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# OH&S OVERVIEW

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***Access Solutions National Pty Ltd***

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***Occupational Health & Safety Manual***

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***Access Solutions National Pty Ltd***

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***Policies and Procedures - Company***

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## Safety Policy

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### Purpose

This document explains the OHS policy of the company.

### Acknowledgment and important note

This document is adapted with permission from Worksafe Victoria document 13-4-21 'Occupational Health and Safety Policy' in the 2003 CD-ROM 'Managing Safety in your Workplace—a step-by-step guide'.

### Information

#### Obligations

The company recognises its moral and legal responsibility to:

- Provide a safe and healthy work environment for employees, contractors, customers and visitors.
- Ensure that the company's operations do not place the local community at risk of injury, illness or property damage.

#### Objectives

The company:

- Provides safe plant and systems of work
- Provides written procedures and instructions to ensure safe systems of work
- Ensures compliance with legislative requirements and current industry standards
- Provides information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Measures its OHS performance and communicate the results to all employees

#### Manager responsibilities

Each manager is accountable for implementing this policy in their area of responsibility. The company measures this in annual performance reviews. Managers are responsible for:

- Maintaining the workplace in a safe condition
- Actively contributing to developing, promoting and implementing health and safety policies and procedures
- Training employees to safely perform their assigned tasks
- Providing resources to meet the company's health and safety commitment

See the separate document [\[I020403\] Safety responsibilities](#) for details.

#### Employee responsibilities

See the separate document [\[I020403\] Safety responsibilities](#) for details.

#### Application of the policy

This policy is applicable to the company in all its operations and functions both on-site and off-site.

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## Safety Policy

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### ***Consultation***

The company is committed to consultation and cooperation between managers and employees. The company will consult with elected employee health and safety representatives and employees in any workplace change that will affect the health and safety of any of its employees.

### ***The designated workgroup***

The whole staff of the company make up a single designated workgroup as defined in Section 29 of the OHS Act 1985

### ***The safety committee***

The safety committee consists of the entire staff and meets in a segment of the weekly staff meeting

### ***Permit to work***

The company has no need for a permit to work system within its normal operations. If a client has a permit to work system, the company complies with the client requirements.

### ***Workplace environmental monitoring and health monitoring***

Employees have negligible exposure to hazardous substances and monitoring is not required.

### ***No bullying policy***

The company is committed to providing all employees with a healthy and safe workplace free from bullying and intimidation.

See [Discrimination, bullying and and sexual harassment](#)

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## Document information

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## Safety responsibilities

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### Purpose

This explains the health and safety responsibilities for employees, supervisors and managers.

### Acknowledgment and important note

This document is adapted with permission from Worksafe Victoria document 13-4-17 'Management Responsibilities for Health and Safety' in the 2003 CD-ROM 'Managing Safety in your Workplace—a step-by-step guide'.

### Information

#### All employees

Comply with [\[I020404\] General safety rules](#)

#### Responsible safety managers for areas

##### Be informed and keep employees informed

- Be familiar with the Occupational Health and Safety Act and the relevant Regulations relating to this workplace, including Codes of Practice and ensure compliance at all times
- Be familiar with, and ensure compliance with, all Company safety rules and procedures.
- Ensure that up to date safety information is always easily accessible to all employees under your control

##### Manage induction and other training

- Ensure all employees are inducted and receive regular training as required to perform jobs safely
- Ensure all on-the-job training and induction training (new employees) is documented carefully and accurately recorded in the employees training records.

##### Identify and respond to hazards

- Instigate prompt remedial action whenever your employees are found to be engaged in unsafe work practices.
- Remove or isolate any hazards in the workplace as soon as practicable.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found

##### Respond to safety incidents

- Ensure all safety incidents, including bullying and sexual harassment, occurring in your work areas are documented promptly and accurately on the appropriate form.
- Assist in the provision of first aid for injured employees as required.
- Investigate all incidents within area of responsibility

##### Consult with employees

- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections
- Ensure liaison with employee health and safety representatives, particularly on any workplace changes which have a health and safety component

##### Resolve issues

- Participate where required in the resolution of safety issues

##### Monitor, measure and improve safety

- Monitor health and safety performance within area of responsibility
- Participate in routine Health and Safety Audits for your workplace as Management directs.
- Initiate actions to improve health and safety within your area of responsibility
- Participate in any local Health and Safety Committees

##### Assist rehabilitation



## Safety responsibilities

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- Facilitate rehabilitation of injured workers

### **Managing Director**

#### **Approve safety rules and ensure compliance**

- Formally approve safety procedures and instructions
- Ensure resources are available and appropriate actions are taken to implement the Safety Policy, health and safety procedures and legislative requirements

#### **Be informed and keep supervisors informed**

- Be familiar with the Occupational Health and Safety Act and the relevant Regulations relating to this workplace, including Codes of Practice and ensure compliance at all times
- Be familiar with, and ensure compliance with, all Company safety rules and procedures.
- Ensure that up to date safety information is always easily accessible to all supervisors

#### **Manage induction and other training**

- Ensure that adequate time and expertise is available to provide simple, effective Health and Safety training for all supervisors on an ongoing basis.
- Ensure that supervisors conduct, document and record all on-the-job induction training.

