and liaise with other staff in relation to OSH issues.
- Refer matters to and attend and participate in the monthly OSH meeting.
- Forthwith to report to the employer any hazard or potential hazard to which any person is, or might be, exposed at the workplace that comes to their notice.
- To keep readily available information provided by the Local Government regarding the hazards to persons that may arise at the workplace.
- Immediately, in the event of an accident, a dangerous occurrence, or a risk of imminent and serious injury to, or imminent and serious harm to the health of, any person, assist Management with or carry out any appropriate investigation in respect of the matter and recommend solutions to manager/ executive director as appropriate.

#### **4.6 OSH Committee Responsibilities**

Operate in accordance with terms of reference by:

#### **4.7 Responsibilities of the Human Resources Department/ OSH Advisor**

- Organising and distributing the agendas and minutes of OSH Committee to all the OSH representatives and invited managers on a monthly basis.
- Processing of OSH Reports.
- Maintaining a register of the current OSH Representatives along with the dates that their terms are due to expire, ensuring that all representatives receive the mandatory training required to be a representative at the commencement of their term.
- Organisation and running of the nomination and election process.
- Maintain a yearly schedule.
- Maintain in an accessible format to all staff a register of all emergency procedures.
- Act as custodian for review of OSH Management System and Policies.

## 5. Communication and Internal Consultation

The City of Albany will ensure:

- Feedback or constructive criticism from stakeholders on health and safety matters is welcomed and perceived as valuable information and an opportunity to improve performance.
- Internal stakeholders will be consulted and be given an opportunity to form part of improvement teams to address any issues identified.
- External stakeholders will be actively consulted on major projects undertaken by the City of Albany, their input and opinions may be considered in the decision-making processes.
- The City of Albany will comply with relevant Government legislation in its communications with the community and external stakeholders. It will also comply with the requirements of the Occupational Safety and Health Act 1984 and Regulations 1996, in terms of consultations and communications.

### Legislative and Strategic Context

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4801: 2001 Occupational Health and Safety Management Systems

### Review Position and Date

This policy was adopted on the 4<sup>th</sup> October 2010 and is to be reviewed annually by the document owner.

### Associated Documents

- LGIS WorkCare Manual
- OSH Committee Terms of Reference
- Occupational Safety and Health Policy
- OSH Improvement Management Plan
- Register of Delegations

### Definitions

OHSMS	Occupational Health and Safety Management System
OSH	Occupational Safety and Health
CEO	Chief Executive Officer
EMT	Executive Management Team
HR	Human Resources

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1.3	OSH Advisor	Revised and updated Synergy Reference No: NG1015793_3	31/08/2016
1.4	OSH Advisor	Revised and updated. Synergy Reference No: NG1015793_4	22/9/2017
1.5	OSH Advisor	Revised and updated with minor responsibility amendments. Synergy Ref: NG1015793_5	25/10/2017

# OSH Committee Terms of Reference

## 1. Objective

This document defines the membership and function of the City of Albany Occupational Health and Safety Committee.

## 2. Scope

The Committee's functions are defined in Section 40 of the Occupational Safety and Health Act 1984, which is primarily to identify and promote matters that ensure the safety and health of employees at the workplace.

It is the Committee's role to facilitate cooperation between Management and staff in instigating, developing and carrying out measures designed to ensure the health and safety of all people in the workplace, thereby strengthening the health and safety of employees, contractors, volunteers and visitors alike.

### 2.1 Meetings and Agenda

**2.1.1** OSH Committee meetings will occur at least every two months as a minimum and can be varied by agreement with the majority of the Committee as needed, with accurate and concise minutes recorded at each meeting

**2.1.2** The agenda for each meeting of the Committee will be prepared, in consultation with the Chairperson, and provided to members of the Committee on a timely basis in advance of the meeting. Items on the agenda will be supported by written papers, as required.

**2.1.3** The meeting secretary and/or OSH Advisor is to ensure that a copy of confirmed minutes is also available on the Intranet.

**2.1.4** OSH Reps will ensure hard copies of minutes are placed on staff notice boards.

**2.1.5** Copies of all Agendas and Minutes will be registered on Synergy.

## 3. Committee Structure and Format

**3.1** The composition of the OSH Committee will be determined by the requirements of the Occupational Health and Safety Act 1984 and agreement with the CoA. However, at least half of the members of the OSH Committee will be Representatives of the employees. The employee Representative members may include elected OSH Representatives as well as other employees selected by the employees to represent them.

The balance of membership will be made up of the Executive, other management representatives, the OSH Advisor and other Officers as appropriate.

Executive Management Team and employees, with OSH Reps making up at least 50% of the Committee membership.

**3.2** The OSH Committee shall consist of the OSH Advisor, HR Manager, one EMT representative, and two management representatives appointed by the Executive Management Team and OSH Reps for each of the City's workplaces where appropriate.

A list of current committee members is to be maintained and at the beginning of each calendar year with a Chairperson to be elected from among the members of the committee. The Chair will hold that position for one year, unless retiring earlier. If a suitable candidate cannot be found, the chair will revert to the HR Manager.

- 3.3** Each OSH Rep shall be elected for a two year term at the end of which they may nominate for re-election.

Management representatives shall be appointed for a period no shorter than one year.

- 3.4** Other persons may be invited to attend OSH Committee meeting as a visitor or advisor but such people do not have voting rights.

- 3.5** Quorum - The minimum quorum for OSH Committee meetings shall be 50% plus one of the number of Committee members, and at least 50% of OSH Reps.

## **4. Functions of an OSH Committee**

### **4.1 Functions**

**4.1.1** Enable and assist consultation and cooperation between the employer and the employees;

**4.1.2** Help to initiate, develop and implement safety and health measures;

**4.1.3** Keep itself informed about safety and health standards in similar workplaces;

**4.1.4** Make recommendations on safety and health rules, programs, measures and procedures at the workplace(s);

**4.1.5** Ensure information on hazards are kept readily accessible; and to the standards set out by the Act;

**4.1.6** Consider and make recommendations about changes that may affect the safety and health of employees;

**4.1.7** Consider matters referred to it by OSH Reps; and

**4.1.8** Perform other functions prescribed in the Regulations or given to the committee, with its consent, by the employer.

**4.1.9** The Committee may also deal with policy development, monitoring programs, emergency procedures, training and supervision, trends in accident and illness reports; and resolution of safety and health issues as requested within the employees abilities and skills.

### **4.2 Varying OSH Committees**

OSH Committees can be varied or abolished if they no longer suit the needs of the workplace. This can occur by written agreement between the CoA and the members of the Committee.

Alternatively, if a question of a need to vary or abolish a Committee arises and cannot be agreed upon, then the issue can be referred to the WorkSafe WA Commissioner. Committees that existed prior to 4 April 2005 can only be abolished under the new provisions, they cannot be varied.

## 5. Entitlements and obligations

Committee members have the following entitlements:

- 5.1 Training relevant to their functions and responsibilities; and
- 5.2 A minimum of two days a month paid time allocated to perform the duties associated with their position.

## 6. Resignations

Committee members wishing to resign must do so in writing to the OSH Advisor for inclusion on the Agenda for the next Committee meeting.

## 7. Review Position and Date

This procedure is to be reviewed annually by the document owner with consultation with the OSH Committee.

## 8. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Commission for Occupational Safety and Health - Guidance Note 'Formal Consultative Processes at the Workplace'
- AS/NZS 4801: 2001 Occupational Health and Safety Management Systems

## 9. Definitions

OSH	Occupational Safety and Health
CoA	City of Albany
HR	Human Resources
OSH Reps	Occupational Safety and Health Representatives

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OSH Advisor		Manager Human Resources	
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2.0	OSH Coordinator	Revised and updated, endorsed and adopted by the CEO. Synergy Reference: NPD1547588	19/05/2015
2.1	OSH Advisor	Revised with minor administrative amendments. Synergy Reference: NPD1547588_1	31/08/2016
2.2	OSH Advisor	Revised and updated Synergy Reference: NPD1547588_2	25/10/2017

# OSH Representative Election Procedure

## 1. Objective

The purpose of this procedure is to ensure that election of OSH Reps complies with the Occupational Safety and Health Act 1984 and subsequent amendments.

## 2. Scope

This procedure applies to the election of all City of Albany OSH Reps.

## 3. Being a Representative

### 3.1 OSH Reps legal entitlements

- Liaise with the employees regarding matters concerning the safety or health of persons in the workplace;
- Refer relevant matters to the OSH Committee for consideration;
- Inspect workplaces at such times as agreed with the employer;
- Are required to be registered with WorkSafe WA within 14 days of being elected via the OSH Advisor;
- Complete the introductory five-day OSH Rep course within one year of being elected. The course fee is paid by the CoA and time off with pay to attend will be provided;
- Will be elected for a two year period, unless a three year period has been specified, after which time another election is required should they wish to continue being a Representative;
- Do not receive payment for being an OSH Rep;
- Will incur no civil liability arising from their performance of, or failure to perform any function as an OSH Rep; and
- Have the same duties and responsibilities as other employees in respect to their general duties of care.

### 3.2 Serving as a Representative

As an OSH Rep you should:

- Actively fulfil OSH Rep functions and responsibilities such as inspect workplaces at such times as agreed with the employer;
- Provide safety leadership and support within your workplace;
- Keep updated with health and safety developments through following up information provided by the CoA email groups and arising from OSH Committee meetings;
- Participate in safety related training as necessary.

### 3.3 Election

If after due consultation there is only one nominee, then this person may be appointed. Otherwise a ballot is required within the relevant workplace, which can be arranged by the OSH Advisor and / or workplace Manager.

## 4. PROCEDURE

### 4.1 Reaching agreement through consultation

The Committee will review periodically:

- The composition of the committee; and
- How people will become members [Section 39C (2) of the Occupational Safety and Health Act, 1984].

The agreement may also provide for subcommittees for each of the workplaces over which the committee may exercise functions [Section 39E (3)]. The agreement in relation to all these matters must be in writing and copies should be kept [Sections 39C (2) and 39E (1)].

## 4.2 Nominations

- Nominations can be made by using the OSH Rep Nominations Form (appendix 1).
- If there is more than one nomination received to the OSH Committee, an election will be held;
- If there is one nomination received to the OSH Committee, the nominee is declared elected as the health and safety representative for that work area;
- In accordance with the OSH Regulations, if everyone involved in the negotiations agrees, an OSH Rep may be elected for more than one work group, or more than one OSH Rep may be appointed for a worksite.

## 4.3 Organising Elections

The following methods can be used to organise elections:

- Nominate candidates during team meetings when most employees are present;
- A consultative group consisting of the nominated candidates, employer representatives and, if applicable, union representatives;
- Conduct the election via email to all applicable staff using the voting form template (appendix 2);
- Provide a pen and paper for employees to place their vote in a sealed box in a break room (or similar area) using the voting form template (appendix 2).

## 4.4 Election Outcomes

A worksite with one representative position vacant:

- The candidate who polls the highest number of votes is declared elected as the OSH Rep of the worksite.

A worksite with more than one representative position vacant:

- The first candidate securing the highest number of votes is declared elected as the OSH Rep of the worksite. The remaining positions will be determined based on the next highest number of votes.

In the event of a tie:

- The person running the election will notify the workgroup of the tied result and will initiate a further ballot involving only the candidates who are tied. This subsequent ballot will adhere to the same principles as the initial ballot. In the event of a tied result from the subsequent ballot, the person running the election will establish an appropriate method for determining the elected candidate.

## 4.5 Notification of Election

The person who ran the election must notify the OSH Advisor who will notify WorkSafe of the outcome. A form is to be completed for each OSH Rep elected in a workplace,

once completed this should be sent to the OSH Advisor who will record the details and then send the form to WorkSafe WA within 14days of election.

Elected OSH Reps should be aware that notification of their election is not the same as registering as an OSH Rep.

#### **4.6 Welcoming Newly Elected Safety and Health Representative/s**

Successful and unsuccessful candidates will be notified of the outcome of elections, this will also be announced at work places and the OSH Committee.

New OSH Rep/s will be introduced at the next OSH Committee and emailed congratulations from the OSH Advisor, confirming their appointment, the date of the next OSH Committee Meeting and various other pieces of information (appendix 3).

After the OSH Advisor has sent the newly elected representative's form to WorkSafe WA, WorkSafe will issue them directly with an OSH Rep starter kit and WorkSafe number, which should be prefaced with the year of issue and which is only valid for two years or upon resignation, whichever occurs first. Human Resources require a copy of this card for record purposes.

#### **4.7 Resigned or moved on**

In every case where the two year tenure is terminated, it is important to inform the OSH Committee to assist in the election of a replacement representative.

Any OSH Representatives who have resigned from their role or are no longer part of the workplace they were elected to represent, should inform the OSH Advisor as soon as possible who will notify Work Safe by email.

### **5. Review Position and Date**

This document is to be reviewed by the document owner annually in consultation with the OSH Committee.

### **6. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy
- OSH Committee Terms of Reference

### **7. Definitions**

OSH	Occupational Safety & Health
Rep	Representative

## Appendix 1 – Safety and Health Representative Nomination Form



Document Ref: NF1772032  
Version: 12/10/2017

### Safety and Health Representative Nomination Form

Nominations Open \_\_\_ / \_\_\_ / 20 \_\_\_ and Close \_\_\_ / \_\_\_ / 20 \_\_\_

The Nominations will be tallied as soon as possible after this date. If more than the required nominations are received, a ballot will be held as soon as possible. Nominations should be supported by two staff members of the Workgroup.

A Safety and Health Representative must be a worker elected by co-workers and cannot be appointed by the employer (e.g. the principle or site manager).

This page should also be printed and the hard copy submitted with appropriate signatures.

NOMINEE (Who you are nominating)	
Family Name:	
Given Name:	
Telephone No:	
Email:	
Signature:	
NOMINATED BY (Your details)	
Family Name:	
Given Name:	
Telephone No:	
Email:	
Signatures:	
NOMINATED WORKPLACE (Your main worksite i.e. Library)	
Workplace:	

## Appendix 2 – Safety and Health Representative Voting Form



Document Ref: NF1772033  
Version: 12/10/2017

### Safety and Health Representative Voting Form

This voting form is for the election of an employee Safety and Health Representative at the worksite \_\_\_\_\_ for a term of 2 years. HR will complete the count and notification of election will occur at the next respective site team meeting.

#### Voting instruction – simple majority

Indicate your preference by writing the number (1) or placing a tick (✓) in the square opposite the name of the candidate you wish to elect.

Voters must place their voting paper in the locked voting box.

The following persons have been nominated and the order of listing their names has been determined by lot:		
Candidate 1:		<input type="checkbox"/>
Candidate 2:		<input type="checkbox"/>
Candidate 3:		<input type="checkbox"/>
Candidate 4:		<input type="checkbox"/>

## Appendix 3 – Safety and Health Representative Welcome Email.

Subject Heading: Confirmation of your election as a Safety & Health Representative

Dear <successful candidate name>,

I am pleased to advise that you have been duly elected as the Safety & Health Representative for <Worksite>. In accordance with conditions of nomination you are duly elected until <\_Month\_20\_>.

### Management Representative

The management you should be consulting with for <Worksite> is <Managers Name>.

### Training

Elected employee Safety & Health Representatives are entitled to paid leave to attend the introductory five-day Health and Safety Representative course within one year of being elected and to a Bi-annual two day refresher course in subsequent years. This training will be arranged through the HR department. This training should be arranged in consultation with your supervisor.

### Support

Elected employee Safety and Health Representatives will receive as much support as needed through training and the option to attend conferences to time off to carry out the role, to suitable tools and equipment to be able to do so. The IT department will finish setting up your Representative I Pad to help you carry out the functions of your role and you should hopefully receive this shortly.

### Meetings

As a Safety and Health Representative you are invited to attend the monthly OSH committee meetings which are held <Day, Date, Time, Location>. There may also be from time to time other planned meetings with fellow Safety and Health Representatives.

### Further Information

Further information about the role of Safety and Health Representatives is available in the OSH Manual which is available through the intranet, via WorkSafe WA or by speaking to myself or your manager.

Many thanks,

<Name>

OSH Advisor

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OSH Advisor		Manager Human Resources	
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1.4	OSH Advisor	Revised with minor administrative amendments. Synergy Ref: NPD1546373_4	12/10/2017

## OSH – Schedule of Committee Members

### 1. Purpose

This guideline outlines the members of the OSH Committee and areas they are representing.

### 2. Staff OSH Representatives

The current City of Albany OSH Representatives are:

AREA	NAME
North Road Administration	Erika Vorster
Ranger & Emergency Management Team	Kym Lyall
Vancouver Art Centre	Dianne Taylor
Albany Public Library	Soraya Majidi
Waste Services	John Tulloch
Maintenance & Construction	Graham Roberts
Developed Reserves	Mike Green
Natural Reserves	Darren Little
National ANZAC Centre & Heritage Park	Hannah Wisniewski
Albany Leisure & Aquatic Centre	Simon Sandison
Albany Regional Day Care	Sarah Hulkes
Albany Visitors Centre	Caroline Campbell
Albany Regional Airport	Barry Horne

### 3. OSH Committee Membership

The City of Albany OSH Committee comprises the above OSH Representatives, a rotating roster of the Executive Management Team, and the below members.

- **Chairperson:**
  - Manager Human Resources
- **Management Representatives:**
  - Manager City Operations
  - Acting Manager City Reserves
- **Human Resource Representative:**
  - Occupational Safety & Health Advisor
- **Minute Taker**
  - Human Resources Officer

### 4. Review Position and Date

This document is to be reviewed annually by the document owner.

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2.3	OSH Advisor	Revised and updated. Synergy Ref: NPD1547589_3	25/10/2017

## Timeframes for Reporting OSH Issues

### 1. Objective

The purpose of this procedure is to ensure that all employees and management are aware of the need to report hazards, accidents, incidents and near misses in the workplace, in a timely manner. In addition all potential workers compensation claims must be reported with 24 hours via appropriate reporting lines or the chain of command

### 2. Scope

This procedure applies to all employees, contractors, volunteers and visitors.

### 3. Procedure

#### 3.1 Responsibilities

All City of Albany are required to identify, control and report hazards, accidents, incidents and near misses, within the organization within 24 hours as well as any potential workers compensation claims. The following gives an outline of general responsibilities throughout the organization:

- Councillors / Community Board members – Record community reported hazards, accidents, incidents and near misses and transmit to the CEO for action.
- CEO – Active participation and enforcing this procedure at all levels of the organization and approval / denial of control mechanisms as determined by the severity of the hazard.
- Management - Ensuring supervisors and employees are following this procedure, approval / denial of control mechanisms and gaining CEO approval for control mechanisms.
- Supervisor/s – Developing and implementing this procedure, approval of all Hazard / Incident Report Forms and the review and evaluation of control mechanisms.
- Employees (including all management) – Identification, assessment and reporting of hazards, accidents, incidents and near misses and risks utilising the Hazard Identification Report Form.
- OSH Representatives - Review all departmental Hazard Identification Report Forms, including the Risk Register and have input into adequate control mechanisms.
- Customer Service – Record all reported hazards, accidents, incident and near misses / complaints from the general public/customers using the Hazard Identification Report Forms and transmit to manager for action.

#### 3.2 Reporting and Recording

An accident / incident must be reported immediately (or within 24 hours or as soon as practicable – depending on circumstances) to the manager / supervisor. If a manager / supervisor is unavailable, then the accident / incident must be reported to the next line of management and so forth.

The reporting employee and manager /supervisor must complete the Hazard /Incident Report form.

All Hazard / Accident / Incident / Investigation and Witness Statement forms must be held on the central filing system and recorded in the Accident / Incident Register.

### 3.3 Accident / Incident Action

Following the notification of an accident / incident (within 24hrs of occurrence) the manager / supervisor must take the following action (where relevant):

- Ensure personnel and other bystanders are moved away from risk of harm.
- Contact relevant emergency authorities (fire brigade, ambulance, and / or police).
- Ensure injured persons receive appropriate medical attention.
- Secure area (if safe to do so).
- Take photos of the accident site.
- Communicate with witnesses and obtain statements (where practicable) and statements from other third parties involved in the accident.
- In consultation with the emergency services, arrange for the area to be cleaned up if safe to do so, ensuring evidence is not destroyed or disturbed (where relevant).
- When appropriate, discuss the event with the direct employee or other party and ensure the Accident / Incident Report Form is completed.
- Ensure the completion of the Workers' Compensation 2B Form and other relevant insurance details.