#### **Identify and respond to hazards**

- Ensure that supervisors:
  - Investigate and take immediate remedial action whenever their employees are found to be engaged in unsafe work practices.
  - Remove or isolate any hazards in the workplace as soon as practicable.
  - Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found

#### **Respond to safety incidents**

- Ensure that supervisors report all incidents occurring in their work areas, including bullying and sexual harassment, documenting them promptly and accurately on the appropriate form.
- Investigate all incidents within area of responsibility
- Review all safety incident reports and monitor corrective actions
- Notify serious safety incidents to authorities

#### **Consult with employees**

- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections
- Ensure communication with employee health and safety representatives, particularly on any workplace changes which have a health and safety component
- Participate in the Safety Committee

#### **Resolve issues**

- Participate where required in the resolution of safety issues

#### **Monitor, measure and improve safety**

- Ensure that supervisors:
  - Perform routine maintenance and safety checks of all plant and equipment
  - Conduct workplace safety audits
- Review health and safety performance of company and supervisors
- Initiate actions to improve health and safety
- Review safety audit reports and take appropriate action

#### **Assist rehabilitation**

- Facilitate rehabilitation of injured workers

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## Safety responsibilities

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### Document information

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## General safety rules

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### Purpose

Explains safety rules for all employees to follow.

### Acknowledgment and important note

This document is adapted with permission from work by Tony Pumpa of Think Safety Systems ([www.thinksafetysystems.com.au](http://www.thinksafetysystems.com.au)).

### Information

The Company is committed to providing a safe work-place for all staff and employees. We have taken all possible precautions and followed all the guidelines as recommended under government regulations. We expect that you, in turn, accept your responsibility to work safely.

#### **Self-responsibility**

- Within your abilities and knowledge, protect your own health and safety and that of people around you.
- Never perform any task if you reasonably believe it would place somebody's health and safety at risk.

#### **Cooperation, obeying the law and company rules and instructions**

- Cooperate with the company in achieving a safe and healthy workplace.
- Be aware of and obey all company health and safety rules, safety signs, and safety instructions.
- Attend all health and safety meetings as your supervisor directs.
- Be aware that breaking safety rules, ignoring safe work conditions or disobeying lawful safety instructions from supervisors are misconduct against the company.

#### **Working, moving and taking breaks safely**

- Follow company safe work practices.  
[Company culture documents](#)
- Use personal protective equipment (PPE) where instructed and according to posted signs.  
[Use of personal protective equipment \(PPE\)](#)
- Only perform specialised work if you have training and authorisation.  
[Specialised work](#).
- Do not smoke, drink alcohol or use drugs while while working or where it is dangerous.  
[Alcohol, smoking and illegal recreational drugs](#)
- Always follow supervisor instructions. Don't take chances or short cuts.
- Use the correct tools and equipment for the job.
- Keep all work areas clean and tidy, and return unused tools to their safe storage area.
- Do not run, particularly in areas of production or storage.
- Where there are marked footpaths, use them.
- Have respect for electricity. Do not overload any outlet. Never use electrical cables (such as extension leads) when rolled up. They may generate heat and cause fire danger.
- Cooperate with all company measures to minimise risks associated with exposure to UV. Wear personal UV protection when working outdoors.
- Be aware of hot water temperature and especially boiling water from kettles and coffee machines.

#### **Hazards**

- If you don't know how to do a task safely, ask your supervisor.
- If you or another employee consider a task to be hazardous (could result in an injury to you or others), do not complete the task. Ask your supervisor
- If you notice something that seems unsafe, report it  
[Reporting hazards](#)
- If equipment is defective, report it  
[Checking safety and reporting defects](#)

## General safety rules

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### ***If there is an incident***

Know and understand the workplace emergency procedures.

[Emergency response instructions](#)

- If there is an injury, obtain first aid treatment
- If there is a safety incident, immediately report it to your supervisor. Supervisors must help to

complete the written report of the incident, including any first aid treatment

[Reporting a safety incident.](#)

### **Document information**

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## Manage safety consultation

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### Purpose

In this procedure:

- The Safety Coordinator:
    - Ensures that best safety practice information is available
    - Conduct the safety compliance audit
  - Distributes company safety information
- The Managing Director conducts safety consultation and training.

### Activities

#### 1. Support safety management

##### Safety Coordinator:

1. Researches best safety practice and provides information on safety matters to the company
2. Briefs and discusses research and new regulations with the Manager and at safety meetings
3. Recommends process changes if required
4. Distributes company safety information and forms to employees
5. Conducts annual election of OHS Employee Representative and trains the elected employee as required
6. Distributes company safety information and forms

#### 2. Conduct safety or toolbox meetings

##### Responsible Safety Manager for Area:

1. Conducts and records safety or toolbox meetings and acts on decisions
2. Conducts training during toolbox meetings as planned.  
[Manage training](#)

#### 3. Audit safety and publish performance

##### Safety Coordinator:

1. Audits safety compliance

#### 4. Verify safety records

##### Safety Coordinator:

1. Ensures that the following safety consultation and audit records are complete and properly stored:
  - Safety meeting minutes
  - Workplace safety compliance audit

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## Glossary of safety terms

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### **Purpose**

This is a glossary of OHS terms used in company documentation.

### **Acknowledgment and important note**

This document contains adapted extracts from various documents in the Worksafe Victoria 2003 CD-ROM 'Managing Safety in your Workplace—a step-by-step guide'.

### **Information**

#### **Behaviour**

Includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening "risk to health and safety" includes risk to the mental or physical health of the employee

#### **Competent Person**

A person, who because of qualifications and experience, has the skills necessary to perform the stated duties.

#### **Confined Space**

A space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer, shaft, well, trench, tunnel or other similar enclosed or partially enclosed structure, if the space:

- Is, or is intended to be, or likely to be entered by any person AND
- Has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space AND
- Is, or is intended to be, at normal atmospheric pressure while any person is in the space AND
- Contains, or is intended to contain, or is likely to contain:
  - An atmosphere that has a harmful level of any contaminant OR
  - An atmosphere that does not have a safe oxygen level OR
  - Any stored substances, except liquids, that could cause engulfment.

#### **Designated Work Group**

A group of employees at a workplace determined pursuant to Section 29 of the OHS Act 1985

#### **Employee**

All staff including full and part time workers, casual and temporary employees. Under the OHS Act the term 'employee' also includes an independent contractor engaged by an employer and any employees of the independent contractor.

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## Glossary of safety terms

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### **Eye protection**

Any screen or glasses type device, which meets Australian Standard AS1067 and AS1337 if necessary.

### **First Aid Facilities**

Includes first aid kits and contents, first aid rooms and equipment

### **Hazard**

Anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.

### **Hazard control**

The process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control measure does not introduce new hazards, and that on going effectiveness of the control is monitored.

### **Hazard identification**

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

### **Hazardous manual handling**

Tasks that involve any of the following:

- Manual handling that involves any of the following:
  - Repetitive or sustained application of force
  - Repetitive or sustained awkward posture
  - Repetitive or sustained movement
  - Application of high force
  - Exposure to sustained vibration
- Manual handling of live people or animals
- Manual handling of loads that are unstable, unbalanced or difficult to hold.
- Manual handling performed over a long duration.

### **Health and Safety Representative**

A person elected by the members of a designated work group to represent them in health and safety matters

### **Hierarchy of Control**

See [Probability matrix and control hierarchy](#)

### **HIRAC**

Hazard Identification, Risk Assessment and Control.

Note: Controls always need reviewing after being in place for some time. The acronym should be HIRACR

### **Housekeeping**

The need to have a place for everything and a need to have everything in its place.

### **HSEI**

Housekeeping and Safety Equipment Inspection

### **Improvement Notice**

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## **Glossary of safety terms**

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### **Isolation of plant**

Lock out, quarantine or other means by which plant and equipment is removed from its source of energy, and thereby prevented from being inadvertently operated

### **Long Duration**

When the task is done for more than 2 hours over a whole shift and continually for more than 30 minutes at a time

### **Musculoskeletal disorders (MSD)**

An injury, illness or disease that arises in whole or in part from manual handling in the workplace, whether occurring suddenly or over a prolonged period of time.



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## Glossary of safety terms

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### **Occupational violence**

Any incident where an employee is physically attacked or threatened in the workplace.

### **Outdoor worker**

Any employee who in the course of their duties is required to work outdoors for part or all of the day.

### **Out of Order Tag**

A yellow and black tag used to indicate that a piece of plant or equipment has been removed from service pending repair or removal from site.

### **Permit to work system**

A formal written system used to control certain types of potentially hazardous work. It also is a way of establishing communication and understanding between organisational personnel requiring the work to be done and the personnel or contractors who are going to execute the work.

### **Physical attack**

The direct or indirect application of force by a person to the body of, or to clothing or equipment worn by, another person, where that application creates a risk to health and safety. Physical attack is defined without consideration of the attacker's intent. The definition, therefore, covers situations where an employee is attacked by a person who may not be able to form intent, but who is capable of violence.

### **PPE**

Personal protective equipment.

### **Repeated behaviour**

Refers to the nature of the behaviour, not the specific form of the behaviour. Therefore, repeated unreasonable behaviour may be a pattern of diverse incidents. It may include, for example, being verbally abused on one occasion, personal property being purposely damaged on another occasion, and in another instance being unreasonably threatened with the sack. Behaviour will be considered "repeated" if there is an established pattern. That pattern of unreasonable behaviour may be obvious. For example, when a manager yells at the same employee every day. However, there are other, less obvious examples of a pattern of behaviour, which may fall within the meaning of "repeated".

### **Repetitive or Sustained**

When the task requires any actions to be done more than twice a minute and for more than 30 seconds at a time

### **Reasonable person**

A hypothetical reasonable person who has observed the situation. Having regard to all the circumstances does not mean that this hypothetical person has a total knowledge of every aspect of the situation. Rather, the hypothetical person knows as much as the alleged bully could reasonably be expected to know.

### **Risk**

The likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.

### **Risk Assessment**

The process of determining the likelihood of an injury, illness or damage to plant or property happening.

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## Glossary of safety terms

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### **Sunscreen**

Any SPF (sun protection factor) rated chemical product designed for skin protection.

### **Threat**

A statement or behaviour that causes a person to believe they are in danger of being physically attacked

### **Ultraviolet radiation (UV)**

A component of the electromagnetic radiation (EMR) spectrum emitted by the sun. It is composed of wavelengths from 200–400 nm.

### **UPF**

Means ultraviolet protection factor.

### **Vehicle**

Any powered plant designed to transport one or more persons

### **Workplace bullying**

Repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

### **Unreasonable behaviour**

Behaviour which a reasonable person, having regard to all the circumstances, would anticipate to humiliate, intimidate, undermine or threaten.

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## Forms & Databases: Manage safety consultation

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### Workplace safety compliance checklist

Use this checklist to conduct the company OHS compliance audit  
[safety\\_audit\\_checklist.doc](#)

### Safety meeting agendas and minutes

Agendas and minutes forms for safety meetings

#### *Recommended agenda items*

Report safety performance

Review safety safe practices according to the schedule (training)

Desired safety performance targets

Take step in safety implementation plan (example: approve documents)

Report outcomes of incident or near miss investigation

Report outcomes of HIRAC

Consult with staff about on going safety training and inspection, such as reviewing and auditing safe work practices and inspecting safety facilities

Have a forum for discussing safety issues, potential hazards, process improvements, levels of compliance

Conduct annual Employee Safety Representative election

Safety promotion: visitors, excursions, awards, salespeople selling safety equipment

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## Manage hazard risk

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### Purpose

In this procedure, management responds to hazard reports and other hazard identification, risk assessment and control (HIRAC) requirements and arranges for HIRAC and review.