### 3.4 Investigation

Following the report of an accident / incident, an investigation must commence within 12 hours of the reported accident / incident, where practicable. The investigation is the tool to determine the causal factors which will assist in the mitigation of associated hazards.

The depth of the investigation may vary in magnitude depending upon the circumstances surrounding the event. For instance, if the accident / incident resulted, or had the capacity to result in a high risk (fatality, permanent disability, multiple injuries, disease, or major property / equipment damage) then a comprehensive investigation would be carried out by senior management.

Some investigations may require the assistance of external experts, including the involvement of relevant government authorities. The OSH Representative or OSH Advisor shall be present should WorkSafe WA be present at an investigation.

Other less serious injuries and incidents would not necessitate the need for a large scale investigation. However, any investigation should be initiated within 12 hours of receiving the Accident / Incident Report Form where practicable.

### 3.5 Notifying Injuries and Diseases - [www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)

The City of Albany will follow the requirements of the Occupational Safety and Health Act 1984 and notify WorkSafe of any reportable accidents involving their employees and contractors. Failure to report a notifiable accident could lead to prosecution of the City. Where someone other than the employer contacts WorkSafe to report an accident, these will not be recorded as "official" notifications under the Act, but referred to an inspector for further action.

### 3.6 Reportable Injuries

The injuries required to be reported (under Section 231:2.4(1)) are:

- a. A fracture of the skull, spine or pelvis;
- b. A fracture of any bone –
  1. In the arm, other than in the wrist or hand;
  2. In the leg, other than a bone in the ankle or foot;
- c. An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- d. The loss of sight of an eye;

- e. Any injury other than an injury of a kind referred to (above) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred;
- f. Infectious Diseases: tuberculosis, viral hepatitis, legionnaire's disease and HIV where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection;
- g. Occupational Zoonoses: Q fever, anthrax, leptospirosis and brucellosis where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products.

### **3.7 Employers Reporting Obligations**

When reporting work injuries or diseases employers are required to provide the following:

- a. Employer's name and address;
- b. Employee's name, gender and occupation; in the case of an injury:
  - 1. Address of the place at which the injury occurred;
  - 2. Date and time of the injury;
  - 3. Brief description of how the injury was incurred and any equipment involved;
  - 4. Nature of the injury;
  - 5. Place to which the employee was taken.
- c. In the case of a disease:
  - 1. Name and address of employee's workplace;
  - 2. Name of the disease;
  - 3. Date of diagnosis of the disease.

### **3.8 Human Resources to Report a Work Injury or Disease**

Work injuries and diseases must be reported to the OSH Advisor or another member of the Human Resources team who may report to WorkSafe:

- By telephone - Accidents can be reported by calling 1800 678 198.
- By facsimile - Written advice can be faxed to WorkSafe on (08) 9321 8973.
- In writing – Using notification of disease or injury form and posted to WorkSafe, Locked Bay 14 Cloisters Square Perth 6850.

Under the Occupational Safety and Health Act 1984 employers must notify the WorkSafe Western Australia Commissioner of work-related deaths and specified work injuries and diseases. Regulations 2.4 and 2.5 of the Occupational Safety and Health Regulations 1996 specify the types of injuries and diseases required to be notified.

## **4. Associated Documents**

- Occupational Safety & Health Policy
- Human Resources Policy
- Training Development Plan
- Training Register
- Notification of Injury Form
- Notification of Disease Form

## **5. Review Position and Date**

This document is to be reviewed annually by the document owner.

## Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360:2004 – Risk Management
- AS/NZS 4801:2001 – Occupational Health and Safety Management System

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# Hazard Identification, Risk Assessment and Control Procedure

## 1. Objective

It is the City of Albany's objective to ensure that hazards are reported and corrected in a timely manner and risks are assessed. To assist this process, all employees will be trained in hazard and risk management and be shown where to find the relevant forms and checklists.

## 2. Scope

The application of hazard management applies to all the council property, assets and persons. Council members, employees, contractors, service persons, visitors or the general public, can report hazards.

## 3. Definitions

- A **hazard** is described as anything with the potential to cause injury, disease or loss to a person and damage to property.
- A **risk** is described as the uncertainty of the likelihood of an event occurring that has the potential to cause a particular level of loss, harm, injury and disease etc.
- A **control** is described as a device used to treat, manage, alleviate, avoid, or eliminate an identified hazard.

## 4. Hazard Identification, Risk Assessment and Reporting Procedure

Where a hazard has been identified, it should be reported using the Hazard/Incident Form or online reporting system.

### 4.1 – Hazard Identification

Hazard identification involves the recognition of sources of potential danger or the potential release of harmful substances. Recognition of hazards may occur during workplace inspections, risk assessments, audits, accidents, investigations, job planning, job redesign, conducting tasks, etc. Hazard identification culture is a catalyst in reducing accident / incident potential.

In general, hazards are likely to be found in the following:

- Physical work environment;
- Equipment, materials or substances used;
- Work tasks and how they are performed; and
- Work design and management.

### 4.2 – Risk Assessment

The potential source of risk and the level of risk within the work environment must be determined by combining the "likelihood" of the risk occurring with the judged perception of the "consequence" of the risk.

The City of Albany's Enterprise Risk & Opportunity Management Framework should be followed and can be found on the Intranet.

### 4.3 – Action using the Hierarchy of Controls

Where elimination of a hazard is not possible, risks should be minimised as far as reasonably practicable applying the hierarchy of control. Consider the following options:

- **Elimination** - can the hazard be removed from the work environment?
- **Substitution** - can the hazard be substituted with the use of another item that is less harmful?
- **Engineering** - can a better design isolate exposure to hazards?
- **Administration** - can the work be performed with better systems or work procedures?
- **Personal Protective Equipment (PPE)** - should be used as the last resort and used to provide additional safety.

If hazards cannot be controlled, which may put a person at danger, the hazard is to be safely isolated or tagged to ensure the possibility of contact doesn't happen. If a control cannot be decided upon it will need to be escalated to the OSH Committee.

#### **4.4 – Review and Evaluation**

Hazard identification, risk assessment and control is an on-going process. To ensure the effectiveness of this procedure, an evaluation of the hazard control is essential at a strategic and operational level.

#### **4.5 – Recording Procedure**

All hazards identified will be listed on the Risk Register. All trends will be discussed at each Occupational Safety and Health Committee.

### **5. Reporting Procedure**

Employees / Contractors / Volunteers / Councilors:

- Complete the Hazard / Incident form and give this to the Manager / Supervisor, or complete the online reporting form.
- The hard copy will be provided to the appropriate Safety and Health Representative or included in the online reporting.
- If the hazard is unable to be fixed immediately, options for isolation of the hazard should be considered and acted upon, this may include tag-out procedures, barriers and/or signage.
- The Manager / supervisor documents their assessment, action and comments.
- The Manager / supervisor will consult with the Safety and Health Representative as appropriate.
- Once the Hazard / Incident form is complete, a copy is given to the employee who initially reported the hazard to sign or if completed online actions will be discussed 1on1 or at the next team meeting.
- Hard copy forms are to be sent to HR for registering.

### **5. Review Position and Date**

This document is to be reviewed annually by the document owner.

### **6. Associated Documents**

- Hazard Report Form
- Incident Report Form
- Minor Investigation Form
- Formal Investigation Template
- Enterprise Risk Management Framework

## 7. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360: 1995 Third Edition 2004. Risk Management – Principles and Guidelines

## 8. Definitions

OSH	Occupational Safety & Health
HR	Human Resources

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1.0	OSH Officer	Endorsed and adopted.	11/09/2013
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2.2	OSH Advisor	Revised and updated with minor formatting. Synergy Ref: NPD1547591_2	12/10/2017

# Accident, Incident & Hazard Reporting, & Investigation Procedure

## 1. Objective

This procedure is to ensure that all hazards, accidents and incidents involving employees, contractors or volunteers are reported, investigated and recorded in accordance with legislative requirements. This will assist to prevent similar events happening again and create a proactive approach on hazard mitigation, risk control and injury prevention.

The reason for investigating an incident or near miss is to determine: the cause or causes of the incident; to identify any risks, hazards, systems or procedures that contributed to the incident; and to recommend corrective action to prevent similar incidents.

## 2. Scope

This procedure applies to all employees, contractors, volunteers, temporary employees, visitors and members of the public.

## 3. Responsibility

It is mandatory that all personnel are required to notify their direct line manager / supervisor immediately after the event of an accident/incident.

### 3.1 Managers / supervisors

- Councillors / Community Board members – Record community reported hazards, accidents, incidents and near misses and transmit to the CEO for action.
- Promote and implement this policy at all workplaces;
- Responsible for ensuring that any incidents involving employee or facility visitors or members of the public under their supervision are reported, investigated and recorded according to this procedure and that the recommended corrective/preventive actions are implemented and reviewed to ensure their effectiveness;
- Complete the Hazard / Incident Report Form;
- Notify the Occupational Safety and Health Representative (OSH) of any hazards or incidents that occur in the areas that they supervise, as soon as practicable; and
- If a member of the public has been injured within City of Albany operations, facilities or events and provides an intent to claim in writing, the manager/supervisor will complete a Public Liability Claim Form and liaise with the Risk Manager/Insurance Officer.

### 3.2 Employees and others

- Comply with this policy at all workplaces;
- Notify and report all hazards, accidents / incidents to their manager / supervisor both verbally and / or through the Accident / Incident Report Form within 24 hours or as soon as practicable.

### 3.3 Occupational Safety & Health Representative/s

- Promote and comply with this policy at all workplaces;
- Review all Accident Incident Report Forms, have input into corrective action and conduct investigations.

### **3.4 OSH Advisor**

- Promote, comply, and assist with this policy at all workplaces;
- Develop, review and implement this procedure and conduct investigations where serious accidents/incidents have occurred E.G. assessed within the risk matrix as *HIGH*.
- Provide advice on implementation, investigations, and responsibilities.

### **3.5 Occupational Safety and Health Committee**

- Table all trends for hazards, accidents/incidents at committee meetings. Assist with decisions of appropriate corrective action where a decision cannot be made at line management and management level. Assist Executive Management Team with decisions on safety controls where appropriate.

### **3.6 Human Resources Department**

- HR Advisor to be advised of all accidents resulting in injuries to co-ordinate appropriate risk and injury management programs where practicable.
- HR to receive all documentation where applicable. E.G. Incident / Hazard Report Forms, Witness Statements, First Medicals, Workers Compensation Forms, or Letters Outlining Claim.

## **4. Reporting Hazards and Incidents**

### **4.1 Types of hazards and incidents to be reported**

The categories below define the types of hazards and incidents that must be reported:

- Hazards, near misses, injuries whilst at any City of Albany owned or occupied buildings and grounds;
- Hazards, near misses, injuries sustained whilst engaged in City of Albany activities;
- Hazards or incidents involving potential risk to, or contamination of, air, water or soil, on or off-site, or noise levels to local communities that exceed regulatory limits and result from the City of Albany.

## **5. Procedure**

### **5.1 Reporting Hazards**

Where a hazard has been identified by an employee, the employee must:

- Resolve the hazard if able to do so safely. If the hazard cannot be resolved immediately, make the area safe and alert others;
- Complete the online reporting or Hazard Report Form as soon as possible, but within 24 hours of discovery of the hazard and forward the form to their manager / supervisor immediately for investigation and resolution.

Within 12 hours of receipt of the Hazard Report Form, or online notification, the site manager must:

- Complete the Hazard Report Form with an investigation, risk assessment determining the level of investigation and elimination of the risk immediately;
- If the hazard cannot be eliminated immediately, ensure the hazard is isolated, tagged out, and corrective actions are discussed with the OSH Representative.

- Determine corrective actions in accordance with the hierarchy of controls, with subsequent risk rating, and the responsible person with a timeframe for implementation and monitoring of controls effectiveness.

## 5.2 Incidents response and notification

- Attend to the injured and notify emergency services if necessary. Get help if required;
- Make the site safe to prevent further injury, accident or incident;
- Secure the site of the incident to ensure that it is not disturbed;
- Notify manager / supervisor of the hazard or incident immediately;
- In the case of:
  - An employee, contact the manager / supervisor;
  - A contractor, contact their supervisor or responsible officer;
  - A volunteer, contact the manager / supervisor who is overseeing them; or,
  - A visitor, contact the manager or supervisor who is overseeing them.
- The manager / supervisor who the hazard or incident is reported to must immediately notify the appropriate OSH Representative. Where they cannot be contacted they must notify the OSH Advisor.

## 5.3 Reporting Incidents

The reporting employee must complete the online reporting or the Incident Report Form, and provide the form to their manager or supervisor within 24 hours or as soon as practicable. Employees should obtain as much information about the incident and individual/s involved as possible.

If a manager / supervisor is unavailable, then the accident/incident must be reported to the next line of management.

Following the notification of an accident / incident, the manager / supervisor must take the following action (where relevant):

- Take photos of the accident site;
- Communicate with witnesses and obtain statements (where practicable) and statements from other third parties involved in the accident / incident;
- Ensure the completion of the “Workers’ Compensation 2B Form” if applicable and other relevant insurance details.

## 5.4 Procedure for completing an Investigation

- The investigation should be initiated within 12 hours of online notification or receiving the Accident / Incident Report form by the supervisor / manager, OSH Representative or allocated investigation team.
- The initial investigation is to determine the root cause, and use of the risk matrix is to assess the risk which determines which level of investigation is needed.

The investigation will take into account;

### 5.4.1 Sequence of events leading up to the incident

- Systems of work being used;
- Instructions given;
- Workplace conditions;
- Location and time of the incident;
- The state in which materials, plant and equipment being utilised had been maintained; and,
- Any information that may provide clues about contributory factors.

#### **5.4.2 The incident itself**

- Actions undertaken at the time of the incident;
- Persons directly involved in the incident; and,
- Tools, equipment and materials being used at the time of the incident.

#### **5.4.3 Immediate actions following the incident**

- Identify what additional evidence was available at the scene; and,
- What actions were taken following the incident to control created hazards.

#### **5.4.3 Additional evidence**

- Compile relevant procedures;
- Compile maintenance history of any plant and equipment involved;
- Trends relating to the incident type or location;
- Compile training records.

#### **5.4.3 Controls**

- Investigators are to identify suitable controls measures in line with the Hierarchy of Controls and Risk & Opportunity Management Framework.

#### **5.4.3 Additional support**

- Some investigations may require the assistance of external experts. The OSH Representative / OSH Advisor shall be present should Work Safe WA be present at an investigation.

### **5.5 Controls – Evaluate Corrective Actions**

Following an incident, it is the responsibility of the manager / supervisor to take steps to correct the problem and to prevent a recurrence, by implementing the corrective actions and recommendations arising out of the investigation.

The manager / supervisor needs to take into account the duty of employers in OSH legislation to provide a healthy and safe work environment so far as is reasonably practicable. Controls must also be evaluated after implementation to ensure they are effective and have not introduced any other hazards or risks.

Evaluation will be undertaken through workplace inspections, toolbox feedback and monitoring reportable trends.

## **6. Records**

The Human Resources Department will use the data to:

- Plan health and safety programs and initiatives.
- Produce reports on hazard and incident statistics and trends for management, and the OSH Committee;
- Meet statutory record-keeping requirements.

## **7. Review Position and Date**

This document is to be reviewed annually by the document owner.

## 8. Associated Documents

- Hazard Report Form
- Incident Report Form
- Minor Investigation Form
- Formal (Major) Investigation Template
- Risk & Opportunity Management Framework

## 9. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360:1995 Third Edition 2004. Risk Management – Principles and Guidelines
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems

## 9. Definitions

OSH                      Occupational Safety & Health  
 CEO                      Chief Executive Officer

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<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
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1.0	OSH Officer	Implemented and adopted by the CEO, EMT and OSH Committee	1/03/2010
2.0	OSH Coordinator	Revised and updated. Synergy Ref: NPD1547595	19/05/2015
2.1	OSH Advisor	Revised and updated. Synergy Ref: NPD1547595_1	14/07/2016
2.2	OSH Advisor	Revised and updated with minor formatting. Synergy Ref: NPD1547595_2	12/10/2017

## **Workplace Inspection Procedure**

### **1. Objective**

The objective of workplace inspections is to identify, assess and eliminate or control hazards in the workplace. Regular inspections that are carried out diligently and identify and eliminate or control the risks, lead to higher standards of workplace health and safety, and are key to the prevention of incidents and improved workplace safety culture.

### **2. Scope**

This procedure applies to all work areas and all employees, contractors and volunteers.

### **3. Responsibility**

- OSH Representatives are required to have carried out a minimum of four (4) workplace inspections (one every 3 months) each year and to keep a record of hazards using the workplace Inspection Checklist.
- The inspection ratings should be ticked appropriately.
  - A = Acceptable,
  - U = Unacceptable.
- If an item can be corrected without putting a person at risk of harm or injury, it should be remedied and marked accordingly.
- Items that cannot be corrected immediately are to be listed on the safety inspection report at the end of the checklist. Consultation should occur between the OSH Representative and Manager to determine action to be taken, and who will be responsible for this action.
- The completed safety inspection report is to be registered on synergy.
- If an issue has not been resolved by the next inspection it will need to be escalated to the OSH Committee to assist.

### **4. Responsibility**

Where recommendations for corrective action are made, (in consultation between the OSH Representative and Manager) it is important that the OSH Representative follows-up to ensure that such action is being or has been undertaken and, where appropriate share this information with members of the workgroup involved.

Delegation of the issues to be resolved can be assigned to appropriate employees. Assigning different issues to other employees will ensure as many employees as possible are included in the plan. Details of employees and the actions they are required to complete should be clearly explained with target dates to complete actions (these dates should be realistic).

### **4. Guidance Notes – What to look for**

The inspection is essentially concerned with unsafe acts/occurrences and unsafe conditions. The following table indicates typical acts/occurrences and conditions to which the workplace inspector/auditor should be alert. The following is not intended to be an exhaustive list.

UNSAFE CONDITIONS, ACTIONS OR OCCURANCES	
CATEGORY	LOOK FOR
Working Areas, Storage Areas and Access Ways	<ul style="list-style-type: none"> <li>• Work areas or offices too hot or cold.</li> <li>• Electrical cables or cords lying across walk areas.</li> <li>• Unsafe traffic conditions, such as loose or torn carpet. Damaged or loose tiles.</li> <li>• Poor housekeeping and unclean or unhygienic work areas.</li> <li>• Slippery, rough or uneven floors or surfaces.</li> </ul>
Materials, Tools and Protective Equipment	<ul style="list-style-type: none"> <li>• Insufficient or damaged tools or personnel protective equipment.</li> <li>• Up to date registers.</li> <li>• Lack of safety labels or Safety Data Sheets.</li> <li>• Pre-purchase risk assessments with Safety Data Sheets.</li> <li>• Decomposed, contaminated, corroded, eroded conditions of materials and/ or containers.</li> <li>• Unsafe stacking or storage of materials.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>• Insufficient illumination for the activity being undertaken.</li> <li>• Excessive glare from light source.</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Leakage of gases fumes and fluids.</li> <li>• Electrical testing and tagging not completed or not up-to-date.</li> <li>• Electrical connections damaged, laying in water or forming trip hazards.</li> </ul>
Clothing	<ul style="list-style-type: none"> <li>• Use of defective or lack of personal protective clothing or personnel protective equipment (PPE).</li> <li>• Clothing for outdoor workers fails to protect against exposure to sun, cold or heat.</li> </ul>
Unsafe Position or Operations	<ul style="list-style-type: none"> <li>• Adopting poor postures.</li> <li>• Lifting items too far from body, or too high above shoulders.</li> <li>• Twisting, rotating joints or body whilst shifting load.</li> </ul>
Operating or Working at Unsafe Rate	<ul style="list-style-type: none"> <li>• Jumping from vehicle, platforms, ladders, benches, etc.</li> <li>• Driving too far, in a dangerous manner, or for too long period.</li> <li>• Staff feedback on the work environment.</li> </ul>
Loading, Placing, Storing, Mixing Unsafe	<ul style="list-style-type: none"> <li>• Lifting or carrying loads without carrying out an assessment. Not waiting for team lift.</li> <li>• Introducing objects or materials into enclosures so as to create a hazard, e.g., naked lights in paint shops.</li> <li>• Storing incompatible materials together.</li> </ul>

## 6. Corrective Actions

Timeframes for corrective action implementation is detailed within the Risk and Opportunity Framework relevant to the level of risk identified.

Where a timeframe cannot be adhered to, it is the responsibility of the relevant Manager/Supervisor to discuss any delay and seek agreement with the area's OSH Representative and agree on a revised timeframe. **(Note:** In cases of Severe or Major Risk levels, no delay can be negotiated without the approval of the OSH Advisor and HR Manager).

## 7. Monitor and Review Implemented Controls

Once controls are implemented it is important to review the controls in operation. The OSH Representative will review implemented controls at the next inspection. This review allows several important actions to occur -

- Ensuring that the controls have been implemented;
- Reviewing the controls to ensure that they are appropriate and have not created other risks; and
- Re-calculating the risk level of the work area.

As a guide risks should be reviewed in line with the Risk & Opportunity Management Framework.

<b>Risk Level</b>	<b>Review of Corrective Action</b>
Extreme	Within 2 weeks
High	Every month
Medium	Every 3 month
Low	Every 6 month

## 8. Review Position and Date

This document is to be reviewed annually by the document owner.

## 9. Associated Documents

- Workplace Inspection Checklist

## 10. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Occupational Safety and Health Policy

## 11. Definitions

OSH                      Occupational Safety & Health  
HR                        Human Resources

<b>Document Approval</b>			
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1.0	OSH Officer	Endorsed and adopted by the CEO and EMT. Synergy Ref: NG1015793	29/11/2010
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2.2	OSH Advisor	Revised and updated with minor formatting. Synergy Ref: NPD1547596_2	12/10/2017

# OSH Issue Resolution Procedure

## 1. Objective

The City of Albany has in place a consultation procedure to deal with safety concerns, should they arise. The City actively promotes consultation and encourages regular and consistent two-way communication during each step of the resolution process.

This procedure provides a clear process for the resolution of OSH issues at the City and sets out:

- The issue reporting process;
- The role of OSH Representatives in issue resolution; and
- The City's responsibility to appoint Employer Representatives for the resolution of health and safety issues.

## 2. Scope

This procedure applies to all employees, contractors, and volunteers.

## 3. Procedure

The following action sequence is to be used where health and safety issues can be resolved in a cooperative manner. The OSH Advisor / Management may be requested to participate in issue resolution discussions and to provide advice and assistance on appropriate methods for control of identified hazards.

These procedures should be read and understood to comply with the requirements of the Occupational Health and Safety Act 1984 and in no way override the rights and obligations of elected OSH Representatives (HSRs) under the relevant legislation.

### 3.1 Issue resolution

The categories below define the types of hazards and incidents that must be reported:

- 3.1.1.** The City encourages and promotes active consultation between the employee and employer and therefore requires that the first point of communication occurs with the employee's direct supervisor. This will allow the supervisor to give support to the employee and take appropriate action to resolve the issue in an agreed and appropriate time-frame.
- 3.1.2.** Should the matter remain unresolved or unsatisfactorily actioned, the employee should seek the intervention of the OSH Representative. The OSH Representative should raise the issue with the supervisor and discuss ways in which the issue can be resolved in an agreed and appropriate time-frame. The representative may also seek advice from, and request the involvement of, the OSH Advisor.
- 3.1.3.** If, within five working days or less, the supervisor and OSH representative can reach agreement on the means to deal with the concerns raised, the matter is then regarded as satisfactorily resolved at a local level.
- 3.1.4.** If, however, the matter remains unresolved or unsatisfactorily actioned, the OSH Representative should pass the issue onto the Manager for resolution in an agreed and appropriate time-frame.

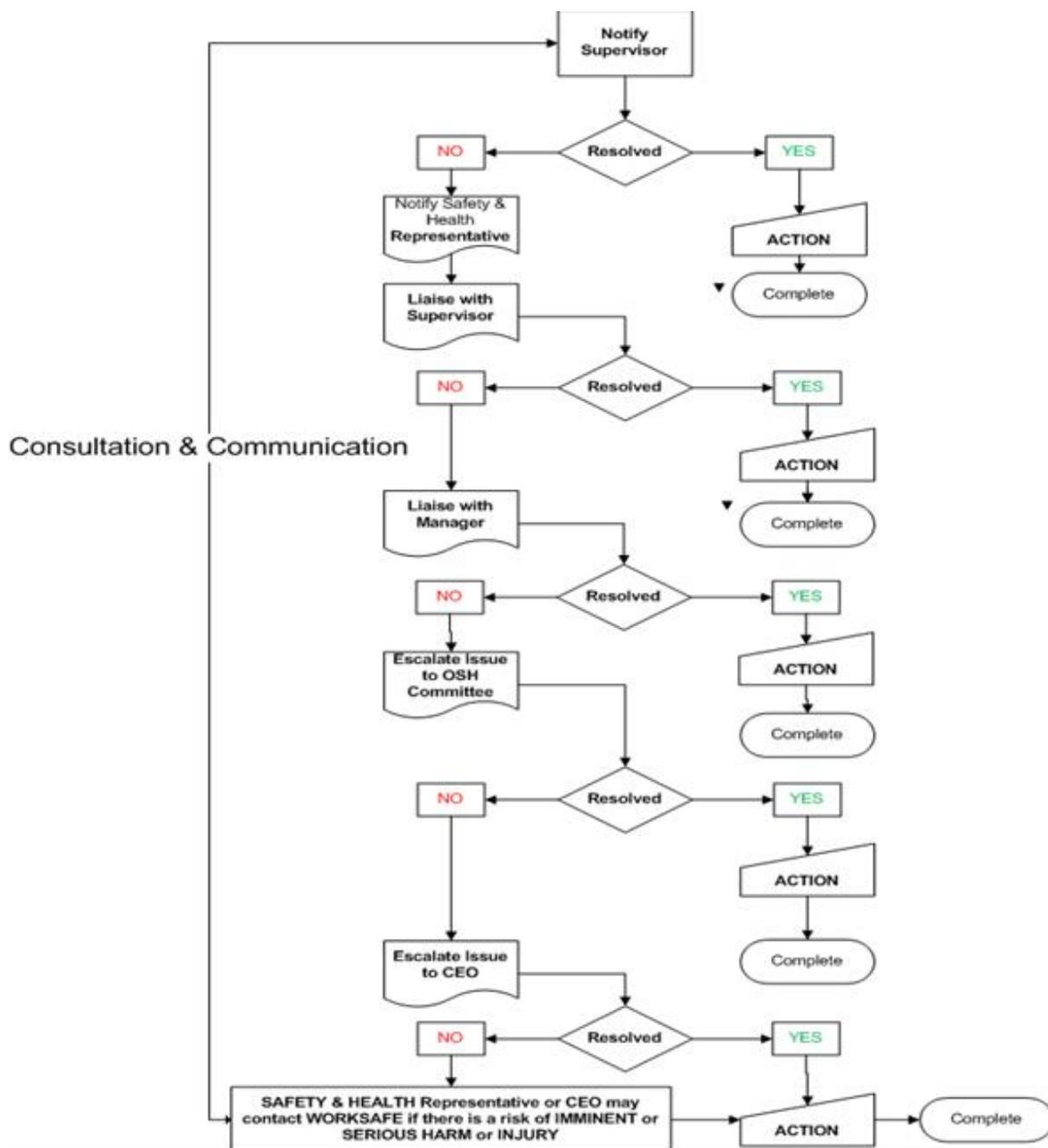
3.1.5. If no resolution can be sought, the issue should be escalated to the OSH Committee. It is here that the issue should be brainstormed and all solutions considered.

An emergency meeting of the Committee can be called if necessary. If the issue is resolved it should be actioned in an agreed and appropriate time-frame.

3.1.6. Should the matter remain unresolved or unsatisfactorily actioned, the issue should be escalated to the department's executive prior to the CEO for action in an agreed and appropriate time-frame.

3.1.7. If the matter is not resolved and there is a risk of imminent or serious harm or injury, the OSH Representative or the CEO may contact WorkSafe WA. WorkSafe may take no action to take such action as they consider appropriate i.e. issuing an improvement notice or issue a probation notice.

### 3.2 OSH Resolution Flowchart – Summary of Procedure



## 5. Review Position and Date

This procedure is to be reviewed annually by the document owner.

## 4. Associated Documents

- Grievance Policy & Procedure
- Induction Procedure
- Timeframes for Reporting OSH Issues Procedure
- Accident, Incident & Hazard Reporting, & Investigation Procedure

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy

## 7. Definitions

OSH	Occupational Safety & Health
CEO	Chief Executive Officer
WA	Western Australia

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1.4	OSH Advisor	Revised and updated with minor formatting. Synergy Ref: NPD1546374_2	12/10/2017

# OSH Training and Development Procedure

## 1. Objective

The purpose of this procedure is to detail the method of identification and delivery of OSH training needs for employees and implementing and maintaining OSH training programs.

## 2. Scope

This procedure covers the City's OSH related activities for training and development for all employees, volunteers and contractors where applicable.

## 3. OSH Training

Training can be provided in various ways, including formal training, mentoring and on the job training. Task based training may be more informal and based around the conduct of specific tasks. This training may be done by local experts or external providers (e.g. how to use new equipment).

Training includes:

- Safety induction training for all employees, contractors and others as required;
- Understanding of the duty of care, relevant legislation, safety policies and procedures for all employees or following changes in the legislation;
- Training for OSH representatives and other safety employees; and,
- Specific training in areas of safety hazards.

Identification of training needs should also form part of the annual performance development review process.

## 4. Procedure

### 4.1 Roles and Responsibilities

#### 4.1.1 Managers / Supervisors:

- Select training as part of the annual performance development review process; and,
- Ensure employees fill out and submit to HR a training evaluation form at the conclusion of each training course or module.

#### 4.1.2 HR Department:

- Collate OSH training requirements identified in performance reviews and provide the information to Managers and book relevant training as required;
- Provide alerts of ongoing training opportunities to managers / supervisors; and,
- Receive, collate and record training evaluation forms.

#### 4.1.3 Employees:

- Attend and fully participate in training provided; and,
- Complete a training record form at the conclusion of each training course or module.

## 4.2 Competency and License

An employee's manager / supervisor are responsible for obtaining applicable documentation from employees to ensure essential competencies are met. This is to be forwarded to the Human Resource department who will be responsible for filing on the employee's personnel file.

Expiry / renewal dates are to be recorded on the City's training register so that appropriate refresher/ requalification training can be provided.

Examples include but are not limited to:

- Drivers Licence - current WA licence for the class of vehicle or equipment required to drive or operate;
- Certificate of Competency - to cover excavators, cranes, scaffolding, dogman, forklifts, etc., (where applicable); and
- Trade Papers - verification of trade qualifications including mechanical, electrical and building (where applicable).

## 4.3 Cost coding of OSH training within the annual budget

Budgeting and allocation of OSH training costs will be on the following basis:

- For generic OSH training that can apply to all employees this will be allocated to the OSH budget; and,
- For site / role specific training that cannot apply to all employees this will be allocated to the employee's department budget.

## 4.4 Training Register

- All training shall be recorded in synergy; and,
- Copies of the training certificated shall also be placed on the individual personnel files.

## 5. Review Position and Date

This procedure is to be reviewed annually by the document owner.

## 6. Review Position and Date

- City Policy & Guidelines: Learning & Development
- Performance Development Review Tool
- Probation Review Forms

## 7. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy
- Human Resources Policy

## 7. Definitions

OSH	Occupational Safety & Health
HR	Human Resources

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2.2	OSH Advisor	Revised and updated with minor formatting. Synergy Ref: NPD1547599_2	13/10/2017

# **OSH Induction Procedures for Staff, Volunteers & Contractors**

## **1. Objective**

It is the City's objective to ensure employees have the required level of competency to undertake all work activities in a safe and efficient manner.

The City of Albany will provide adequate information, instruction and training to all its employees upon commencement of work (including transferring between departments).

## **2. Scope**

All employees, including part-time, casuals, volunteers and contractors, are to be inducted according to the following procedure.

## **3. Responsibility**

It is the responsibility of all managers / supervisors to ensure local area inductions are completed for all employees, volunteers, contractors and visitors under their supervision prior to commencing work in that area ensuring they are:

- Aware of their responsibilities;
- The nature of hazards that may be present; and,
- The processes and related documents they may need.

## **4. Procedure**

### **4.1 Initial Safety induction**

A formal induction will be delivered to all employees, volunteers and contractors on commencement or re-deployment into another team. This will outline the City of Albany's safety rules, policies, procedures and applicable legislation. This induction will ensure all personnel are made aware of hazards, risks and applicable safe work practices. The induction may be delivered in conjunction with the appointed OSH representative for the relevant work area.

Each employee's manager / supervisor are responsible for ensuring that inductions are carried out according to the requirements of this procedure.

### **4.2 Confirmation of Safety Induction**

At the completion of the Safety Induction, the employee and manager / supervisor are required to sign the necessary forms and forward them to the Human Resources Department to be synergised and placed in the relevant personnel file.

## **5. Review Position and Date**

The Procedure will be reviewed annually by the document owner.

## **6. Associated Documents**

- Site Specific induction Checklist
- Induction Programme Form
- Contractor Induction Checklist

## 7. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System

### Definitions

OSH Occupational Safety & Health

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# Visitor Management Procedure

## 1. Objective

The City of Albany is committed to ensuring that visitors to workplaces in the City are identified and not exposed to hazards.

## 2. Scope

This procedure applies to all managers, supervisors, visitors, contractors and employees at all worksites.

## 3. Responsibility

It is the Responsibility of the manager / supervisor in control of the site to ensure all employees, contractors or visitors follow this procedure when accessing non-public areas or performing work on City of Albany sites and facilities.

## 4. Procedure

- All visitors are to report to the front counter (where applicable) and complete the relevant visitor registration documentation and ask for the relevant supervisor / contact person who will take responsibility for them; before entering any workplaces/sites.
- Visitors are not permitted to move around workplaces unaccompanied unless authorised to do so.
- Employees must provide visitors with basic instructions regarding the worksite and the emergency procedures and are responsible for their visitor during an evacuation. Staff members are to accompany all short stay visitors at all times.
- Visitors are restricted from entering all high hazard areas.
- The relevant managers will ensure that the work environment allows safe access and ways out for visitors at all times; by ensuring walkways remain clear of obstacles.
- It is mandatory that all visitors sign the "Visitors Log Book" on entry and exit.
- In the event of an emergency the log book will be collected by the Chief Warden and used in the roll call.
- In the event of an accident or incident, employees must ensure an Accident, Incident and / or Hazard Report is completed for visitors and use a Witness Form where necessary.

## 5. Review Position and Date

This procedure is to be reviewed annually by the document owner.

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy

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# Smoke Free Workplace Policy

## 1. Objective

It is recognised that it is the right of individuals to decide whether they choose to smoke or not. However, the City of Albany recognises the hazards caused by exposure to environmental tobacco smoke. Therefore the City of Albany is committed to providing a Smoke Free working environment including buildings and vehicles for all employees, volunteers, contractors and visitors as per the relevant legislation.

## 2. Policy Statement

The City of Albany has adopted the following standards and expectations in the application of this policy:

- In adopting a policy for the control of the hazard associated with tobacco smoke the City of Albany recognises that for employees, contractors, volunteers and visitors the purchase and use of tobacco is not illegal.
- Smoking is prohibited at all times on all the City of Albany premises (except in designated areas), open spaces and in work vehicles.
- All employees of the City of Albany share the responsibility of adhering to and enforcing the policy and have the responsibility for bringing it to the attention of visitors, volunteers and/or contractors politely.
- Smokers are responsible for disposing of their smoker's litter in a responsible and appropriate manner.
- Breaches of this policy will be managed in accordance with Code of Conduct for all employees.

## 3. Scope

This policy applies to all work areas including work vehicles for all employees, contractors, visitors and volunteers.

## 4. Promoting Healthy Lifestyles

The City of Albany Smoke Free Workplace policy encourages a healthier lifestyle through assisting employees to give up smoking. The City of Albany recognises that some employees may require assistance to quit smoking. For those considering quitting smoking:

- Contact their local Doctor or Medical Centre if they are considering quitting; or
- In the case of employees, to utilise the Employee Assistance Program.

Professional help is available from Quitline (a telephone advisory service available by calling 137 848 which provides a confidential and individually tailored service to assist in the process of quitting smoking) or by visiting websites such as [www.icanquit.com.au](http://www.icanquit.com.au) charges will apply for calls.

## 5. Complaints

Complaints about non-compliance with this policy and site procedures on smoking should be made, in confidence if necessary, to your manager / supervisor in accordance with the City of Albany Grievance Procedure.

## 6. Responsibilities

### 6.1 Managers / Supervisors

- Promote and implement this policy at all workplaces.
- Resolves any complaints about non-compliance that may arise with the assistance of Human Resources.
- Refer employees to the Employee Assistance Program if requested and provide support to individuals trying to quit smoking.

### 6.2 Employees and Others

- Comply with this policy at all workplaces.
- Must not smoke, if directed to stop smoking in accordance with this policy or site procedures.
- Support individuals trying to quit smoking.

## 5. Legislative and Strategic Context

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Occupational Safety & Health Policy

## 6. Review Position and Date

This policy is to be reviewed annually by the document owner.

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# Asbestos Management Plan

## 1. Purpose

The purpose of this plan is to manage the risks associated with the presence and removal of asbestos and asbestos containing materials (ACM) in accordance with legislative requirements. The CoA (City of Albany) will maintain a "register" in the workplace of any asbestos products found. Where the evaluation process reveals a likelihood of exposure to asbestos fibers, all practical steps will be taken to ensure that persons and workers are not exposed.

## 2. Objective

The objectives of this plan are to ensure compliance with all the relevant Legislation, Australian Standards and approved Codes of Practice:

- Information, instruction and training are provided by a competent person to all persons exposed to hazards as a result of the exposure to asbestos and ACM;
- Consultation occurs with workers and other persons who are exposed to asbestos or ACM and the OSH Representative as part of the risk management process; and
- The removal and disposal of asbestos from work places is undertaken in accordance with legislative requirements and the National Code of Practice for the Management of Asbestos in the workplace and control [NOHSC: 2018 (2005)].

## 3. Scope

This plan applies to all employees, contractors and volunteers who engage in activities where asbestos or asbestos containing materials are or may be present.

## 4. Definitions

The definition of asbestos under Regulation 5.42 is:

**Asbestos-containing material:** means any material, object, product or debris that contains asbestos;

**Asbestos dust:** means airborne dust consisting of or containing a time-weighted average fiber concentration of asbestos that is in excess of the exposure standard when measured in accordance with the Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibers 2nd Edition [NOHSC:3003 (2005)];

**Friable asbestos-containing material:** is any asbestos-containing material that, when dry;

- Is in a crumbled, pulverized or powder form; or
- Can be crumbled, pulverized or reduced to powder by hand pressure; and,

**Non-Friable asbestos-containing material:** means asbestos-containing material that is not friable.

**This management plan is to be applied to all types of asbestos:** "The fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals and includes actinolite, amosite (*brown asbestos*), anthophyllite, crocidolite (*blue asbestos*), chrysotile (*white asbestos*), tremolite, or any material containing one or more of those materials." *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC: 2018 (2005)]

## 5. Asbestos Management Plan

This Asbestos Management Plan (AMP) applies to all CoA owned locations where asbestos containing materials are present and sets out the steps to be taken to eliminate or otherwise minimise the risk of exposure to airborne asbestos fibers, including the identification of ACM, risk assessments and the implementation of control measures.

The existence of a documented plan does not diminish the requirement to remove a particular asbestos situation, if removal is the most appropriate control option.

## 6. Asbestos Material Register (AMR)

Regulation 5.43 requires the employer, main contractor, a self-employed person or the person having control of the workplace to identify and assess risks from hazards in relation to asbestos in accordance with the *Code of Practice for the Management and Control of Asbestos in Workplaces* [NOHSC: 2018 (2005)]. Part 9 of the Code requires the identification of any hazards that may arise from the risk of exposure to asbestos and that a register to be kept.