### Scope

This procedure applies to all hazard reports and hazard risk assessment requirements. It includes risk to people, property and data.

See [Hazard risk management overview](#) for hazard risk management triggers and types.

### Activities

#### 1. Report hazard

##### Employee:

1. Reports hazards (See [Reporting hazards](#))

#### 2. Coordinate Safety Action Plan

##### Safety Coordinator:

1. (Initially, for all company operations) Helps management to identify hazard risk and create the Safety Action Plan
2. (Monthly) Reviews the Safety action plan and reports open issues to the Manager
3. Uses knowledge of legislation and regulations to help the Manager to communicate with WorkCover if required

#### 3. Respond to hazard and request HIRAC

##### Responsible Safety Manager for Area:

1. (Initially, for all company operations) Identifies hazard risk and creates the Safety Action Plan
2. Responds to requirements for HIRAC
3. Reviews Safety Action Plan report from Safety Coordinator
4. (If there is immediate danger from a reported hazard)
  - Takes action to remove the hazard if possible
  - Takes action to prevent employees being exposed to the hazard:
    - Informing employees
    - Taking other appropriate action
1. Appoints a Risk Assessor and requests the appropriate HIRAC
2. Communicates with WorkCover on safety matters

## Manage hazard risk

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### 4. Identify hazard and assess risk

#### **Hazard Risk Assessor AND Employee Safety Representative:**

1. Completes HIRAC recommends controls (See 'Location of HIRAC records' in [Hazard risk management overview](#))

### 5. Implement controls

#### **Responsible Safety Manager for Area:**

1. Receives control recommendations from risk assessment
2. (For controls that can be put in place straight away AND ALSO after review of the controls) Puts controls in place. These could involve:
  - Repairs to plant or equipment  
[Maintain assets](#)
  - Process change  
[Manage processes](#)
  - Training or disciplinary action  
[Manage training and professional development](#)  
[Discipline & terminate staff](#)
  - Changing products or service  
[Manage the suppliers and products list](#)
  - Purchasing products or services  
[Purchase goods and services](#)
  - Other tasks that the manager may carry out or instruct an employee to carry out
1. (For controls that cannot be implemented immediately) Enters HIRAC in the Safety Action Plan
2. Monitors the Safety Action Plan, ensuring that scheduled actions are completed or rescheduled
3. Consults with employees about current hazards  
[Manage safety consultation](#)

### 6. Review controls

#### **Employee Safety Representative:**

1. (For recommended controls arising from a HIRAC) Reviews the effectiveness of the controls implemented
2. If necessary, recommends further controls

### 7. Verify safety records

#### **Safety Coordinator:**

1. Ensures that the following HIRAC records are complete and properly stored. See 'Location of HIRAC records' in [Hazard risk management overview](#)

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### Document information

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## Reporting hazards

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### Purpose

How to report hazards.

### Acknowledgment and important note

This document is adapted with permission from Worksafe Victoria document 13-4-09 'Hazard Reporting' in the 2003 CD-ROM 'Managing Safety in your Workplace—a step-by-step guide'.

### Scope

The work instruction applies to all employees and the employees of contractors.

It applies to the reporting of any health and safety issues other than personal injury.

For personal injury, use the Incident investigation report.

### Instructions

1. If there is an immediate risk of injury or illness, ensuring that your own safety is not jeopardised:
  - Make the area safe as far as possible
  - Report the hazard verbally to your supervisor
1. Complete the Hazard report and HIRAC request and deliver to your supervisor, keeping a copy for yourself.

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### Document information

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## Hazard risk management overview

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### Purpose

This shows the triggers for hazard identification, types of hazard identification and the locations of hazard identification records

### Information

#### *How hazards are identified*

This is a list of the procedures that trigger hazard identification.

<b>Event</b>	<b>Procedure</b>
Outcome of housekeeping inspection	<a href="#">Manage safety inspection</a>
Outcome of plant & equipment checklist	<a href="#">Maintain assets</a>
Outcome of Workplace OHS compliance audit	<a href="#">Manage safety consultation</a>
Plant or equipment defect report	<a href="#">Maintain assets</a>
Incident investigation	<a href="#">Manage safety incident</a>
Hazard report by employee	This procedure <a href="#">Manage hazard risk</a>
New plant and equipment	<a href="#">Manage the suppliers and products list (selecting products)</a> <a href="#">Purchase goods and services (purchasing new plant and equipment)</a>
New substance	<a href="#">Manage the suppliers and products list</a>
New task	<a href="#">Manage processes (change to procedures)</a> <a href="#">Evaluate and close sale</a> <a href="#">Perform service (job safety analysis for project)</a>
New product or service	<a href="#">Design product or service</a>
Safety Committee resolution	<a href="#">Manage safety consultation</a>
New regulation	<a href="#">Manage safety consultation</a>
New knowledge about hazards	This procedure <a href="#">Manage hazard risk</a>
Matters arising from OHS issue resolution	<a href="#">Resolve safety issues</a>

### Document information

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## Conducting hazard identification, risk assessment and control (HIRAC)

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### Purpose

How to conduct Hazard Identification, Risk Assessment and Control (HIRAC).