The City of Albany will maintain an accurate register of ACM. This register shall contain the following information:

- Details on the locations, types (i.e. friable or non-friable) and condition (i.e. damaged or intact) of any ACM identified on the premises, including ACM in items of plant and equipment, and the type of asbestos involved (i.e. blue, brown or white), as well as details on any material presumed to contain asbestos, or any inaccessible areas that are likely to contain ACM;
- The date(s) on which any inspection/identification was made and details on the competent person(s) who carried out the inspection/identification;
- The results of any analysis that has confirmed a material in the workplace is or is not an ACM;
- The date when any risk assessment was made, and details on the competent person(s) who carried out the assessment;
- The findings and conclusions of any risk assessment, including any reviews or revisions of the risk assessment;
- The results of any air monitoring for airborne asbestos fibres and an assessment of these results;
- The control measures recommended and decided upon as a result of any risk assessment;
- Any removal, maintenance or service work on an ACM, including the company or persons.

### 6.1 Access to the Register

The asbestos material register is to be made available to contractors on every occasion that work may be done which could disturb ACM.

It is to also be updated every time an Asbestos inspection has been carried out.

## 7. Asbestos Removal Procedure

The removal of ACM poses additional hazards. When required, the CoA shall employ a licensed removalist / competent contractors for the removal of asbestos on CoA work sites. Employees will not remove ACM. Samples for examination purposes and small quantities of suspected non-friable ACM may be removed by trained and competent CoA employees.

Please refer to the Safe Work Method Statement – *Handling, Disposing & Dealing with Asbestos / ACM*, and the procedure *Asbestos and Asbestos Containing – Material (ACM) Removal & Disposal Procedure*.

For the removal of Asbestos on behalf of the public please refer to the *City Guideline: Asbestos Disposal Procedure*.

## 8. Accidental Asbestos Disturbance

If it is suspected that an asbestos containing material has been disturbed then the following steps should be taken straight away:

- Inform Manager / Supervisor straight away who will liaise with the OSH Representative. (DO NOT LEAVE A MESSAGE);
- Report all incidents, no matter how small, using the Accident, Incident and Hazard Reporting and Investigation Procedure, which must include details of all employees that may be affected;
- Manager / Supervisor or OSH Representative will check the AMR to find out if there is any asbestos in the affected area;
- The surrounding area should be evacuated as soon as possible without causing alarm; and
- It should be sectioned off and preferably locked by the contractor.

## 6. Review Position and Date

This procedure is to be reviewed annually by the document owner.

## 7. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulation 1996
- Health (Asbestos) Regulations (1992)
- Environmental Protection (Controlled Waste) Regulations 2004
- Code of Practice for How to Manage and Control Asbestos in the Workplace, Safe Work Australia 2016
- Code of Practice for the Safe Removal of Asbestos [NOHSC:2002 (2005)]
- Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018]

## 8. Associated Documents

- Safe Work Method Statement – *Handling, Disposing & Dealing with Asbestos / ACM*
- Asbestos & Asbestos Containing Material (ACM) Removal and Disposal Procedure
- City Guideline: Asbestos Disposal
- Asbestos Material Register

## Definitions

ACM	Asbestos Containing Material
AMP	Asbestos Management Plan
OSH	Occupational Safety and Health
CoA	City of Albany
AMR	Asbestos Material Register

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# Communicable Diseases & Clinical Waste Procedure

## 1. Objective

This procedure is designed to ensure that those who work for the City of Albany do so in an environment which, as far as is practicable, is free from hazards. This procedure aims to establish guidelines which will help reduce the risk of diseases employees may become exposed to whilst performing their normal duties.

## 2. Scope

This procedure applies to all employees, contractors and volunteers. However, persons most at risk are Infrastructure and Environment employees, recreational/swimming pool staff, cleaners, and ranger services. The City of Albany encourages employees to obtain the necessary immunisation, however, it shall be noted that the decision rests with the employee, and should be made in conjunction with the employee's general practitioner.

## 3. Communicable Diseases

Communicable diseases include tuberculosis (TB), hepatitis, measles, chickenpox and human immunodeficiency virus (HIV). They are caused by contact with agents such as bacteria, viruses, fungi and animal parasites which are capable of producing disease.

## 4. Identifying Clinical Waste

Clinical waste is defined as waste that has the potential to cause sharps injury, infection or public offence, and includes sharps, human tissue waste and animal waste resulting from biological, medical, dental, or veterinary research or treatment that has the potential to cause disease.

### 4.1 Sharps

Sharps are defined as discarded objects or devices capable of cutting or penetrating the skin, e.g. hypodermic needles, broken glass and scalpel blades. Various hard plastic items are also classified as sharps. All sharps have the potential to cause injury through cuts or puncture wounds.

## 5. Procedure

Managers / supervisors together with the OSH Advisor will identify employees who through the normal course of their work may be exposed to contact with communicable disease/s.

The City of Albany will pay for Hepatitis A, B, and tetanus immunisation for employees who, due to the nature of their work, there is a risk that they may come into contact with these diseases.

Where employees are working in an area where they are likely to find discarded syringes or needles, they are to exercise extreme caution.

If an employee finds a discarded needle and syringe they should:

- 5.1** Find a rigid-walled, puncture resistant, plastic container (that complies with Australian Standards) with a screw top lid such as a juice or soft drink bottle (or a specific medical waste container).

### **DO NOT USE:**

- Glass bottles as they can shatter;
- Aluminium cans which may be squashed; and,

- Some frosted plastic containers (such as some milk or juice bottles) which may not be puncture proof.
- 5.2** Bring the container to the needle and syringe, and place on the ground next to the need and syringe. DO NOT hold the container as you are disposing of needle and syringe.
- 5.3** When picking up used / discarded syringes or needles, disposable gloves must be worn. Pick up the needle and syringe by the blunt end, away from the point using disposable rubber gloves (available from supervisors) or a grasping implement, e.g. tongs.
- DO NOT touch the sharp point with your fingers; and,
  - DO NOT try to re-cap the needle.
- 5.4** Place the needle and syringe into the container, sharp end first. More than one needle and syringe can be placed in a container, but take care not to over fill the container.
- 5.5** Seal the container tightly.
- 5.6** Dispose of in the appropriate rubbish bin. The City of Albany medical waste containers are collected by Westshred for appropriate disposal.
- Dispose Safely! – DO NOT dispose of loose needles and syringes directly into green waste collection bins, recycling bins, drains or toilets, or post boxes.

## **6. Needle-stick Injury**

Should a person suffer a needle stick injury, the following procedure should be followed:

- Remove contaminated clothing;
- Wash the area gently with soap and running tap water as soon as possible;
- Apply an antiseptic and a clean dressing;
- The injured person shall be taken to his/her Doctor for assessment and treatment preferably within 24 hours and the needle should be placed in a rigid plastic container and taken too;
- Tests will be done to assess if protection from Hepatitis B can be offered, by giving a course of vaccinations;
- If the injured person is not fully immunised against Tetanus it may be advisable that this be done immediately;
- The offending needle or syringe shall be retrieved and disposed of in accordance with the accepted guidelines;
- An Accident / Incident Report Form shall be completed and given to the employee's manager / supervisor; and,
- Advice is available from The Needle-stick Hotline on 1800 804 823.

## **7. Reporting**

The location of any needles and syringes found should be reported to the Health Department through:-

- WACHS Great Southern – Population Health
- [nsp.wachsgs@health.wa.gov.au](mailto:nsp.wachsgs@health.wa.gov.au)

Any queries regarding immunisation are to be directed to the employee's manager / supervisor or the OSH Advisor.

## **7.1 Records**

The Human Resources department will maintain records of vaccinations and identified risk areas and the OSH Advisor will arrange renewals as appropriate / required.

Employees not wishing to be vaccinated are under no obligations to do so; however records would be maintained to reflect this.

## **8. Review Position and Date**

This procedure is to be reviewed annually by the document owner.

## **9. Associated Documents**

- Health Surveillance Procedure
- Accident, Incident and Hazard Reporting and Investigation Procedure
- Fitness for Work Procedure

## **10. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4360: 2004 – Risk Management
- Poisons Regulations 1965
- The Environmental Protection (Controlled Waste) Regulations 2004

## **Definitions**

OSH	Occupational Safety & Health
TB	Tuberculosis
HIV	Human Immunodeficiency Virus

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# Health Surveillance Policy & Procedure

## 1. Objective

This Policy and Procedure is designed to prevent or detect at an early stage, adverse health effects resulting from the use of hazardous substances, or from other exposures in the workplace, and to ensure compliance with the City of Albany duty to provide health monitoring defined by the Occupational Safety and Health Regulations 1996.

## 2. Policy Statement

The City is committed to;

- Providing pre-employment medical and health history checks to identify and evaluate underlying health risks;
- Protect the health of all City employees and volunteers by detecting as early as possible, diseases or adverse health effects which may be work-related;
- Obtaining, and retaining up to date data and information for determining and evaluating risks to health in line with reg.5.26;
- Encouraging active participation, consultation and cooperation of all employees, contractors and visitors in promoting and developing measures to improve health and safety at work; and,
- Implementing risk and hazard management systems which are relevant and suitable for the organisation's risk exposure and to identify, promote and continuously improve health and safety performance.

## 3. Scope

This document applies to all prospective and current City employees and volunteers.

## 4. Legislative and Strategic Context

- National Exposure Standards [NOHSC:1003 (1995)]
- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems

## 5. Review Position and Date

This policy and procedure was adopted on 29/11/2010 and is to be reviewed annually by the document owner.

## 6. Associated Documents

- Occupational Safety and Health Manual
- Pre-Placement Medical Report
- Release of Medical Information Form
- Return to Work Program
- Fitness for Work Procedure
- Injury Management and Rehabilitation Procedure
- Communicable Diseases & Clinical Waste Procedure

## 7. Definitions

CoA	City of Albany
OSH	Occupational Safety and Health

## 8. Procedure

### 8.1 Pre-Employment

- a. All employees and those included under the OSH Act of those who work at the workplace to which the provision applies shall complete a Pre-Placement Medical Report to identify pre-existing medical risks, acute and chronic conditions.

### 8.2 During Employment

#### 8.2.1 Identify High-Risk Jobs

- 8.2.1.1 Identify hazardous materials in the workplace which could result in an identifiable disease occurring in a person exposed to the material.
- 8.2.1.2 Tasks that are identified as having high risk task or are inherently high risk shall have a risk assessment conducted on the relevant activities.
- 8.2.1.3 Staff in areas or conducting tasks identified as high risk shall attend periodic health surveillance examinations when advised.

#### 8.2.2 Worksite Assessment

- 8.2.2.1 A risk assessment is to be completed when an exposure to harmful material or significant risk of exposure has been identified through arranging workplace monitoring by an Occupational Hygienist. Who will determine the actual level of material risk in the work area e.g. fumes, dust, vibration, radiation, noise or chemicals. The OSH Advisor can provide advice on workplace exposures and arrange for monitoring when required.
- 8.2.2.2 Risk assessments are to be completed every five years after the last assessment, when work practices change, new information about the health risks or substances become available, monitoring shows control measures need to be reviewed or altered and improved control measures are implemented.

#### 8.2.3 Job Analysis

- 8.2.3.1 Human Factors: Behaviours observed including each individuals history of safe operation and sign off on procedures.
- 8.2.3.2 Technique of Operation: The way in which an operation is conducted and procedures reviewed.

#### 8.2.4 Interventions

- 8.2.4.1 Ensure participation in employee training programs on health hazards, chemical safety, and the use of personal protective equipment.

**8.2.4.2 Health Surveillance Assessment:** May involve a physical examination, measurement of biological functions or the administration of a medical test such as lung function or hearing tests, depending on the potential or actual workplace exposures involved.

**8.2.4.3 Results:** All personal results from health surveillance are to be treated with strict confidentiality and ensuring that an explanation of results are provided to each employee.

### 8.3 On Departure

**8.3.1** Final evaluation of any personnel under health surveillance shall be conducted following the Human Resources Department being advised of impending departure.

### 8.4 Record Keeping and Confidentiality

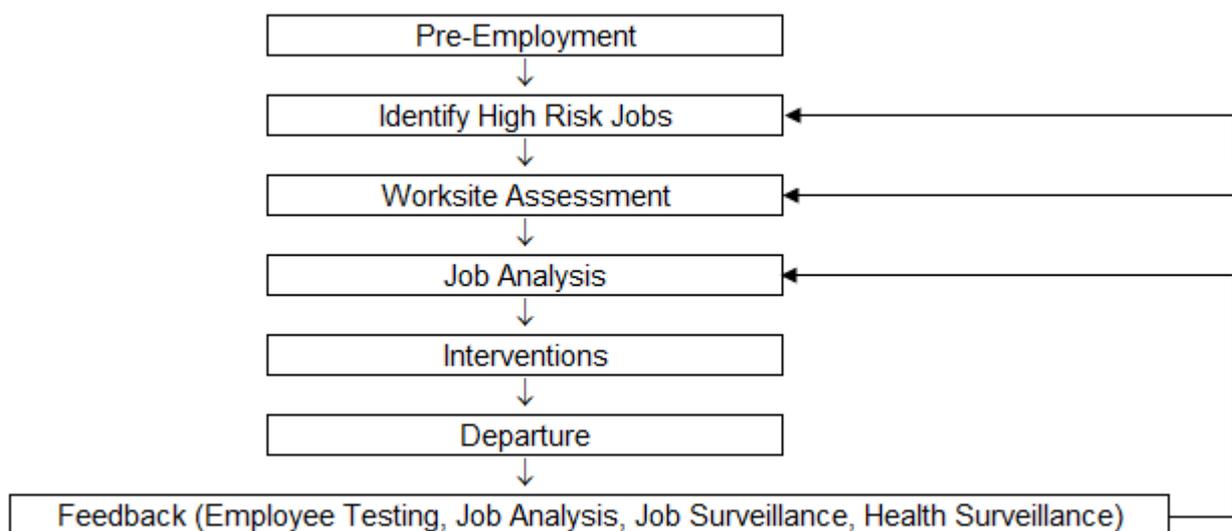
**8.4.1** Documents obtained relevant to personnel's health history, will be attached to a personnel file and obtained for at least 30 years from the completion, or last entry of relevant health surveillance records, results or assessment reports subject to Regulation 5.26.

**8.4.2** Release of information will be at the written request of the individual in question.

### 8.5 Refusal of Health Monitoring

**8.5.1** Refusal to follow any reasonable instruction to comply with health monitoring duties shall be deemed as contravention of Section 20 of the Occupational Safety and Health Act 1984. Which the City shall deem as a reportable offence and deal with accordingly.

## 9. Flowchart



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# Fitness for Work Policy & Procedure

## 1. Intent

The City of Albany is committed to the health and safety of all people at the workplace. The purpose of this procedure is to provide a systematic process for the management of health, wellbeing and fitness for work.

Under the Occupational Safety and Health Act 1984 the City of Albany (the City) has an obligation, so far as is practicable, to provide and maintain a safe and healthy working environment and to ensure that all workers are fit for work and not exposed to hazards.

The City aims to develop and maintain a culture amongst all stakeholders that it is not acceptable for employees, contractors or visitors to come to work in a condition that will prevent the performance of duties in a safe manner.

## 2. Objective

To provide and promote a safe working environment by:

- Ensuring employees are fit for work by increasing awareness of employee responsibilities;
- Improving and maintaining the City's ability to meet duty of care obligations;
- Providing assistance to employees to overcome issues that could impair fitness for work;
- Monitoring compliance and enforcement of this policy and related procedures, this shall include random testing for alcohol and drug misuse;
- Promoting physical, mental and emotional health so that people can safely undertake and sustain work;
- Encouraging behaviour and attitudes that is conducive to a healthy and safe workplace; and,
- Taking action and providing support when health, safety or work performance of individuals in the workplace is impacted by fitness for work issues.

## 3. Scope

This policy applies to all employees, contractors, labour hire employees, temporary employees, volunteers and work experience personnel.

## 4. Definitions

For the purpose of this policy and procedure, the abuse of alcohol and / or other drugs includes:

- **Fatigue** – The inability to perform work effectively or safely due to lack of sleep. Or the adverse effects of medication, alcohol, drugs and / or other substances (including, “hangovers” and/or “come downs”).
- **Fit for Work** – Being of a ready state (physically, mentally, and emotionally) and able to safely perform specific jobs or tasks. Including not being fatigued or under the influence of or affected by the adverse effects of drugs, alcohol or any other substance.
- **Impaired Work Performance** - Sudden or gradual deterioration in a person's ability to function appropriately at work or perform their designated functions.
- **Unfit for Work** – Being impaired for work and therefore unable to perform the inherent duties, jobs or tasks in a safe manner. Including and not limited to being fatigued, injured, ill, stressed, under the influence of or affected by the adverse effects of drugs, alcohol or any other substance.

## 5. Responsibilities

All matters pertaining to fitness for work will be treated with the utmost confidentiality and any individual who is interested in receiving counselling services should seek approval from their line supervisor/manager or the Human Resources Team.

### Management

- Seek advice from the Human Resources Department if they are concerned that a worker may not be fit for work.
- Promote and support health, wellbeing and fitness for work initiatives.

### Human Resources

- Promote and support health, wellbeing and fitness for work initiatives.
- Coordination of pre-employment medical assessments, ensuring they are conducted for candidates if required prior to confirmation of employment.
- Maintain the confidentiality of all documents obtained through a health, wellbeing and fitness for work program, ensuring appropriate security is placed on the files to limit access.

### Workers

- Ensure they are fit for work with no impairment or other factors that compromise their own safety, or the safety of others.
- Notify their manager / supervisor or a member of Human Resources if they are concerned that they may not be fit for work.
- Participate in health, wellbeing and fit for work activities where required or agreed.
- Comply with health monitoring and fit for work requirements.

## 6. Procedure

A key aspect of the work, health and safety of workers is ensuring that they are fit for work. This means they are in a state (physical, mental and emotional) enabling them to perform assigned tasks safely, competently and in a manner that does not threaten or compromise the safety or health of themselves or others. As part of its duty of care, the City will, prior to and during employment/engagement, assess the fitness for work of individuals on its work sites.

All persons have a responsibility for their own health, safety and well-being and must ensure that they are able to perform the inherent duties for which they have been employed and/or engaged.

All persons are required to pro-actively address non-work related issues, if these issues have the potential to impact on their ability to safely perform the inherent duties of their position.

Should a person's ability to perform their duties come into question, the City reserves the right to review their fitness for work through one or a combination of the following means:

- Sourcing additional information from employees nominated treating doctor;
- Arranging an independent medical examination funded by the City; or
- Arranging a workplace functionality assessment funded by the City.

The primary method for assessing an individual's fitness for work is through a pre-employment/engagement medical from an independent provider, prior to an offer of an individual's appointment.

Additionally agreement between Managers/Supervisors with the Human Resources Advisor/Manager on observations during the work period may result in a fitness for work review, and where appropriate, other assessment methods may be utilised to confirm an individual's fitness for work.

These include but not limited to:

- Alcohol and drug testing;
- Medical assessment;
- Functionality assessment or other recognised assessments as appropriate, and
- Self-testing for blood alcohol levels.

Depending on the circumstances, and the perceived risk of injury to the individual or others, the City reserves the right to stand the person down on sick leave until satisfactory evidence of fitness is supplied.

The reasons for an individual's fitness for work may come into question are many and varied, not limited to:

- Inability to perform inherent duties of position (self or Supervisor identified);
- Non-work related injury / disease;
- Poor injury/safety history;
- Recurring/excessive sick leave absences, or
- Supervisors/Managers concerns regarding fitness for work.

Where fitness for work issues emerge in relation to an injury sustained in the workplace they will be dealt with in accordance with Workers Compensation legislation and the City's Injury Management and Rehabilitation Policy & Procedure, Managing and Improving Unsatisfactory Performance and Workplace Behaviour Procedure, and Workers Compensation & Claims Management Procedure.

## **6.1 Fitness for Work Assessments**

Workplace Fitness for Work Assessments are conducted by an independent trained Occupational Therapists, Exercise Physiologist, or Physiotherapist in accordance with the following guidelines:

### **6.1.1 Referral for a vocational rehabilitation assessment and early intervention to identify workers return to work capacity.**

- In the case of a referral being made for an assessment, the referral requires consultation between all key parties, that is, the treating medical practitioner, employer and injured worker.
- Consultation refers to verbal or written communication between those key parties obtaining support for the referral.
- If a referral is required for an assessment it may or may not proceed to a full rehabilitation programme.