### Instructions

Using the HIRAC worksheet

1. Identify the hazards. List the possible injury- or damage-causing events and the injuries or damage that could occur.
2. Assess and record the risk level of each hazard using the matrix in [Probability matrix and control hierarchy](#)
3. Beginning with hazards that have the highest risk level, recommend controls for them. Use the control hierarchy in [Probability matrix and control hierarchy](#), selecting controls from as close to the top of the list as possible. Record the recommended controls.

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## Conducting a job safety analysis

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### Purpose

How to perform a job safety analysis.

### Work instruction

Using the Job Safety Analysis worksheet

1. Identify the sequence of actions required for the job
2. For each action in the sequence, identify the hazards. List the possible injury- or damage-causing events and the injuries or damage that could occur. Include:
  - Hazards for employees using the equipment, goods or substance
  - Hazards for employees and members of the public exposed to the equipment, goods or substance
1. Assess and record the risk level of each hazard using the matrix in [Probability matrix and control hierarchy](#)
2. Beginning with hazards that have the highest risk level, recommend controls for them. Use the control hierarchy in [Probability matrix and control hierarchy](#), selecting controls from as close to the top of the list as possible. Record the recommended controls.

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## Probability matrix and control hierarchy

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### Purpose

Rules for assessing risk.

### Information

ASN recognizes that the identification of risks is of great priority and has therefore established this template as a means of addressing potential risks. ASN utilizes this template on a project by project basis. The risk management plan can be requested by the client and ASN will make the plan available.

**See Risk Management Form.doc**

### Hierarchy of control

The **Hierarchy of Control** is:

1. Eliminate the hazard
2. Substitute a less hazardous alternative (for example, alternative equipment or substance)
3. Isolate (for example, distance or enclosure)
4. Use engineering controls or redesign how it is done (for example, guarding)
5. Use administrative controls, changing work procedures, restricting time near the hazard (for example, supervision, training, rotation)
6. Provide written safe working procedures
7. Provide personal protective equipment

**Note:** Protective equipment should always be the last control option considered. A combination of controls may be appropriate, however the combination must be based on the control hierarchy.

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### Document information

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## Documents to create: Manage hazard risk

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### Permits to work

Overview of the company's permit to work system and links to permit forms.

### Pre-purchase check

Instructions for HIRAC on a new item of equipment.

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### Document information

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**Document No:** 266  
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**Revision No:** 0  
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## Forms & Databases: Manage hazard risk

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### Acknowledgment and important note

We provide copies of some Worksafe Victoria forms as a courtesy.

### Report hazard or request HIRAC

Use this for:

- Reporting hazards
- Requesting HIRAC for a process change
- Requesting a pre-purchase check for a new supplier
- Requesting job safety analysis

[report\\_haz\\_request\\_HIRAC.doc](#)

### HIRAC worksheet

Use this to record the progress and results of a HIRAC

It includes space for later review of controls and further suggestions by Risk Assessor.

[HIRAC worksheet.doc](#)

### Hazardous substances and dangerous goods assessment

This form records the HIRAC for hazardous substances and dangerous goods stored on company sites.

The form is supplied with the WorkSafe Victoria Hazardous Substances booklet

### Job safety analysis worksheet

Use this to record the progress and results of a job safety analysis

[job\\_safety\\_analysis.doc](#)

### Permits to work register

This database records the issue of permits to work including:

- Task
- Type of permit
- Name of employee issued with permit
- Date of issue

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### Document information

**Document No:** 152  
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## Manage safety incident

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### Purpose

In this procedure, managers, emergency response staff and safety representatives respond to an emergency or a safety incident.

### Activities

#### **1. Report incident, instruction or unfitness for work**

##### **Employee:**

##### **For incidents**

1. Provides immediate assistance by removing hazard if safe to do so
2. (If the incident is an emergency) Reports incident to the Emergency Coordinator.  
[Emergency response instructions](#)
3. (If first aid is required) Reports incident to First Aid Officer
4. Reports incident to supervisor

##### **For suspected unfitness for work**

1. (If another Employee may not be fit for work)  
(If required without endangering self) Secures the Employee's immediate safety
2. Reports suspected unfitness to supervisor

##### **For verbal safety instruction**

1. (If another Employee observed not complying with safety requirements)
  - (If required without endangering self) Secures the Employee's immediate safety
  - Delivers verbal safety instruction to the Employee
  - Records the safety instruction and delivers to supervisor

#### **2. Manage emergency**

##### **Emergency Coordinator:**

1. (If the incident is an emergency) Responds to the emergency.  
[Emergency response instructions](#)

#### **3. Provide first aid and follow up**

##### **First Aid Officer:**

1. Provides first aid as required
2. Arranges further medical assistance as required

## Manage safety incident

---

### 4. Respond to safety incident

#### Responsible Safety Manager for Area:

1. (If an employee may not be fit for work) Conducts fitness for work assessment and (if required) sends employee home
2. (If an employee has delivered a verbal safety instruction) Reads and files the safety instruction record
3. Facilitates and supports emergency and first aid action
4. Reassures injured or nearly-injured employee that the company will respond to the incident
5. Requests Employee Safety Representative to help investigate the incident

### 5. Investigate safety incident

#### Responsible Safety Manager for Area AND OHS Employee Representative:

1. In consultation with each other, investigate the safety incident.  
[Investigating safety incidents](#)

### 6. Record and notify safety incident

#### Responsible Safety Manager for Area:

1. Records the incident investigation.  
[Investigating safety incidents](#)
2. Organises further risk assessment if required.  
[Manage hazard risk \(procedure\)](#)
3. Carries out disciplinary action if required.  
[Discipline & terminate staff \(procedure\)](#)
4. Gives copies of the investigation report, suggestions and notices to the following, in preparation for discussion at the safety meeting  
[Manage safety consultation \(procedure\)](#):
  - Safety Coordinator
  - OHJS Employee Representative
1. (If required by law) Lodges notification form with WorkCover

### 7. Verify safety records

#### Safety Coordinator:

1. Ensures that the following safety records are complete and properly stored:
  - Safety incident investigation reports
  - Employee safety instructions
  - Fitness for work assessments

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### Document information

**Document No:** 51  
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**Revision No:** 2  
**Approved By:**

## Emergency response instructions

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### Purpose

Emergency control structure and instructions to:

- Prevent injury to personnel, visitors and neighbouring people and premises
- Minimise damage to the organisation's equipment, plant and installations.

### Acknowledgment and important note

This document is adapted with permission from Worksafe Victoria document 13-4-06 'Emergency Procedures ' in the 2003 CD-ROM 'Managing Safety in your Workplace—a step-by-step guide'.

### Work instruction

#### Key principles

1. If there is an emergency, follow the instructions of the Emergency Coordinator. If there is no Emergency Coordinator, follow the instructions of managers.
2. Respond positively and promptly to assist an injured person.
3. Prevent further damage by assessing the situation and control the hazard.
4. If the injuries are serious, and requires an investigation by WorkSafe, do not disturb the area except to either remove the victim or reduce the risk.

#### If there is a fire

If there is a fire or you discover smoke, take this action:

- Immediately notify emergency services by dialing **000**, stating:
  - Your name
  - Your exact location
  - The exact location of the fire

Start the evacuation plan as soon as the alarms are heard:

- Alert everybody in your area.
- Switch off machinery.
- Close all windows.
- Close all doors behind you as you proceed to the fire isolation area.
- If safe to do so, use a fire hose or extinguisher to fight the fire.
- Turn off air-conditioning.
- Do not use the lifts.
- Follow the instructions of management or the supervisor in charge.
- Remain calm and do not take risks.

#### Medical emergency

1. Check for any threatening situation and control it if safe to do so
2. Remain with casualty (unless there is no other option) and provide appropriate support
3. Do not move any casualties unless in a life threatening situation
4. Notify the First Aid Officer and the Manager
5. Notify the ambulance if not already done and designate someone to meet them
6. Provide support to First Aid Officer or ambulance if required

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## Emergency response instructions

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### ***Bomb threat***

#### **Threat received**

1. Notify the Emergency Coordinator and Manager
2. Contact the police **000** if not already done
3. Open as many doors and windows as possible
4. Evacuate to evacuation areas

#### **Bomb found**

1. Do not touch it—clear the area and do not re-enter until instructed
2. Advise the Emergency Coordinator and Manager immediately
3. Contact the police **000** if not already done
4. Wait for advice from Emergency Coordinator and leave doors and windows open

### ***Other emergencies***

For all other emergency situations, follow the instructions of the Emergency Coordinator. If there is no Emergency Coordinator, follow the instructions of managers.

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### **Document information**

**Document No:** 93  
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## Investigating safety incidents

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### Purpose

How to investigate safety incidents.

The purpose of investigating a safety incident is:

- To find out why and how it happened
- To prevent it happening again

### Acknowledgment and important note

This document is adapted with permission from work by Tony Pumpa of Think Safety Systems ([www.thinksafetysystems.com.au](http://www.thinksafetysystems.com.au)).

### Work instruction

Determine the root cause using root cause question method

#### **Conducting an Accident Investigation:**

1. Conduct the investigation immediately
2. Where required, advise all relevant authorities (WorkSafe, Police, EPA, Councils, WorkCover).
3. Collect information and take photographs of the accident scene.
4. Analyse all accident causes and contributing factors.
5. Confer with other parties involved for suggestions and solutions.
6. Take immediate action to prevent a recurrence.
7. Complete a written report promptly, (within 24 hours), and meet with management on the findings.
8. Follow action items through so that the company implements and staff adhere to all recommendations.

#### **Sample questions**

##### **Personal**

- What level of job training had been provided?
- How was competency assessed?
- What did the risk assessment identify in regard to areas of special need?
- What other factors may have impacted on work performance?

##### **Management**

- Who was supervising the task?
- What steps had the supervisor taken to ensure the task would be safely performed?
- What instructions had the supervisor given to those involved?
- What training had the supervisor received in giving out instructions to safely perform the task?

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## Investigating safety incidents

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### The safe work practice

- When was a safe work practice written for this task?
- What information does it include?
- What information is missing from it?
- What evidence is available that the person(s) involved had been trained in the procedure?
- How was it being complied with?
- What personal protective equipment was available?
- How was it used?
- How often is a risk assessment conducted on this task?

### Plant, equipment and substances

- What were the plant, equipment and other items or substances being used to produce?
- How were they being operated?
- How were plant and equipment failures dealt with?
- What type of exposure(s) were involved? (eg chemical, thermal, radiation, biological etc)?
- When was the last time plant, equipment or other substances had a risk assessment?
- What controls were identified in this assessment?
- How often was equipment and plant maintained?

### The workplace itself

What affect did the following have on the event?

- Noise
- Lighting
- Vibration
- Housekeeping
- Workplace layout and design
- Dust and fumes
- Flooring

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### Document information

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## Forms & Databases: Manage safety incident

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### Safety instruction record

Use this to record that you have delivered a verbal safety instruction to an employee.

This form is for reminding and correcting employees about safety. It does not replace original safety training.

This form is for use by ANY employee. Safety is the responsibility of ALL employees. If you see another employee not complying with safety requirements, give them an instruction and record the instruction.