### **6.1.2 Detailed functional capacity evaluation outlining functional tolerances to be matched to job analysis, including relevant work tasks and actual duties relative to position description resulting in a full rehabilitation programme which may include a worksite assessment.**

- **Worksite assessment:**

- An assessment is undertaken of the workplace to identify possible suitable duties or make recommendations for workplace modifications and/or job redesign to accommodate an injured worker's return to work or promote a safe work environment.
- This assessment can be of benefit when an employer is unsure if they have any duties that would be suitable for the injured worker in their workplace or the treating Medical Practitioner requires advice if the employer has any duties that would be suitable for the injured worker. It is also of assistance if job redesign or additional equipment would assist the injured worker to return to work.

- **Job analysis:**

- Identifies the full range of demands of a specific job. For example: physical, cognitive, sensory and psychological demands. This can assist a medical practitioner in understand the full range of requirements of particular jobs.

These assessments are designed to provide true and objective information, to assist in determining whether an individual can safely perform the full range of duties, associated with the position for which they are employed.

The level of assessment undertaken will depend on the perceived level of risks relating to workplace safety, and the extent of the positional duties unable to be undertaken by the employee.

The assessment methodology has been designed to enable progression from one level to the other where necessary.

Where the assessment results confirm that the employee is unable to safely perform the full range of their duties the range of options to be considered includes but is not limited to:

- Temporary suitable duties;
- Job aids;
- Modified task completion guidelines;
- Retraining;
- Redeployment (temporary or permanent);
- Phased retirement
- Leave of absence;
- Disciplinary action, or
- Termination of employment.

The solution implemented will be largely dependent on factors relating to operational feasibility and safety.

## **6.2 Alcohol / Drugs and Prescription Medication**

For specific rules and obligations refer to the City's Drug and Alcohol Policy position.

### 6.3 Fatigue

Fatigue is a mental or physical exhaustion that stops a person from being able to function normally. It can be the result of many different situations; however, not limiting, resulting from the improper management of prescribed mediation, voluntary or secondary work. It is an employee's responsibility to report to their supervisors any other work commitments or voluntary commitments outside of their employment with the City.

The safety consequences of fatigue include:

- Decreased alertness
- Slowed reaction time
- Poor hand-eye coordination
- Poor communication
- Higher error rates
- Reduced decision-making ability
- Poor judgement of performance, especially when assessing risks
- Being easily distracted during complex tasks
- Difficulty responding to emergencies
- Loss of awareness of critical situations
- Inability to remember the sequence of events

Some of the signs and symptoms of fatigue include:

- Blurred vision
- Difficulty keeping eyes open
- Head nodding
- Drowsy relaxed feeling
- Irritability
- Not feeling refreshed after sleep (waking tired)

Fatigue management is a shared responsibility between management and workers as it involves factors both inside and outside of work. Outside of work causes of fatigue need to be addressed by individuals whereas work related causes should be addressed in consultation with the relevant supervisor or manager.

Sleep is the only effective long-term counter-measure to fatigue. Maintaining sufficient levels of sleep will prevent fatigue. For example, if a person who requires eight hours of sleep only has six hours of sleep, then this person is deprived of two hours of sleep. If this occurs over four consecutive nights, the person will have accumulated an eight hour sleep debt. Sleep debt leads to increased levels of fatigue.

The amount of sleep required by a person varies, with seven to eight hours of daily sleep considered the average for an adult. People who continually get less sleep than is necessary for them will accumulate a sleep debt.

In circumstances where an individual has been determined to be unfit to remain at work/or fulfil their assigned duties it is the responsibility of the direct line Supervisor and/or Manager to arrange for the person to be safely returned to their place of residence (home).

## **6.4 Employee Assistance Program (EAP)**

The City understands individuals may be experiencing difficulties external to work that may influence their behaviour and health in the workplace. To assist, the City has in place a confidential employee assistance program.

The City offers 3 - 4 free counselling sessions, if further sessions are required, approval is required by the Human Resources Team.

## **7. Disciplinary Action**

A breach of this procedure may have disciplinary consequences up to and including termination.

## **8. Health and Wellbeing Awareness Sessions**

In addition to formal education and training sessions, additional health and wellbeing awareness sessions and “health weeks” will be conducted to provide employees with information on fitness for work. Information can be found in the staff newsletter Health & Wellbeing Section.

## **9. Associated Documents**

In addition to the City policy positions, standards and legislation listed:

- City of Albany Collective Enterprise Agreement
- Managing and Improving Unsatisfactory Performance and Workplace Behaviour Procedure

## **10. Legislative and Strategic Context**

This policy is complimented by and supported the following City policy positions, standards and legislation:

- City Policy:
  - Occupational Safety & Health Policy
  - Workers Compensation & Claims Management Procedure
  - Drug and Alcohol Policy
  - Injury Management and Rehabilitation Policy & Procedure
- Legislation:
  - Occupational Safety and Health Act 1984
  - Occupational Safety and Health Regulations 1996
  - Workers' Compensation and Assistance Act 1981
- Standards:
  - AS/NZS 4360:2004 – Risk Management
  - AS/NZS 4801:2001 – Occupational Health and Safety Management System

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.7 – Policy CM.STD.8 – Procedure		
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0.1	Occupational Health and Safety Committee	Draft – Version 1. Distributed for comment	15/06/2010
0.2	Human Resources Team	Draft – Version 2. Revised and distributed for comment.	29/11/2010
0.3	Manager Governance & Risk	Final Draft – Version 3. Reformatted, appended version control for review.	28/02/2014
1.0	Manager Governance & Risk	Revised and Approved by EMT	18/05/2016
1.1	OSH Advisor	Amended: <ul style="list-style-type: none"> <li>• Inclusion of Fit for Work, Fitness for Work Assessments and other minor administrative amendments.</li> <li>• Objective reviewed and updated (Manager Governance &amp; Risk).</li> <li>• Content referenced to drug and alcohol policy and duplication removed. (Manager Governance &amp; Risk).</li> <li>• Further content referenced to drug and alcohol policy removed. (Human Resources Manager)</li> </ul> Synergy Ref: NPD1762732.	19/04/2017
1.2	OSH Advisor	Revised and updated with formatting amendments. Synergy Ref: NPD1762732_1	02/11/2017

# Dealing with Hazardous Substances Procedure

## 1. Objective

Many dangerous goods are classed as hazardous substances. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances. This procedure provides guidelines on the storage and handling of dangerous goods including the requirement for notification to authorities when exceeding thresholds.

The objectives of this procedure are:

- To reduce the risk of injury or illness resulting from exposure to hazardous substances;
- To ensure that hazardous substances are handled, used, stored and disposed of in a safe manner; and
- To control the use and type of chemicals and hazardous substances.

## 2. Scope

This procedure applies to all employees, contractors and volunteers.

## 3. Responsibility

### 3.1 Executive and Management

To comply with this procedure, ensure its implemented and that:

- Employees who handle hazardous substances are provided with instructions, training, information and supervision relating to their use, including the health risks associated to the use of that hazardous substance;
- Ensuring that all hazardous substances are disposed of in an approved manner as specified on the corresponding Safety Data Sheet (SDS); and
- Persons using hazardous substances are provided with Personal Protective Equipment (PPE) as per the requirements of the hazardous substance SDS.
- Ensure SDS Registers and Pre-Purchase Risk Assessments are implemented and maintained in date.

### 3.2 Employees

All employees using hazardous substances shall comply with all sections outlined in this document.

### 3.3 OSH Representatives

May be asked to assist with completing risk assessments of hazardous substances with managers / supervisors and circulate any relevant information they receive at training sessions.

### 3.4 OSH Committee

Review this procedure on a bi-annual basis.

### 3.5 Contractors

Seek approval from the Responsible Officer before bringing any hazardous substances on-site.

## 4. Procedure

### 4.1 Register

A Hazardous Substances Register (as per Regulation 5.13) will be established for each work area, and only substances approved by the manager / supervisor of that area, will be used. All chemicals shall be assessed for risk prior to being purchased. Non-approved substances, or substances not contained within the Register will not be purchased.

The Hazardous Substances Register will contain the following information:

Name of Substance	Hazardous according to Worksafe Criteria	SDS	Date of SDS	Risk Assessment Done	Comment (Include dangerous good identification)

### 4.2 Classes

There are nine classes of dangerous goods and it is possible for substances to display more than one characteristic so these substances will display more than one class label as follows:

- Class 1 Explosives
- Class 2 Gases (Flammable, Compressed / Non-Toxic, Poisonous)
- Class 3 Flammable Liquids
- Class 4 Flammable Solids
- Class 5 Oxidisers and Organic Peroxides
- Class 6 Toxic Substances
- Class 7 Radioactive Substances
- Class 8 Corrosive Substances
- Class 9 Miscellaneous Dangerous Goods

Class 3, 4, 5, 6 and 8 are also assigned to "packing group" which represents the "level of danger" to persons exposed. The packing groups are:

- I = Great danger
- II = Medium danger
- III = Minor danger

### 4.3 Safety Data Sheets

Safety Data Sheets, (SDS's), will be made available for all hazardous substances. A SDS less than 5 years old must be obtained for all hazardous substances, and suppliers are legally obliged to provide these data sheets under OSH Regulation 5.5. Copies of the SDS will be held in each work area, with a master copy held by the OSH Advisor.

### 4.4 Risk Assessments

Risk assessments must be completed on all hazardous substances and a report completed at least once every 5 years by the Manager / Supervisor of the work area, in consultation with the OSH Rep.

The risk assessment involves reviewing the material safety data sheet and considering use of the substance in the workplace. Risk assessments will be kept in a file with the Safety Data Sheet and Hazardous Substances Register.

Factors to consider are:

- How toxic is the chemical? / Can a less toxic chemical be used?
- If this particular chemical needs to be used, are the specific handling, storage, and first aid requirements set out in the SDS?
- If so, does the City of Albany have the particular personal protective equipment?
- Is there sufficient ventilation when using the substance?

If, following an assessment, further monitoring of the work environment is required to assess the degree of risk employees are exposed to, managers and supervisors should contact the OSH Advisor for advice and assistance.

#### **4.5 Labels**

The label of the container in which the chemical is supplied must remain legible and not be removed, defaced or altered as per Occupational Safety and Health Regulation 5.12. It is an offence to permanently store registered pesticides in anything other than their original containers with their original labels (Regulation 15(2) of the Health (Pesticide) Regulations 1956).

### **5. Risk Control**

The City of Albany will, as far as practicable, reduce the exposure of employees to hazardous substances as per Occupational Safety and Health Regulation 5.20.

The Risk & Opportunity Management Framework will be used to determine appropriate risk controls, such as:

- Elimination of the hazardous substance;
- Substitution with a less hazardous one;
- Engineering controls, where possible;
- Administrative controls, such as work instructions;
- PPE as a last resort to limit contact and exposure.

### **6. Health Surveillance**

Health surveillance may be necessary for hazardous substances where exposure causes a risk to health. These substances may include:

- Organophosphates (i.e. Insecticides and Herbicides)
- Arsenic (i.e. Weed Killers and Pesticides)
- Isocyanates (i.e. Weather-resistant products and Adhesives)

For further information refer to the City of Albany Health Surveillance Procedure (6.4).

### **7. Operations of Storage and Handling in Small Quantities**

#### **7.1 Packages**

Dangerous goods stored in packages must be:

- Closed when not in use;
- Stored on surfaces which won't deteriorate if the package is damaged or spills;
- Stored in such a way to minimise the risk of falling; and
- Positioned in such a way so that leakage will not affect other dangerous goods.

## 7.2 Transfer

When transferring dangerous goods:

- An appropriate area should be set aside for the purposes of transfer or decanting of dangerous goods products;
- Spill containment should be provided to hold the spill of the largest package;
- Vapour or dust generation during transfer should be minimised;
- Where static electricity is generated, appropriate controls measures should be adopted to minimise the charge build up; and
- Consideration should be given to minimising the generation of static electricity and for sources of heat or ignition.

## 8. Training

Employees are to be provided with the skills and knowledge they need to perform their work in a manner that is safe and without risk to health. Persons who need information, instruction or training in relations to chemical usage include ongoing and contract employees, casual staff and contractors.

Managers / supervisors shall ensure as part of the local induction in areas where chemicals are used all new employees undertake appropriate training.

Information and training will be provided on:

- Potential health risks and toxic effects
- Control measures and correct use of control methods
- Correct care and use of personal protective equipment and clothing
- Need for and details of health surveillance
- SDSs and Chemwatch

Employees are required to review the SDS as required and follow any instructions on the handling, use, first aid and personal protective equipment that may be required.

## 9. Review Position and Date

This document was adopted on the 29/11/2010 and is to be reviewed annually by the document owner.

## 10. Associated Documents

- Health Surveillance Procedure
- Hazardous Substances Assessment Form
- Hazardous Substances Register
- Updating Safety Data Sheets Procedure

## 11. Enabling Legislation, Policy or Guideline

- Occupational Safety & Health Policy
- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Storage and Handling of Dangerous Goods, Code of Practice;
- Australian Code for the Transport of Dangerous Goods by Road and Rail (7th Edition).
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System

## 9. Definitions

OSH	Occupational Safety & Health
CEO	Chief Executive Officer
Reps	OSH Representatives
SDS	Safety Data Sheet
PPE	Personal Protective Equipment

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.8 – Procedure		
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1.0	OSH Officer	Endorsed and adopted by the CEO, EMT and OSH Committee. Synergy Ref: NP1015791	29/11/2010
1.2	OSH Coordinator	Revised and updated. Synergy Ref: NPD1547643	21/05/2015
1.3	OSH Advisor	Revised and updated. Synergy Ref: NPD1547643_1	30/09/2016
1.4	OSH Advisor	Revised and updated with formatting amendments. Synergy Ref: NPD1547643_2	13/10/2017

## Updating Safety Data Sheets Procedure

### 1. Objective

This procedure is for HR / OSH Representatives and assigned Depot staff for updating SDS folders, for chemicals which are stored/used at the CoA. SDS's must be updated every 5 years from their date of issue and be available to anyone handling chemicals.

### 2. Scope

This procedure pertains to all SDS's and related spreadsheets, to be updated across the CoA where chemicals are stored/used. The use of the Chemwatch system to print off updated SDS's and replace them in storage locations.

### 3. Responsibility

All employees have a "general duty of care" to ensure their own safety at work and that of others in the workplace. Specific responsibilities include:

#### 3.1 Staff

All staff are responsible for advising line management when chemicals are no longer being stored/used or when purchasing of a new chemical.

#### 3.2 OSH Representatives

All OSH Reps in their specific worksites are required to ensure SDS's remain up to date as part of workplace inspections, which occur ideally monthly, but at a minimum 4 times a year.

#### 3.3 Managers

All managers are responsible for ensuring relevant SDS's within their work area remain up to date. When notified of changes to the status of SDS's, managers are to allocate resources to adequately amend the information available.

#### 3.4 Depot

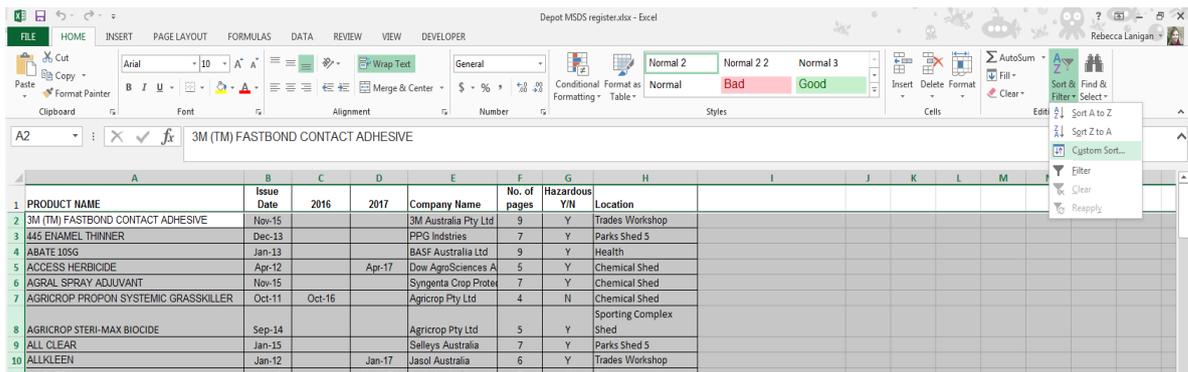
Depot administration officers are responsible for updating the Depot SDS spreadsheets and SDS folders.

## 4. PROCEDURE

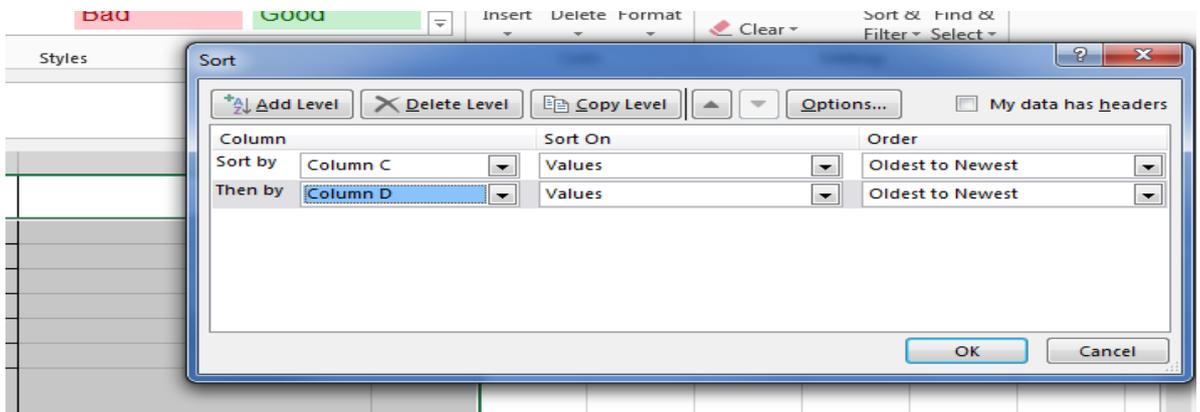
### 4.1 To update SDS spreadsheets and Chemwatch manifests

- 4.1.1 Open the SDS spreadsheet located in N drive;
- 4.1.2 N:\CorporateServices\HumanResources\COA Shared\OHS\SDS Register
- 4.1.3 Open up the folder and register relevant to your site;
- 4.1.4 Check the 'Issue Date' column and the 'Review Date' column which will show which SDS's are expiring (The spreadsheet will need updating each year to show which SDS will need to be updated);

4.1.5 To easily put together a list to work off, highlight all columns, press the 'sort and filter' button and select the option to 'custom sort';



4.1.6 Change the 'sort by' drop boxes to be sorted by the expiry dates and press 'OK';



4.1.7 This will sort the spreadsheet by order of the expiring SDS at the top, use this to copy and paste or print off a list to work with. (SDS's must be updated every 5 years at a minimum);

	A	B	C	D	E	F	G	H
1	PRODUCT NAME	Issue Date	2016	2017	Company Name	No. of pages	Hazardous Y/N	Location
2	COMMERCIAL BLEACH	Apr-11	Apr-16		Jasol Australia	7	Y	Parks Shed 5
3	PROLINK XR BRIQUETS	Apr-11	Apr-16		Pacific Biologics	5	N	Health
4	RICHGRO ROOT STRIKE	Apr-11	Apr-16		Richgro Garden Prod	4	N	Chemical Shed
5	SAFETY BLEACH	Apr-11	Apr-16		Tasman Chemicals P	4	Y	Parks Shed 5
6	ENAMEL THINNER	May-11	May-16		Diggers Australia Pty	4	Y	Trades Workshop
7	EVERDURE ACTIVATOR	May-11	May-16		Akzo Nobel Pty Ltd	9	y	
8	GOSS DRI-LUBE	May-11	May-16		GUD Automotive Pty Ltd	5	N	Workshop
9	GRAZON EXTRA	May-11	May-16		Dow AgroSciences A	7	Y	Chemical Shed
10	HYDROCHLORIC ACID	May-11	May-16		Diggers Australia Pty	3	Y	Trades Workshop