[safety\\_instruction\\_record.doc](#)

### Safety incident investigation report.

[incident\\_investigation\\_report.doc](#)

### Safety incident notification

Download the form from the WorkCover website.

### Bomb threat checklist

Use this checklist to record a bomb threat telephone call

[bomb\\_threat\\_checklist.doc](#)

See also [Emergency response instructions](#)

### Fitness for work assessment

Use a fitness for work assessment if you consider that an employee is not fit for work due to:

- Consumption of alcohol
- Consumption of drugs (including prescription)
- Fatigue
- Illness
- Failure to work in a safe manner

[fitness\\_for\\_work\\_assess.doc](#)

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#### Document information

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## Manage WorkCover claim

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### Purpose

In this procedure, the company manages a WorkCover claim.

### Activities

#### 1. Lodge claim

**Employee:**

1. (If sustaining a work related injury or illness) Notifies supervisor as soon as is practicable following injury or the onset of illness.

#### 2. Manage claim and return to work plan

**Line Manager:**

1. Prepares the WorkCover claim
2. Submits WorkCover claim to the insurer for review
3. If the Employee needs replacing, employ or deploy additional staff
4. If the Employee requires leave, grant leave ([Grant leave](#))
5. Creates and manages a return to work plan, requesting advice as required from:
  - Employee's supervisor
  - Rehabilitation provider
  - Medical practitioner

#### 4. Create and accept return to work plan

**Employee:**

1. Helps to create and accepts the return to work plan

#### 5. Facilitate return to work plan

**Line Manager:**

1. Supports the return to work plan
2. When the return to work plan is accepted, deploys the employee according to its terms

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### Document information

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## Forms & Databases: Manage WorkCover claim

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### Return to work plan

Download the documents from the WorkCover website (or the equivalent for your state)

[http://www.workcover.vic.gov.au/vwa/home.nsf/pages/RTW\\_plans](http://www.workcover.vic.gov.au/vwa/home.nsf/pages/RTW_plans)

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### Document information

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## Resolve safety issues

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### Purpose

In this procedure, with the help of the Employee Safety Representative, the Employee and management resolve safety issues such as unresolved hazards.

### Scope

This procedure applies to all safety issues.

For other issues and disputes, see [Resolve disputes](#)

### Activities

Activities refer to [Safety issue resolution rules](#)

#### **1. Report unresolved hazard**

##### **Employee:**

1. Raises a safety issue with supervisor

#### **2. Resolve safety issue**

##### **Employee Safety Representative:**

1. Resolves the issue if possible
2. (If not immediately and simply resolved) Records the issue using using the workplace issue record ([Resolve disputes](#))

#### **3. Issue provisional improvement notice**

##### **Employee Safety Representative:**

1. (If issue not resolved) Issues a provisional improvement notice

#### **4. Request WorkCover inspection**

##### **Employee Safety Representative:**

1. (If issue not resolved) Requests WorkSafe inspection

#### **5. Verify safety records**

##### **Safety Coordinator:**

1. Ensures that the safety records are complete and properly stored
  - Minutes of issue resolution
  - Improvement notices
  - Communications with WorkSafe

### References

[Manage hazard risk](#)

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### Document information

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## Safety issue resolution rules

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### Purpose

Explains the rules for resolving safety issues

### Information

#### Steps

If you have a reason to believe a task or a procedure is likely to endanger or cause ill health of themselves or another person.

1. Report your concerns to your supervisor.
2. If you are not satisfied with the supervisors' response, discuss the issue with the Manager.
3. If you are not satisfied with the Manager's response, discuss the issue with the Safety Coordinator
4. If you are not satisfied with the Safety Coordinator's response, discuss the issue with the Safety Employee Representative, who can issue a Provisional Improvement Notice and request WorkSafe inspection.

#### Rules

- Record the progress of the issue resolution using the workplace issue record ([Resolve disputes \(procedure\)](#))
- There must be written minutes of each meeting about a safety issue.
- You and the company officers involved must sign the minutes to verify that they are accurate.
- Use meeting procedure rules in [Practise company culture \(procedure\)](#)

### References

WorkSafe Victoria publication [Resolving OHS Issues in the Workplace - A Guide](#)

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#### Document information

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## Forms & Databases: Resolve safety issues

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### Provisional improvement notice

[provisional\\_improvement.doc](#)

#### Information

##### When to use:

Employee Safety Representative uses this with the [Resolve safety issues](#) procedure

##### From the legislation:

A provisional improvement notice shall

- State that the health and safety representative is of the opinion that the person–
  - Is contravening a provision of this Act or the regulations; or
  - Has contravened such a provision in circumstances that make it likely that the contravention will continue or be repeated;
- State the reasons for that opinion;
- Specify the provision in this Act or the regulations in respect of which that opinion is held; and
- Specify the day (being a day more than seven days after the day on which the notice is issued) before which the person is required to remedy the contravention or likely contravention or the matters or activities occasioning the contravention or likely contravention.

A person–

- To whom a provisional improvement notice is issued in relation to which an inspector has not been required under section 35 to attend at the workplace; and
- Who does not comply with the provisional improvement notice–

shall be guilty of an offence against this Act.

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#### Document information

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## Manage safety inspection

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### Purpose

In this procedure, management schedules workplace safety inspections and inspectors carry them out.