4.1.8 You will now use your list to search Chemwatch for the updated SDS or for a new SDS;

4.1.9 Login to Chemwatch by following the steps below:

- <https://jr.chemwatch.net/chemwatch.web/account/login>
- Account: cityofalbany
- User ID: administrator
- Password: albanyosh

4.1.10 Once logged in you will be taken to the home screen;

4.1.11 Select 'Full', enter the name of the product in the 'Name / CAS' and search;

TRACK	PART NO.	MATERIAL NAME	CAS NUMBER	VENDOR	SYNONYM	PREFERRED NAME S	RELEVANC
<input type="checkbox"/>	123	Dishwashing Liquid		Coles Group			100
<input type="checkbox"/>	123	Dishwashing Liquid		Multiple			100
<input type="checkbox"/>	123	Dishwashing Liquid		Pasco's			100
<input type="checkbox"/>	123	Cussons Morning Fresh Dishwashing Aromatics - Orange and Pomegranate		PZ Cussons	dishwashing liquid		100
<input type="checkbox"/>	123	Auto Klene Multi Mix 6		Auto Klene Solutions	dishwashing liquid		100
<input type="checkbox"/>	123	Colgate-Palmolive Ultra Antibacterial Dishwashing Liquid		Colgate-Palmolive	PALMOLIVE ULTRA LEMON ANTIBACTERIAL DISHWASHING LIQUID.		100
<input type="checkbox"/>	123	Compliant Cleaning Sink Detergent Premium		Compliant Cleaning Supplies and Systems	Dishwashing Liquid		100
<input type="checkbox"/>	123	Colgate-Palmolive Dishwashing Liquid (Antibacterial)Lemon		Colgate-Palmolive	Dishwashing Liquid (Antibacterial)Lemor		100
<input type="checkbox"/>	123	Foodmont Dishwashing Liquid		Redox	Dishwashing Liquid		100
<input type="checkbox"/>	123	Amber Dishwashing Liquid		Multiple	Dishwashing Liquid		100
<input type="checkbox"/>	123	Advantage Dishwashing Detergent -		Advantage	dishwashing liquid		100

4.1.12 Tip: If the search shows a large amount of items, include the company/vendor name in your search, and this may shorten the list;

4.1.13 When you have found the right one, and most recent, click on the product name to open;

Track	Part No.	Name	Vendor	Type	Language	Country	Source	Issue Date
<input type="checkbox"/>	123	COMMERCIAL BLEACH	George Weston Foods (Jasol)	MSDS	English	Australia	Primary	29/05/2014
<input type="checkbox"/>	123	COMMERCIAL BLEACH	George Weston Foods (Jasol)	MSDS	English	Australia	Primary	29/05/2014
<input type="checkbox"/>	123	Jasol Commercial Bleach	George Weston Foods (Jasol Australia)	MSDS	English	Australia	Primary	29/05/2014
<input type="checkbox"/>	123	Jasol Commercial Bleach	ChemWatch	MSDS	ANY	ANY	Primary	01/01/2013

4.1.14 The SDS will open in the viewing screen;

**SAFETY DATA SHEET**

**COMMERCIAL BLEACH**

InfoSafe No.: 11A3K  
Version No.: 1.0  
Issue Date: 29/05/2014  
ISSUED BY: JASOL AUSTRALIA

**1. IDENTIFICATION OF THE MATERIAL AND SUPPLIER**

Product Name  
COMMERCIAL BLEACH

Product Code  
124

Company Name  
JASOL AUSTRALIA (ABN )

Address  
41-45 TARNARD DRIVE BRAESIDE  
VIC 3195

Emergency Tel.  
1800 629953

Telephone/Fax Number  
Tel: 03 95805722  
Fax: 03 95809902

Recommended Use  
As a bleaching agent and source of active chlorine.

Other Information  
N.Z.: 81 Leonard Road, Mt Wellington, Auckland 1060 , Ph (09) 571 4385, Fx (09) 571 4388

- 4.1.15 Double check the issue date to ensure it is less than 5 years old;
- 4.1.16 Select print icon and print off a copy for each hardcopy file;
- 4.1.17 If it is a new/less hazardous replacement product, open up the manifest to the correct area and drag the product name into the applicable folder;
- 4.1.18 When an SDS cannot be found on Chemwatch, you may need to search for the company or the product on Google, and request the updated SDS;
- 4.1.19 Update the relevant SDS spreadsheet by entering new or changed details, including 'issued date'; and,
- 4.1.20 Ensure that the updated spreadsheet is printed off and replaces the old hardcopy coversheet, along with replacing the outdated SDS's with the newly printed copies.
- 4.1.21 Tip: Reset the spreadsheet to alphabetical order by product name by following steps 4.1.6 & 4.1.7.

## 5. Review Position and Date

This procedure was approved on 19/05/2016 and is to be reviewed by the Document Owner every 365 days.

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- AS/NZS 4801:2001 Occupational Health and Safety Management System
- Code of Practice. Managing Risks of Hazardous Chemicals in the Workplace; Safe Work Australia 2012
- National Code of Practice for Chemicals of Security Concern; Commonwealth of Australia 2016
- Pre-Purchase Risk Assessment Form

## 7. Definitions

SDS	Safety Data Sheet
OSH	Occupational Safety & Health
CoA	City of Albany
HR	Human Resources

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
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# Job Safety Analysis & Safe Work Method Statement Procedure

## 1. Objective

A Job Safety Analysis (JSA) & Safe Work Method Statement (SWMS) is a process of planning for work with safety, an important factor of the way the job is done. It is a method of ensuring that sufficiently skilled manpower, plant/equipment and materials/resources are allocated for a task and all persons ultimately involved are aware of and follow a safe system of work.

## 2. Scope

This procedure applies to all employees, volunteers and contractors who perform tasks associated with the City of Albany.

## 3. Responsibility

It is essential that staff at any level, volunteers, visitors or contractors report to their immediate supervisor / manager or OSH Rep if they do not feel safe performing allocated work or tasks to resolve safety issues and maintain a healthy and safe workplace.

### 3.1 Managers / supervisors

- Promote and implement this policy at all workplaces;
- Complete new JSA's for new tasks;
- Review JSA's / SWMS's with direct staff and anyone directly impacted by subsequent work annually; and,
- Ensure employee sign-off, understanding and compliance to JSA's / SWMS's

### 3.2 Employees, visitors, contractors

- Adhere to and ensure workgroup compliance to JSA's / SWMS's;
- Complete Task Assessment Sheets / Take 5's to ensure hazards are identified, risks assessed and controlled in line with the Hierarchy of Controls;
- Review and provide feedback on JSA's / SWMS's; and,
- Ensure new tasks not covered by existing JSA's /SWMS's are reported to direct managers / supervisors and OSH Reps for assessment before commencing work.

### 3.3 OSH Representatives

- Promote and implement this policy at all workplaces;
- Assist in completing new JSA's / SWMS's for new tasks;
- Review JSA's / SWMS's with direct staff and anyone directly impacted by subsequent work annually; and,
- Adhere to and ensure employee understanding and compliance to JSA's / SWMS's.

## 4. Procedure

### 4.1 Job Safety Analysis (JSA)

The JSA is an evaluation of work steps performed during a job task. The JSA is an important accident prevention tool for finding hazards and eliminating or minimizing them before the job is performed, and before they have an opportunity to cause accidents.

**4.1.1** Steps for a supervisor / manager to follow when completing a JSA are:

- Select the job to be analysed. Include jobs with high frequency of injury, an obvious high risk, any new job or piece of equipment/machinery, new site location, or area with new employees etc.;
- List the steps or stages involved in doing the job;
- Identify and review the procedures involved in each task to be completed in logical steps;
- Identify all the hazards in each step and write them down (do not overlook the less obvious hazards such as manual handling, including awkward and/or repetitive movements, which can lead to musculoskeletal injuries);
- Provide a risk rating to the hazards in each step using the highest relevant rating for that step by utilising the Risk and Opportunity Management Framework;
- Find solutions to mitigate or eliminate the hazards using the hierarchy of controls;
- List who is responsible to implement the controls; and,
- Provide a copy (carbon copy or original) to the OSH Advisor for review and synergising (additional JSA books are available from HR).

#### **4.1.2 Steps for the OSH Advisor to follow:**

- Review the content and requirement for JSA or progression to SWMS;
- Reassess the content, steps, hazards, and responsibility;
- Reassess controls to ensure as low as practicable;
- Ensure content is in line with Australian Standards, codes of practice and existing policies and procedures; and,
- Provide approved hardcopy JSA's to supervisors and managers to update registers.

#### **4.1.3 Steps supervisor / manager to follow for approved JSA's:**

- Ensure workers sign-off on the JSA before starting work on that task;
- Annually review JSA's with staff, the initial risk rating adequacy of controls;
- Forward completed sign-off sheets to OSH Advisor to synergise; and,
- Maintain an easily accessible up to date register of JSA's and SWMS's.

## **4.2 Safe Work Method Statement (SWMS)**

Any JSA that has an initial risk rating above LOW, contains high risk work or contains construction work will be reformatted into a SWMS.

#### **4.2.1 Steps for completing a SWMS's:**

- Supervisor / manager completes a JSA and provides a copy (carbon copy or original) to the OSH Advisor to review;

#### **4.2.2 Steps for the OSH Advisor to follow:**

- Review the content and requirement for JSA or progression to SWMS;
- Update the JSA into the SWMS template;
- Reassess the content, steps, hazards, and responsibility;
- Reassess the controls to ensure a secondary risk rating of LOW;
- Ensure content is in line with Australian Standards, codes of practice and existing policies and procedures; and,
- Provide approved hardcopy SWMS's to supervisors and managers to update registers.

#### 4.2.3 Steps supervisor / manager to follow for approved SWMS's:

- Ensure workers sign-off on the SWMS before starting work on that task;
- Annually review SWMS's with staff, risk ratings and adequacy of controls;
- Forward completed sign-off sheets to OSH Advisor to synergise; and,
- Maintain an easily accessible up to date register of JSA's and SWMS's.

#### 4.3 Consultation and sign-off

All employees are to be consulted on JSA's and SWMS where they are involved in the job for which the JSA/SWMS has been written, or who are in the area and may be affected by the work involved. These employees must be trained in the steps of the JSA/SWMS and the control measures required. Supervisors / managers are to ensure any new employees to the job are trained in the JSA/SWMS in line with induction procedures.

#### 5. Record Keeping

A copy of all JSA's and SWMS's will be maintained electronically, and a hard copy kept in each applicable work area for easy access. Completed sign-off sheets will be synergised to employee personnel files following annual JSA and SWMS reviews.

All completed JSA's and SWMS will be documented on the attached templates (appendices 1 & 2).

#### 6. Review Position and Date

This procedure was adopted on the 29/11/2010 and is to be reviewed annually by the document owner.

#### 7. Associated Documents

- Occupational Safety and Health Policy
- Risk & Opportunity Management Framework
- Job Safety Analysis (JSA) Form Appendix – 1
- Safe Work Method Statement (SWMS) Form Appendix – 2
- Employee Job Safety Analysis / Safe Work Method Statement / Procedure Sign-Off Sheet – Appendix 3

#### 8. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4801: 2001 Occupational Health and Safety Management Systems
- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines

#### 9. Definitions

OSH	Occupational Safety & Health
HR	Human Resources
JSA	Job Safety Analysis
SWMS	Safe Work Method Statement
Rep	Representative



Appendix 1 – Job Safety Analysis (JSA) Form



Document Ref: NF1761641\_2  
Version: 16/10/2017

**JOB SAFETY ANALYSIS (JSA) FORM**

<b>JSA Job/Task Title:</b>			JSA Creation Date:		JSA Number:		
Analysis By:			New Task: <input type="checkbox"/>		SWMS to be created: <input type="checkbox"/>		
Location:		Department:		Reviewed By:			
Personal Protective Equipment:		Permits or Qualifications Required:		Reviewed Date:			
Plant and Equipment:		Highest Risk Rating:		Authorised By:			
Relevant Legislation, Standards, Codes of Practice, Manuals and SWMS:				Authorised Date:			
Risk Assess the Task							
Risk and Opportunity Management Framework (likelihood and consequences risk matrix)			Consequences				
			Insignificant No treatment required	Minor Basic first aid treatment	Moderate Medical treatment (ambulance / hospital)	Major Extensive injury	Severe Fatality or severe permanent disability
Likelihood	Almost Certain	Occurring more than 10 times per year	Medium	High	High	Extreme	Extreme
	Likely	Occurring greater than once per year	Low	Medium	High	High	Extreme
	Possible	Occurring less than once per year	Low	Medium	Medium	High	High
	Unlikely	Occurring less than once every 10 years	Low	Low	Medium	Medium	High
	Rare	Occurring less than once every 50 years	Low	Low	Low	Low	Medium
Corrective Actions							
Elimination (Physically remove the hazard)		Substitution (Replace the hazard)		Engineering (Isolate people from the hazard)	Administrative (Change the way people work)	Personal Protective Equipment (Protect the worker with PPE)	
Most Effective ←			→ Least Effective				

Step No.	ACTIVITY	POTENTIAL HAZARDS	RISK RATING	RISK CONTROL MEASURES	WHO IS RESPONSIBLE?
	<p>List the task required to perform the activity in the sequence carried out.</p> <p>If not sequential hazards may present themselves without the required control either being effected or not in place. This could not only result in exposure to a hazard but could also adversely affect the productivity of the task.</p>	<p>Against each task list the hazards that could cause injury when the task is performed i.e.;</p> <ul style="list-style-type: none"> <li>• Exposure to noise, fumes, dust, climate</li> <li>• Equipment failures</li> <li>• Exposure to energy release</li> <li>• Ergonomics</li> <li>• Manual handling</li> <li>• Contact with chemicals</li> <li>• Communication (vision, hearing, signals)</li> </ul>	<p>Low, Medium, High or Extreme.</p>	<p>List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.</p> <p>Risk and Opportunity Management Framework Controls.</p> <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Engineering</li> <li>• Administrative</li> <li>• PPE</li> </ul>	<p>Write the name of the person responsible (supervisor or above) to implement the control measure identified.</p>
1	<i>Outdoor survey work</i>	<i>Traffic and climate</i>	<i>Medium</i>	<i>Wear PPE Inc. glasses, hat and High-Vis.</i>	<i>Operator and Supervisor</i>
Step No.	ACTIVITY	POTENTIAL HAZARDS	RISK RATING	RISK CONTROL MEASURES	WHO IS RESPONSIBLE?

## Appendix 2 – Safe Work Method Statement (SWMS) Form



Document Ref: NF1772172  
Version: 17/10/2017

### SAFE WORK METHOD STATEMENT (SWMS) FORM

SWMS Job/Task Title:		Originated Date:						
Analysis by:		Reviewed By:						
SWMS Number:	Department:	Reviewed Date:						
Personal Protective Equipment:	Permits or Qualifications Required:	Authorised By:						
Plant and Equipment:		Authorised Date:						
Relevant Legislation, Standards, Codes of Practice, Manuals and SWMS:								
Risk Assess the Task								
Risk and Opportunity Management Framework (likelihood and consequences risk matrix)			Consequences					
			Insignificant No treatment required	Minor Basic first aid treatment	Moderate Medical treatment (ambulance / hospital)	Major Extensive injury	Severe Fatality or severe permanent disability	
Likelihood	Almost Certain	Occurring more than 10 times per year	Medium	High	High	Extreme	Extreme	
	Likely	Occurring greater than once per year	Low	Medium	High	High	Extreme	
	Possible	Occurring less than once per year	Low	Medium	Medium	High	High	
	Unlikely	Occurring less than once every 10 years	Low	Low	Medium	Medium	High	
	Rare	Occurring less than once every 50 years	Low	Low	Low	Low	Medium	
Corrective Actions								
Elimination (Physically remove the hazard)		Substitution (Replace the hazard)		Engineering (Isolate people from the hazard)		Administrative (Change the way people work)		Personal Protective Equipment (Protect the worker with PPE)
← Most Effective						→ Least Effective		





Document Approval			
Document Development Officer:		Document Owner:	
OSH Advisor		Manager Human Resources	
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2.2	OSH Advisor	Revised and updated with minor formatting, and inclusion of JSA and SWMS procedure. Synergy Ref: NPD1547644_2	17/10/2017

# Personal Protective Equipment (PPE) and Clothing Procedure

## 1. Objective

The City of Albany is committed where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE). Where the provision of PPE is deemed appropriate, the City of Albany is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate Standards.

## 2. Scope

This procedure applies to all employees, contractors and volunteers.

## 3. Procedure

### 3.1 Supply and use of PPE

- Individuals must wear PPE as instructed by their manager / supervisor, by a safety data sheet (SDS), risk assessment or a standard work procedure; and
- Training in the correct use, storage and cleaning of PPE should be provided and records kept.

### 3.2 Acquisition and storage

- All PPE must comply with the appropriate Australian Standard;
- Managers / supervisors must carry out regular inspections to ensure that PPE is on hand and is maintained in good condition to ensure its continued effectiveness; and must keep records on any acquisition, cleaning and training in relation to the equipment; and
- Employees must inform their manager / supervisor if there are deficiencies in the supply or condition of any PPE required to carry out work safely.

### 3.3 Using PPE

Make sure that:

- PPE is used in accordance with the manufacturers' instructions; and
- The PPE fits correctly and individuals are instructed and trained in how to use it.

Training should cover arrangements for the provision, correct use, storage and maintenance of PPE and should be done:

- When new employees start work and when new PPE is given out; and
- A record needs to be kept of any record of any training.

## 4. Clothing Recommendation

### 4.1 Standard Dress

Hats, long and short sleeved shirts, shorts and trousers appropriate for the nature of work will be supplied by the City of Albany. Wherever practicable, the Ultra-violet Protection Factor (UPF) of clothing fabric will be 50+ or better.

An "outdoor employee" for the purpose of this document, is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour/day on a cumulative basis.

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts in certain areas will not apply to:-

- Persons performing welding or mechanical repairs / maintenance
- Operators of brush cutters, concrete / bitumen saws and chainsaws;
- People handling bitumen; and
- People who handle chemicals i.e. pesticides and herbicides.

These workers must wear trousers and long sleeve shirts or overalls.

#### **4.2 Use of Sunscreen**

All outdoor employees will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturer's directions. In particular, it should be applied to the face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and shall be at least the SPF 30+ Broad Spectrum type.

#### **4.3 High Visibility Clothing**

Because of the requirement for the City of Albany employees to be easily seen by vehicle users, high visibility clothing (either high visibility shirt, jumper, jacket or vest), of some description must be worn while within the road reserve or near vehicle access ways.

Should over garments (e.g. jumpers and parkers) be needed, then a high visibility vest must be worn on the top of over garments.

#### **4.4 Supply and Use of Sunglasses**

All staff working outdoors shall, where practicable, wear general purpose sun protection glasses which comply with AS1337: 1992 – Eye Protection for Industrial Application, and AS1067: 1990 – Combination Safety/Sun Glasses, as appropriate. These will be made available to relevant employees as part of the standard personnel protective equipment issue.

### **5. Review Position and Date**

This procedure was adopted on the 19/04/2010 and is to be reviewed by the document owner annually.

### **6. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Injury Management Regulations 1982
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy
- Uniform Policy

## 7. Definitions

SDS  
PPE

Safety Data Sheet  
Personal Protective Equipment

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2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547645_2	17/10/2017

# First Aid Procedure

## 1. Objective

This procedure specifies the minimum requirements and responsibilities for the provision of First Aid at the City of Albany to provide a safe and healthy environment for all employees, contractors, volunteers and visitors.

The City of Albany will ensure:-

- There is a first aid kit in a prominent place;
- There is a list of up to date First Aid trained employees on display for employees, visitors, volunteers, and/or contractors to see;
- There is a First Aid Book that records the names of everyone who has needed to access the kit; and
- There a process to ensure that all vehicles have first aid kits, this includes a regular inspection schedule checking their contents.

## 2. Scope

This procedure applies to all employees, contractors, volunteers and visitors.

## 3. Procedure

The City of Albany provides First Aid training for employees and maintains first aid kits and equipment across all work sites and vehicles. People administering first aid are needed to provide immediate assistance until a qualified health care professional arrives and takes control of the situation or the casualty recovers.

A person providing assistance should:

- Assess the situation quickly – check for danger;
- Identify the nature of the injury or illness as far as possible;
- Arrange for emergency services to attend if required;
- Manage the casualty appropriately and promptly;
- Stay with the casualty until able to hand over to a health care professional if one is needed; and
- Give further help if necessary or as directed.

### 3.1 Emergency Contact

In the event of an emergency the following emergency contacts for the City of Albany are:

- Police, Ambulance, Fire – 000
- Albany Hospital – 08 9892 2222
- Albany Police Station – 08 9892 9300

### 3.2 First Aid Facilities

It is the responsibility of the Human Resources department to ensure that the first aid kits in all work places are adequately stocked at all times. A list of appropriate contents shall be included in the First Aid kit.

All vehicles shall contain a fully stocked first aid kit. It is the responsibility of the manager / supervisor/officer who manages the fleet to ensure that first aid supplies are maintained.

### **3.3 Notification and Reporting of Injuries and Illnesses**

Any First Aiders who provides any first aid to a casualty must advise them that a Hazard / Incident form must be completed and given to their relevant manager / supervisor or OSH Representative within 24 hours.  
First Aiders are encouraged to report hazards via the Hazard / Incident Form.

### **3.4 Training**

The Human Resources department will arrange for employees to attend First Aid training as and when required. Employees need prior approval from their manager / supervisor to attend this training.

Employees will use an Australian Nationally Recognised Training provider to gain their accreditation. The City of Albany will be responsible for all costs associated with the provision of first aid training.

#### **3.4.1 Training Records**

The Human Resources department will receive first aid qualifications for all employees, take a copy for records and then forward on to the First Aider.

## **4. Review Position and Date**

This procedure was adopted on the 29/11/2010 and is to be reviewed annually by the document owner.

## **5. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Code of Practise: First Aid Facilities and Services
- Occupational Safety & Health Policy
- Workplace Amenities and Facilities
- Personal Protective Clothing and Equipment – Commission for Occupational Safety and Health 2002

## **6. Definitions**

First Aiders	A person with a 'first aid qualification'
First Aid Facilities	Includes the first aid room
First Aid Equipment	Includes a first aid kit
OSH	Occupational Safety & Health

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<b>Document Development Officer:</b>		<b>Document Owner:</b>	
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2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547646_2	17/10/2017

# Manual Handling Procedure

## 1. Objective

The City of Albany is committed to preventing manual handling injuries in the workplace using the WorkSafe Manual Handling guidelines as best practice. This procedure is to protect employees from musculoskeletal disorders (MSD) such as sprains or soft tissue injuries caused by manual handling. The City of Albany will provide bi-annual manual handling training for employees.

## 2. Scope

This document provides guidelines to all employees, contractors and volunteers.

## 3. Responsibility

- Executives are responsible for ensuring compliance with this procedure within their area of authority;
- All managers who have control over workplaces and activities are responsible for ensuring the health and safety of employees, contractors and volunteers; and,
- Human Resources are responsible for providing advice on manual handling.

## 4. Manual Handling Procedure

### 4.1 Identify Manual Handling Task

The relevant risk factors must be used to decide if the task is hazardous. The risk of musculoskeletal disorders must be eliminated or reduced using the hierarchy of controls. A risk assessment must be undertaken in conjunction with relevant employees and a health and safety representative.

### 4.2 Hazard Identification

Not all manual handling tasks are hazardous and the identification stage of this process helps to find those tasks that have the potential to cause musculoskeletal disorders. Managers / supervisors should check tasks in the workplace to see if they involve hazardous manual handling as defined above.

Some common manual handling tasks are:

- Moving tables;
- Carrying/unloading/stacking books, materials and equipment;
- Keyboarding;
- Using notebook computers;
- Moving and stacking paper;
- Carrying bulk chemicals;
- Setting up exhibitions and displays;
- Moving rocks, digging etc.; and,
- Using ladders and working overhead.

### 4.3 Risk Assessments

The purpose of assessing the risk is to see if there is risk involved in a task and to determine the level of risk: high, medium or low.

The next stage is to work out if those tasks are likely to cause musculoskeletal disorders. To assess whether a task involving hazardous manual handling is likely to cause musculoskeletal disorders, think about the sources of any risks that are present in the task.

For example:

- Workplace layout;
- Working position and posture (particularly if required for extended duration);
- Actions and movements necessary for tasks, including their frequency and duration;
- Location and position of loads to be lifted, lowered, carried, pushed, pulled or restrained;
- Weight and dimensions of loads;
- A load that is difficult or awkward to handle (e.g. Shape, temperature, instability etc.);
- Working environment and conditions (heat, noise, cold, vibration, slippery surfaces, air quality, weather if working outdoors etc.); and,
- Any other relevant considerations (e.g. personal protective equipment that may restrict movement etc.).

Manual Handling Risk Assessment Form (Appendix 1), should be used to conduct manual handling risk assessments.

## **5. Review Position and Date**

This document was approved on the 29/11/2017 and is to be reviewed annually by the document owner.

## **6. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Code of Practice Manual Tasks, WA, 2010
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy

## **7. Definitions**

MSD                      Musculoskeletal Disorders

## APPENDIX 1 – Manual Handling Risk Assessment Form



Document Ref: NF1547680\_2  
Version: 17/10/2017

### MANUAL HANDLING RISK ASSESSMENT FORM

Step 1. Details			
Name of Employee		Work Location	
Position Title		Supervisor/Manager	
Contact Number		Date	
Description of task: (include reason for assessment)			
Step 2. Hazard Identification			
2.1	Posture	Yes	Comments
2.1.1	Repetitive / sustained application of force?		
2.1.2	Twisting the back more than 20 degrees?		
2.1.3	Bending the head forwards or sideways more than 20 degrees?		
2.1.4	Bending the head backwards more than 5 degrees?		
2.1.5	Working with one or both hands above shoulder height?		
2.1.6	Reaching behind the body?		
2.1.7	Squatting, kneeling, crawling, and lying, semi-lying or jumping?		
2.1.8	Standing with most of the body's weight on one leg?		
2.1.9	Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms?		
2.1.10	Excessive bending of the wrist?		
2.1.11	Pushing, pulling or dragging?		
2.1.12	Exerting force while in an awkward posture?		
2.2	High Force Actions	Yes	Comments
2.2.1	Lifting, lowering or carrying heavy loads?		
2.2.2	Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling?		
2.2.3	Pushing or pulling objects that are hard to move or stop? (e.g. trolley)		
2.2.4	Using a finger-grip, a pinch-grip or an open handed grip to handle a heavy or bulky load?		
2.2.5	Needing to use two hands to operate a tool designed for one hand?		
2.2.6	Exerting force with the non-preferred hand?		
2.2.7	Two or more people need to be assigned to handle a heavy or bulky load?		
2.2.8	Exerting high force while in an awkward posture?		

2.3	Sustainability		Yes	Comments		
2.3.1	Significant pain or discomfort during or after the task?					
2.3.2	The task can only be undertaken for short periods?					
2.3.3	Stronger employees are assigned to do the task?					
2.3.4	More than one person needed to do the task?					
2.3.5	Employees say the task is very strenuous or difficult to do?					
2.4	Environmental Factors		Yes	Comments		
2.4.1	Vibration (hand-arm or whole body)?					
2.4.2	High or low temperatures?					
2.4.3	Wearing protective clothing while working in hot conditions?					
2.4.4	Are the working surfaces (floor) cluttered, uneven, slippery or otherwise unsafe?					
<b>Step 3. Risk Assessment</b>						
Definition of Risk:			A "Risk" is the likelihood that any "Hazard" will potentially cause someone or something harm.			
Risk and Opportunity Management Framework: Likelihood and Consequences Risk Matrix			Consequences			
			Insignificant No treatment required	Minor Basic first aid treatment	Moderate Medical treatment (ambulance / hospital)	Major Extensive injury
Likelihood	Almost Certain	Occurring more than 10 times per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Likely	Occurring greater than once per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Possible	Occurring less than once per year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unlikely	Occurring less than once every 10 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rare	Occurring less than once every 50 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Report to Manager and controls to be monitored		Medium Report to Manager for Minor Investigation	High Report to Manager for Formal Investigation, Action and Control		Extreme Report to Manager for Immediate External Investigation, do not start work.	
<b>Step 4. Corrective Action (Hierarchy of Controls)</b>						
Elimination (Physically remove the hazard)		Substitution (Replace the hazard)		Engineering (Isolate people from the hazard)	Administrative (Change the way people work)	PPE (Protect the worker with PPE)
Most Effective ←			→ Least Effective			
Hazard No	Control			Responsibility		Time Frame
Manager / Supervisor Name & Signature						Date:
OSH Representative Name & Signature						Date:
Reporting Employee Name & Signature						Date:

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
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2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547647_2	17/10/2017

# Danger and Out of Service Tagging Procedure

## 1. Objective

This procedure is to provide a defined system of safe operating procedures for employees, contractors and their staff when working on the installation, maintenance, cleaning or repair of plant or machinery. This procedure covers Danger Tags and Out of Service Tags.

An essential element will be to identify those particular tasks that involve isolation measures (as part of the installation, maintenance, cleaning or repair on any installation, plant or machinery) where such tasks could be hazardous to the operator.

## 2. Scope

This procedure applies to all places of work, employees, contractors and volunteers involved in the installation, maintenance, cleaning or repair of machinery.

## 3. Procedure

These procedures will be used on:

- All equipment under construction, assembly, repair or maintenance within the City of Albany premises; and
- Any machine which employees are working on. Unless the site on which the work is being conducted has its own Danger or Out of Service Tag system that is stricter and/or safer than this procedure.

### 3.1 Where and When to Use Danger and Out of Service Tags

When a piece of equipment has a Danger or Out of Service Tag on it the equipment must have one of the following:

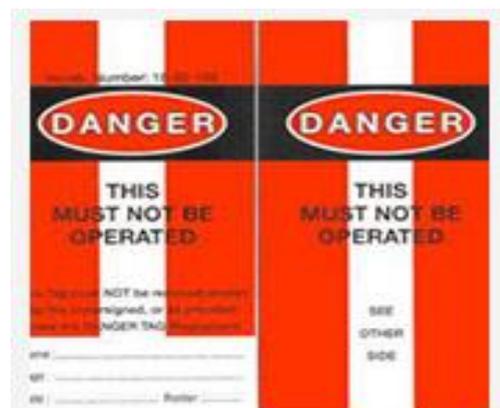
- Ignition key removed;
- Isolation switch turned off and locked out;
- Power supply removed; or
- Valve shut and locked out.

### 3.2 Safety Tag Examples

**'Out of Service Tag'**  
(yellow & black)



**'Personal Danger Tag'**  
(red, white & black)



### 3.3 Danger Tags

- Danger Tags are red, black and white and complies with AS1319. It indicates that what the tag is attached to is being worked on by the individual whose name appears on the tag and cannot be operated.
- The tag must be completely filled in, signed/dated and indicate why the plant must not be operated. Failure to complete the required details on a Danger Tag can result in the person being disciplined.
- No equipment is to be operated while a Danger Tag is attached to the isolation area. Unauthorised removal of a Danger Tag is considered serious misconduct and will result in instant dismissal.
- The person whose name appears on the Danger tag is the only person permitted to conduct work under its protection. It is not permitted to work under someone else's Danger tag or lock. The Danger Tag will be placed on the isolation switch in such a manner that it cannot easily be removed.
- Both tags are single use only and when removed must be ripped in half and discarded appropriately.

### 3.4 Placement of Danger Tags

Danger Tags are to be placed on the main point that isolates the power source to the equipment being worked on. This could include the following areas:

- Electrical isolation switch or Key ignition slot
- Electrical power cable
- Tap or Valve

The Danger Tag is to be secured to the isolation area so that they cannot be accidentally removed or blown away. If a Danger is exposed to the weather then it must be placed in a weather-proof sleeve.

### 3.5 Use of Equipment that has a Danger Tag

A person who uses or operates a piece of equipment or orders the use of a piece of equipment that has a Danger Tag on the isolation point will be instantly dismissed.

### 3.6 Removal of Danger Tags

Check that the plant is safe to be returned to service and read the remarks on the Out of Service tag if affixed for additional information.

- Tell everyone concerned that the plant will return to service and confirm that all guards have been reinstated.
- Remove only the tag/lock with your own signature and destroy the tag and never remove or destroy another person's Personal Danger tag or locking device.

#### 3.6.1 Unauthorised Removal of Danger Tags

- A person who removes a Danger Tag or orders the removal of a Danger Tag that they did not place will be instantly dismissed.

### 3.7 Supervisor Removal of Danger Tags

Should the authorised person be unable to return to work to remove a Danger Tag once the situation is rectified, then the supervisor / manager can remove the Danger Tag once they have satisfied themselves that the removal of the

Danger Tag will not place anyone in danger or an unsafe situation. The removed Danger Tag should be attached to a note filed on the employee's personnel record.

### 3.8 Out of Service Tags

- The Out of Service tag is black lettering on a yellow background with a caution symbol and complies with AS1319. Out of Service tags identify plant removed from service because a fault makes the plant unsafe to operate. The Out of Service tag must be fully completed, signed/dated and indicate why the plant has been taken from service.
- Whenever a person places an Out of Service Tag on a piece of equipment they must report the use to their supervisor. Whenever an employee reports the use of an Out of Service Tag the supervisor must immediately arrange for the repair of the equipment.
- Out of Service Tags are only to be used for short periods of time while equipment is being tested or waiting for repair.

Plant is taken 'Out of Service' because it is unsafe to operate or there is a risk of causing damage to materials, plant or personnel if operated. Workers or others must not attempt to operate out-of-service plant until the fault(s) has been rectified and any Out of Service tag(s) or Personal Danger tag(s) and lock(s) removed.

An Out of Service tag indicates an item of Plant is unsafe to operate. It does not indicate that the Plant is safe to work on for maintenance or repair.

- The only person who may remove an Out of service tag is the person who rectifies or repairs the fault of the equipment and must report the removal of the Out of Service Tag and fixing of the equipment to the supervisor.
- Out of Service Tags can be used to indicate that equipment needs repair before it can be used again. However, an Out of Service Tag should not be placed on a piece of equipment and then left for someone else to repair without reporting the faulty machinery to the supervisor.

**Note:** An Out of Service Tag must not be used in place of a Danger Tag.

### 3.9 Use of Equipment that has an Out of Service Tag

A person who uses or operates a piece of equipment or orders the use of a piece of equipment that has an Out of Service Tag on the isolation point may have disciplinary action taken against the person who removed the Out of Service Tag or ordered the removal of the Out of Service Tag.

## 4. Review Position and Date

This document was adopted on the 29/11/2010 and is to be reviewed annually by the document owner.

## 5. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy
- Human Resources Policy

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2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547648_2	17/10/2017

# Electrical Safety Procedure

## 1. Objective

Electricity is a frequent cause of workplace deaths and does not have to be high voltage to cause electrocution. Electrical hazards exist in almost every workplace and the smallest error can be fatal.

The City of Albany has developed this electrical safety procedure to ensure the safe and reliable supply and use of electricity within the City of Albany's work sites and to ensure the City manages risks to health and safety associated with electrical hazards through the following:

- Electrical work shall only be undertaken by a competent person assigned the appropriate category;
- Electrical infrastructure and equipment will meet or exceed relevant regulations, standards and industry requirements;
- Work on 'live' electrical installations, equipment and appliances is to be avoided whenever practical.

## 2. Scope

This procedure applies to all employees, contractors and volunteers.

## 3. Responsibility

All employees and contractors have a general duty of care to take practical steps to ensure no one is exposed to electrical hazards in the workplace.

## 4. Procedure

### 4.1 Working on electrical installations

Only authorised persons are permitted to work on the City of Albany's electrical installations.

### 4.2 Inspections, testing and tagging

All employees will undertake a visual inspection of electrical appliances prior to use (Appendix 1).

Where appropriate managers / supervisors will ensure arrangements are made to test and tag relevant electrical equipment through the Depot Administration Coordinator.

### 4.3 Safe use of electrical equipment

- Managers / supervisors will ensure outlets are positioned in a way that power and extension cords do not create a hazard.
- Employees will use no more than one power board and one extension cord for each socket outlet, and will ensure power boards are RCD (residual-current device) protected.
- No person will use any the following adaptors in a power board, extension cord or socket outlet:



Double



Piggyback



Travel

- All users of cabled appliances will use appropriate cable management techniques when using the appliance.
- Employees, contractors and volunteers will tag any faulty or non-functioning devices or equipment as “Out Of Service” and report it to their manager / supervisor or to an OSH Rep.

#### **4.4 Electrical Incidents**

Employees, contractors, volunteers and visitors will report any electrical incident through the Incident Report Form or the online reporting system.

#### **5. Review Position and Date**

This procedure was adopted on the 29/11/2010 and is to be reviewed annually.

#### **6. Associated Documents**

- Appendix 1 – Visual Inspection Checklist – Electrical Equipment

#### **6. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System

#### **7. Definitions**

OSH Rep  
RCD

Occupational Safety & Health Representative  
Residual-current device

## Appendix 1 – Visual Inspection Checklist – Electrical Equipment

### Visually and physically:

- (a)** Check for obvious damage, defects, or modifications to the equipment and its accessories;
- (b)** For **flexible cords**, check:
  - (i) That flexible cords are effectively anchored to equipment, plugs, connectors and cord extension sockets;
  - (ii) That the external surface of flexible cords are free of cuts, abrasions, twists or other damage (i.e. the inner core is visible); and
  - (iii) That there is no use of insulation tape, which should not be used;
- (c)** For **extension cords and power boards** (EPOD, Electrical Portable Outlet Device), check that the warning indicating the maximum load to be connected to the device is intact and legible;
  - (i) check that any operating controls are in good working order (i.e. that they are secure, aligned and appropriately identified);
  - (ii) check that covers and guards are secured and working in the manner intended by the manufacturer or supplier;
  - (iii) check that the RCD on power boards are in working order and not damaged;
  - (iv) check that ventilation inlets and exhausts are unobstructed; and
  - (v) if fitted, the covering on cord extension sockets should be inspected for damage;
- (d)** Check that the current rating of the plug is equal to or greater than with the current rating of the equipment; and
- (e)** Check that workspace-appropriate cable management techniques are in place and used with the appliance.

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2.1	OSH Advisor	Revised and updated to include RCD's. Synergy Ref: NPD1547649_1	09/09/2016
2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547649_2	18/10/2017

# Noise Management Procedure

## 1. Objective

The City of Albany is committed to ensure noise in the workplace is controlled and does not expose people to risk. It is mandatory to follow the “Noise Procedure” for the Management of noise in the workplace.

## 2. Scope

This procedure applies to all work areas including work conducted off site for all employees, contractors and volunteers.

## 3. Responsibility

### 3.1 Managers / Supervisors

- Ensure employees are clearly aware of when and where to use hearing protectors by signs, labelling of plant or other appropriate means and that appropriate hearing protection is provided and worn;
- Ensure employees who work in identified hazardous noise areas are provided with appropriate information (the need for control measures), instruction and training; and
- Pay for and ensure employees participate in on-site audiometric testing arranged by the OSH Advisor every 2 years where required.

### 3.2 Employees

- Follow all instructions that aim to reduce the risk of hearing loss in the workplace;
- Wear hearing protectors at all times in hazardous noise areas where they are required;
- Participate in audiometric testing as required.

### 3.3 OSH Advisor

- Co-ordinate on-site audiometric testing every two years for staff working in hazardous noise work areas where required;
- Investigate and review control measures in work areas where audiometric testing of employees indicates hearing loss.

## 4. Procedure

To comply with the Regulations, the following actions must be undertaken:

- Adopt a “Buy Quiet” policy (commitment to purchasing the most cost-beneficial piece of machinery available that produces less noise than the original machinery) when buying new plant and equipment which will help eliminate noise hazards before they enter the workplace;
- Conduct an assessment of exposure to noise in areas where it may exceed the noise exposure standard. The assessment should determine the level of noise and the duration of exposure. Assessments must be revised at least every 5 years or where circumstances change or the OSH representative requests.
- Implement control measures in workplaces where employees are exposed to noise that exceeds the noise exposure standards and consider quieter ways of doing work;
- Conduct on-site audiometric testing every 2 years where required;

- Maintain copies of all test results and provide a copy to staff and a copy to Human Resources for recording.

## 5. Review Position and Date

This procedure was adopted on the 01/05/2010 and is to be reviewed annually by the document owner.

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Workers Compensation and Injury Management Act 1981
- Workers Compensation and Injury Management Regulations 1982
- AS/NZS 4360: 2004 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System
- Occupational Safety & Health Policy

## 7. Definitions

OSH

Occupational Safety & Health

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1.4	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547654_2	18/10/2017

# Isolated Worker (Working Alone) Procedure

## 1. Objective

The City of Albany is committed to ensuring that a means of communication is available which will enable an employee who is isolated from other persons because of time or location, to call for help in the event of an emergency.

A person is alone at work when:

- They are on their own;
- They cannot be seen or heard by another person; and
- They cannot expect a visit from another work or member of the public for some time.

The term 'working alone' is also interchangeable with 'working in isolation'.

## 2. Scope

This procedure applies to all employees, contractors or volunteers who work in isolation.

## 3. Procedure

### 3.1 Working alone after regular working hours

Employees are to ensure that their manager / supervisor or another responsible contact person is aware that they will be working alone after regular working hours. The manager / supervisor must be advised of the location where the work will be performed and the approximate finishing time. Where circumstances warrant it, the employee must advise their manager / supervisor once the job has been completed.

### 3.2 Working in isolated areas

At times employees may be required to work in isolated areas where conventional communications methods (mobile phones, radios, land lines) are ineffective. All personnel, when working in isolated areas must be able to contact the necessary services should there be an emergency. The relevant City of Albany vehicles are fitted with specially fitted radio and telephone aerials to ensure that good reception is maintained at all times. Employees should make sure that their two-ways are working at all times and report any problems to their supervisor at the earliest possible time.

Employees who have regular contact with members of the public as part of their work are not considered "alone". However it is recognised that contact with members of the public may pose risks and appropriate risk control measures should be implemented.

There is no set minimum time for a person to be on their own to be considered "isolated". Each situation must be considered specific to the relevant factors including the nature of the work, the location, the time of the day, the competencies of the employee, the duration of the tasks being performed and the communication systems available.

### **3.3 Risk assessment**

A risk assessment should be completed by the employee and manager / supervisor to identify all hazards and the risks associated with working in isolation.

The employee is responsible for taking all reasonable and practicable steps to ensure their own safety and personal security when working in isolation.

### **3.4 When working alone is not permitted**

In all the following cases, working alone is **not** permitted:

- There is no readily accessible means of communication;
- Work which is too hazardous for a person to perform alone;
- Operation or maintenance of hazardous equipment; or
- Handling of hazardous substances or use of large volumes of flammable solvents.

### **3.5 Communications**

The means of communication will depend on the circumstances and the risks inherent in the work.

Communication systems may include fixed phones, mobile phones, satellite phones, and two-way radio, duress alarms linked to security staff or police.

## **4. Review Position and Date**

This procedure was adopted on the 18/01/2010 and is to be reviewed annually by the document owner.

## **5. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulation 1996
- AS/NZS 4360: 2004 – Risk Management
- As/NZS 4801: 2001 – Occupational Health and Safety Management System
- Guidance Note: Working Alone, Worksafe WA Commission (1999)
- Occupational Safety & Health Policy
- Out of Hours North Road Procedure

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2.0	OSH Coordinator	Revised and updated. Synergy Ref: NPD1547655	19/05/2015
2.1	OSH Advisor	Revised and updated. Synergy Ref: NPD1547655_1	09/09/2016
2.2	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547655_2	18/10/2017

# Working at Heights Procedure

## 1. Objective

The purpose of this procedure is to ensure that management and employees understand and implement safety priorities for working at heights and all risks are identified and managed.

## 2. Scope

This procedure applies to all employees, contractors and volunteers.

## 3. Responsibility

### 3.1 Managers / supervisors:

- Identifying working at height hazards within the workplace;
- Ensuring risk assessments are conducted for identified working at height tasks;
- Reviewing controls for working at height risks for effectiveness;
- Issuing a Permit to Work to a contractor or employee that shall be working at height at 2 metres or above; and
- Complying with Safe Work Method Statements and legislation relating to working at height.

### 3.2 Employees, Contractors or Volunteers:

- Reporting working at height hazards within the workplace to Manager / Supervisor or OSH Representative; and
- Complying with Safe Work Method Statements and legislation relating to working at height.

## 4. Procedure

### 4.1 Identify Hazards Associated with Working at Height

The Manager / Supervisor or OSH Representative, as well as employees / contractors, are to identify all tasks which involve working at height at 2 metres or above within the workplace. (The hazards to persons below those persons working at heights by falling objects should also be considered).

Examples of working at height tasks where falls could occur include:

- Working on roofs;
- Cleaning windows;
- Air-conditioning maintenance;
- Erecting signs and displays; or/and
- Ladder work.

### 4.2 Risk Assessment

The Manager / Supervisor or OSH Representative is to conduct a risk assessment for each task which involves working at heights in the workplace, where an employee is required to work at a height.

### **4.3 Controlling Risks**

The Manager / Supervisor or OSH Representative, in consultation with the employees needs to control risks associated with working at height. If an employee is required to work at a height of 2 metres or above a Permit to Work must be given and the employee trained and deemed competent before the work can be performed.

#### **4.3.1 Training**

For employees who are required to work at height (i.e. maintenance personnel) the Manager / Supervisor or OSH Representative is to make sure that appropriate training is provided. Records of this training are to be recorded and maintained with the HR Department.

### **5. Review Position and Date**

This document was implemented in November 2010 and is to be reviewed annually by the document owner.

### **6. Enabling Legislation, Policy or Guideline**

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS ISO 31000:2009 – Risk Management
- AS/NZS 4801:2001
- Code of Practice for the Prevention of Falls at Workplaces (2004), Commission for Occupational Safety and Health (WA)
- Worksafe WA – Safety Priorities for Working at Heights (2006)

### **7. Definitions**

OSH	Occupational Safety & Health
HR	Human Resources

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# Hot Work & Confined Spaces Procedure

## 1. Objective

The objective of this procedure is to provide minimum requirements for all Confined Spaces / Hot Work activities undertaken at The City of Albany. The purpose is to allow the City of Albany to control the hazard posed by hot works and confined spaces and to minimise the risk of injury or disease arising from such activities.

## 2. Scope

This procedure applies to all employees, contractors, sub-contractors and labour hire.

## 3. Responsibility

### 3.1 Managers / Supervisors

It is the responsibility of Managers / Supervisors, that any area in the workplace which meets the above criteria, is positively identified. Managers / Supervisors will ensure that all employees and contractors are trained and supervised and a Permit to Work has been issued.

### 3.2 Employees / Contractors

It is the employee's responsibility to assist and cooperate with the City of Albany in the identification of the workplace and to implement the agreed procedures stated in this procedure. Employees are to take reasonable care for the health, safety and welfare of all persons at the workplace and to report any hazardous situation immediately to their Manager / Supervisor who must undertake immediate remedial action.

## 4. Confined Spaces Procedures

The Confined Spaces Procedures outline the minimum requirements that are required to be carried out whenever work is to be undertaken in confined space areas as defined under the OSH regulation 3.82. 1996 and Australian Standard AS2865:2005.

### 4.1 Identification

Managers / Supervisors shall ensure identification of all confined spaces within the workplace under their control, which could endanger any person entering such space due to the following conditions:

- Atmospheric Contamination
- Oxygen Deficiencies or Excesses
- Temperature Excesses
- Accidental operation of machinery or services

Where areas are identified, they are to be assessed and signposted as appropriate under the relevant regulations.

## **4.2 Hazard Assessment**

The Competent Person is to complete the Permit to Work Form (Appendix 1), to identify all relevant risks and to eliminate or reduce the risk factor wherever possible.

Once this identification and assessment has been completed the document is to be recorded and retained by the City of Albany for future records.

## **4.3 Risk Control**

Prime consideration must always be given by the competent person to the basic question of whether the work proposed to be undertaken can be done other than in the confined space.

## **4.4 Atmosphere**

No person shall enter a confined space until it is free from any explosive hazard.

## **4.5 Ventilation**

Where it is preferred not to use supplied air respiratory protective devices, there shall be adequate precautions/actions taken to implement and maintain a safe breathing atmosphere in accordance with the standards of this policy and procedure.

Where an employee entering a confined space is not wearing supplied air respiratory protective devices, the confined space shall be ventilated, by natural, forced or mechanical means, to establish and maintain a safe work environment.

## **4.6 Rescue and First Aid**

The City shall ensure that there are in place planned rescue and first aid procedures.

## **4.7 Authority to Enter**

Confined spaces represent a range of special hazards, therefore wherever possible work should be conducted from outside a designated confined space area. If such work can be undertaken, then precautions are to be taken to prohibit entry into the confined space.

Only those trained and with relevant authorisation shall undertake work in confined space.

## **4.8 Training**

The City shall ensure that all staff that may be required to work in a confined space are appropriately trained. Such training shall include the following:

- Confined Space Hazards
- Assessment Procedures
- Emergency Procedures

Initial training and retraining at appropriate intervals shall be provided.

## 5. Hot Work Guidelines

The following steps shall be followed for the conduct of hot work:

- 5.1 All works must be approved by the Manager / Supervisor.
- 5.2 Each person associated with the works must be familiar with the approval and safety requirements.
- 5.3 Welders should not work alone and should have the necessary assistance available to ensure appropriate watch and support is provided.
- 5.4 The Permit to Work must be prominently displayed at the work site and returned on completion of the hot work.
- 5.5 Adequate controls must be in place to prevent the risk of fire or explosion when conducting hot works.
- 5.6 After the completion of the hot works, an inspection of the area, including adjacent areas, shall be carried out to ensure that no smouldering materials remain.

## 5. Review Position and Date

This document was adopted on the 29/11/2010 and is to be reviewed annually by the document owner.

## 5. Associated Documents

- Permit to Work Procedure
- Permit to Work Form (Appendix 1)
- Hazard Report Form
- Hazard Management Procedure

## 6. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS ISO 13000: 2009 – Risk Management
- AS/NZS 4801: 2001 – Occupational Health and Safety Management System

## 7. Definitions

OSH	Occupational Safety & Health
Hot Work	The undertaking of a process that may generate significant heat or sparks, this can include grinding, welding, use of naked flames and other similar operations.
Hazardous Area	An area that contains or may potentially contain materials that may ignite or explode in contact with heat, flame or sparks. This includes areas in which there may be flammable liquids, vapours, gasses, combustible liquids, dusts or fibres present.
Confined Space	Australian Standard AS/NZS 2865:2005 defines a 'Confined Space' as: "An enclosed or partially enclosed space that is an atmospheric pressure during occupancy and is not intended or designed primarily as a place of work".
Competent Person	A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling them to perform correctly a specified task.

# Appendix 1 – Permit to Work Form



Document Ref: NF1772215  
Version: 18/10/2017

## PERMIT TO WORK FORM

This form is to be used to gain formal written authority from authorised officers prior to work being conducted in areas where particular hazards or adverse conditions may be present and are not adequately controlled by a job safety analysis, safe work procedure or standard operating procedure.

Step 1. Details									
Description of work to be undertaken:									
Name and title of those conducting work:									
Start date and time:					Finish date and time:				
Location:									
Step 2. Specific Hazards									
Item	Yes	No	N/A	Item	Yes	No	N/A		
Heights/Gravity (falling objects)				Temperature (hot works, weather)					
Motion (vehicle, heavy equipment)				Chemical (toxic, oxygen deficient)					
Mechanical (open rotating equipment)				Biological (animals, bacterial)					
Electrical (powerlines, equipment)				Radiation (x-ray, sunlight)					
Pressure (piping, cylinders, hoses)				Sound (equipment, impact/grinding)					
Space (confined space, isolation)				Isolation of Fire Detection System					
Other Specific Hazards:									
Step 3. Specific Safety Requirements									
Safety Glasses	<input type="checkbox"/>	Face Protection	<input type="checkbox"/>	Fire Retardant PPE	<input type="checkbox"/>	Hand Protection	<input type="checkbox"/>		
Hard Hat	<input type="checkbox"/>	Safety Footwear	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	Fall Protection	<input type="checkbox"/>		
Respiratory Protection	<input type="checkbox"/>	Barricade/Fencing	<input type="checkbox"/>	Signs/Markers	<input type="checkbox"/>	Spotter	<input type="checkbox"/>		
Fire Suppression	<input type="checkbox"/>	All Parts Isolated	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Communication	<input type="checkbox"/>		
Other Specific Safety Requirements:									
Step 4. Risk Assess the Task									
Risk & Opportunity Management Framework		Consequences							
		Insignificant	Minor	Moderate	Major	Severe			
Likelihood	Almost Certain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Likely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Unlikely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Rare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Low		<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Extreme = Re-Assess		
Step 5. Approval									
Any additional requirements:									
<i>All bystanders are to be warned to cease work and withdraw from the area covered by the permit.</i>									
Authorising Officer Name and Signature:									
Step 6. Permit Status									
The permit has been: Extended <input type="checkbox"/> Finish date and time:									
Authorising Officer Name and Signature:									
The permit has been: Abandoned <input type="checkbox"/> Postponed <input type="checkbox"/> Concluded <input type="checkbox"/> Authorising Officers Name and Signature:									

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
OSH Advisor		Manager Human Resources	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.8 – Procedure		
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<b>Quality Assurance:</b>	Manager Human Resources		
<b>Distribution:</b>	Internal Document		
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<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	OSH Officer	Implemented and adopted by the CEO, EMT and OSH Committee. Synergy Ref: NP1015791	29/11/2010
1.2	OSH Coordinator	Revised and updated. Synergy Ref: NPD1547657	19/05/2015
1.3	OSH Advisor	Revised and updated. Synergy Ref: NPD1547657_1	09/09/2016
1.4	OSH Advisor	Revised and updated with minor formatting amendments. Synergy Ref: NPD1547657_2	18/10/2017

# Permit to Work Procedure

## 1. Objective

The City of Albany recognises that activities undertaken in certain environments can be inherently hazardous to the workers' safety and health. As such, the City of Albany is committed to ensuring that exposure to hazardous work environments due to hot work, working at heights and entry into confined spaces is minimised.

A Permit to Work is required for all work performed involving working at heights, hot work and/or is in confined spaces.

## 2. Scope

This procedure applies to all employees, contractors, sub-contractors and labour hire.

## 3. Responsibility

It is essential that staff at any level, volunteers, visitors or contractors report to their immediate supervisor / manager or OSH Rep if they do not feel safe performing allocated work or tasks to resolve safety issues and maintain a healthy and safe workplace.

### 3.1 Managers / supervisors

- Promote and implement this procedure at all workplaces;
- Complete Permit to Work Forms for work outside of JSA's / SWMS's;
- Ensure employee sign-off, understanding and compliance to JSA's / SWMS's and Permit to Work Forms.

### 3.2 Employees, visitors, contractors

- Adhere to and ensure workgroup compliance to JSA's / SWMS's and Permit to Work Forms;
- Complete Task Assessment Sheets / Take 5's to ensure hazards are identified, risks assessed and controlled in line with the Hierarchy of Controls;
- Review and provide feedback on JSA's / SWMS's and Permit to Work Forms; and,
- Ensure new tasks not covered by existing JSA's /SWMS's are reported to direct managers / supervisors and OSH Reps for assessment before commencing work.

### 3.3 OSH Representatives

- Promote and implement this policy at all workplaces;
- Assist in completing JSA's / SWMS's and Permit to Work Forms for hazardous jobs; and,
- Adhere to and ensure employee understanding and compliance to JSA's / SWMS's.

## 4. Procedure

### 4.1 What is the Permit to Work System?

A Permit is a formal written authority given to appropriately trained personnel to carry out work in areas where particular hazards or adverse conditions may be present. The permit is issued by an authorised person and confirms that the job in question has been assessed and clearly defines the safety precautions to be taken.

The permit is in addition to the risk assessment process and any other documentation such as a JSA, Safe Work Method Statement or Standard Operating Procedure.

A permit to work can be used over a series of dates and times providing the permit is for the same location and work activity, dates and times of work must be listed on the permit.

A permit states:

- The exact identity, nature and extent of the job and the hazards involved. It also outlines any limitations on the extent of the work;
- The time during which the job may be carried out;
- Specifies the precautions which need to be taken, including safe isolation from potential risks such as electricity and hazardous substances;
- Provides a system of continuous control and a record showing the nature of the work. Provides a process for times when work has to be suspended; and
- Provides for cross-referencing of permits for work activities that may interact or affect one another.

## 4.2 Work not requiring a permit

Activities involving routine production and process operations including start-up, changes in operational modes and shut-downs do **not** require a Permit to Work. Routine work includes first line maintenance carried out by operations such as topping up oil/water or tuning controllers.

Normally, the activities of inspectors, surveyors, engineers, draftspersons and visitors will not require a Permit to Work, provided their presence is approved in advance by the Responsible Officer and their activity does not interfere with plant or equipment, nor are they carrying potential ignition sources.

## 4.3 Using the Permit to Work Form

### 4.3.1 Managers / supervisors are to ensure;

- The Permit to Work Form is filled out and signed appropriately;
- Employees understand the requirements of the permit;
- Employees are skilled, qualified / trained and competent to perform the work, including the use of any personnel protective equipment or rescue equipment;
- The Permit to Work requirements are adhered too; and,
- The job is performed in a safe manner by identifying hazards and implementing the necessary controls.

### 4.3.2 Employees are to ensure;

- The Permit to Work requirements are adhered too;
- The job is performed in a safe manner by identifying hazards and implementing the necessary controls;
- The work area is safe, including equipment and seek immediate advice if in doubt or if circumstances or conditions change;
- Ensure that all tags and signs are prominently displayed so that personnel are aware that the equipment etc. is isolated / not to be operated; and,
- Identified changes to the work approved to be conducted are immediately reported to the relevant manager / supervisor / Responsible Officer.

## 5. Display of Signs

Permits are to be onsite and readily available for inspection whilst work is being undertaken.

## 6. Review Position and Date

This procedure was adopted on the 19/05/2015 and is to be reviewed annually by the document owner.

## 7. Associated Documents

- Hot Work and Confined Spaces Policy & Procedure
- Working at Heights Procedure
- Job Safety Analysis & Safe Work Method Statement Procedure
- Permit to Work Form – Appendix 1

## 8. Enabling Legislation, Policy or Guideline

- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- AS/NZS 4801:2001 - Occupational Health & Safety Management System
- AS/NZS ISO 31000: 2009 – Risk Management Principles and Guidelines
- Occupational Safety & Health Policy

## 9. Definitions

OSH	Occupational Safety & Health
Rep	Representative
JSA	Job Safety Analysis
SWMS	Safe Work Method Statement

# Appendix 1 – Permit to Work Form



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Version: 18/10/2017

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Other Specific Hazards:							
Step 3. Specific Safety Requirements							
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	Unlikely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Rare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Low <input type="checkbox"/>	Medium <input type="checkbox"/>	High <input type="checkbox"/>	Extreme = Re-Assess		
Step 5. Approval							
Any additional requirements:							
<i>All bystanders are to be warned to cease work and withdraw from the area covered by the permit.</i>							
Authorising Officer Name and Signature:							
Step 6. Permit Status							
The permit has been: Extended <input type="checkbox"/> Finish date and time:							
Authorising Officer Name and Signature:							
The permit has been: Abandoned <input type="checkbox"/> Postponed <input type="checkbox"/> Concluded <input type="checkbox"/> Authorising Officers Name and Signature:							

<b>Document Approval</b>			
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OSH Advisor		Manager Human Resources	
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<b>File Number - Document Type:</b>	CM.STD.8 – Procedure		
<b>Document Reference Number:</b>	NPD1547658_2		
<b>Meta Data: Key Search Terms</b>	Permit to Work Procedure		
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1.0	OSH Coordinator	Created, implemented and adopted by the OSH Committee. Synergy Ref: NPD1547658	19/05/2015
1.1	OSH Advisor	Revised and updated. Synergy Ref: NPD1547658_1	09/09/2016
1.2	OSH Advisor	Revised and updated with minor formatting amendments and inclusion of responsibilities. Synergy Ref: NPD1547658_2	25/10/2017