### Activities

#### 1. Schedule safety inspections

**Responsible Safety Manager for Area:**

1. Appoint, train and schedule workplace inspectors

#### 2. Conduct OHS inspections

**Workplace Inspector:**

1. Conduct and record inspection
2. Issue as required:
  - Defective equipment reports ([Maintain assets](#))
  - Safety instructions ([Manage safety incident](#))

#### 3. Review safety inspection reports

**Responsible Safety Manager for Area:**

1. Reviews workplace inspection report
2. Requests risk assessment arising from report ([Manage hazard risk](#))
3. Gives feedback to Workplace Inspector on inspection technique
4. Improves inspection system

#### 4. Verify safety records

**Safety Coordinator:**

1. Ensures that the following safety records are complete and properly stored:
  - Workplace inspection checklists

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### Document information

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## Conducting workplace safety inspections

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### **Purpose**

How to conduct workplace safety inspections.

### **Acknowledgment and important note**

This document is adapted with permission from work by Tony Pumpa of Think Safety Systems ([www.thinksafetysystems.com.au](http://www.thinksafetysystems.com.au)).

### **Work instruction**

If a different person carries out workplace inspection each time, there is a greater chance that new hazards will be identified. In each case the inspector needs training and supervision to ensure that they know what is required of them.

#### ***Conducting inspections—training and supervision (Supervisor)***

Explain the Workplace inspection checklist and the attached guidelines, to ensure the Inspector understands how to rate each item inspected.

Check the form on completion and instruct where necessary. Ensure that the Inspector completes and properly reports the inspection.

#### ***Conducting inspections—instructions (Inspector)***

You have ample time to conduct the inspection in his own work area..

Rate each item as 'poor', 'average', or 'excellent' and then circle a number from one to seven. This is the rated number of the item according to your standard.

If the you consider that the item requires corrective action, you need to circle 1, 2, or 3.

If you circle 1, 2, or 3, make a brief comment on the form to explain the problem.

Discuss the completed inspection form with your supervisor and explain the reasons for your comments.

#### ***Entering the report***

For items rated 1 to 3, show:

- The reason for the low rating
- The corrective action required to control
- The person responsible for correcting
- The time frame for corrective action to be completed
- Date the corrective action was completed.

#### ***Frequency of Inspections***

Initially, until all employees have completed one inspection, each employee should perform the inspection weekly.

When all employees have had their turn, perform inspections monthly.

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### **Document information**

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## Forms & Databases: Manage safety inspection

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### Important note about your safety system

The Guidelines in this document are adapted with permission from work by Tony Pumpa of Think Safety Systems([www.thinksafetysystems.com.au](http://www.thinksafetysystems.com.au)).

### Workplace safety inspection and review schedule

This schedule includes the following inspections and reviews:

- Workplace safety compliance audit  
[Manage safety consultation](#)
- Workplace safety (housekeeping) inspections  
[Manage safety inspection](#)
- Annual review of assets and workplace facilities  
[Acquire and dispose of assets](#)

This schedule is part of the [Employee database](#) and you can find it in the human resources spreadsheet:

[human\\_resources\\_spreadsheet.xls](#)

### Workplace inspection checklist

This is a checklist for conducting workplace safety inspections.

[workplace\\_inspection\\_checklist.xls](#)

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### Document information

**Document No:** 160  
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**Approved By:**

## **compliance audit**

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### **1 Health & Safety Management**

- Is there a Health & Safety Policy, signed by the Director, and prominently displayed? .....Y [ ] N [ ]
- Are there documented Safe Working Procedures for all hazardous tasks? .....Y [ ] N [ ]
- Are there Duty Statements for all Managers and Supervisors relating to health and safety? .....Y [ ] N [ ]
- Are relevant statutory OH&S Regulations implemented and documented?.....Y [ ] N [ ]
- Is there an on-going Health and Safety Training Matrix for Supervisors and Employees? .....Y [ ] N [ ]

### **2 Office Area**

- Are all office staff trained in office safety and correct housekeeping practices? .....Y [ ] N [ ]
- Are all electrical and telephone leads and office equipment checked for obvious hazards?.....Y [ ] N [ ]
- Are smoke alarms fitted in office areas and regularly checked? .....Y [ ] N [ ]
- Are all hazardous substances safely handled, e.g. photocopier toner? .....Y [ ] N [ ]

### **3 Incident Reporting**

- Are all accidents, injuries and incidents reported in writing? .....Y [ ] N [ ]
- Are all reports reviewed regularly by Senior Management?.....Y [ ] N [ ]

### **4 First Aid Facilities**

- Are any employees trained in First Aid?.....Y [ ] N [ ]
- Are First Aid kits adequately equipped and serviced regularly?.....Y [ ] N [ ]
- Is there a suitable area for administering first aid to employees? .....Y [ ] N [ ]

### **5 Machinery and Equipment (Plant)**

- Have all plant hazards been identified and risk assessments recorded in writing? .....Y [ ] N [ ]
- Have all plant risk control measures been completed?.....Y [ ] N [ ]
- Are all trucks, loaders and excavators checked daily to ensure their safe working condition? .....Y [ ] N [ ]
- Are safety instructions and signage legible, clean and in place where appropriate? .....Y [ ] N [ ]

### **6 Hazardous Materials**

- Is there a list of all hazardous materials maintained on site? .....Y [ ] N [ ]
- Are Material Safety Data Sheets held for all hazardous materials/substances?.....Y [ ] N [ ]
- Are relevant employees trained in the safe use of all hazardous materials and substances? .....Y [ ] N [ ]

## 7 Workplace Areas (Workshop)

- Are all work areas free from unnecessary objects, tools and equipment? .....Y [ ] N [ ]  
Have all items of plant and equipment been checked for safe operation?.....Y [ ] N [ ]  
Is there adequate general lighting for safe movement of employees and plant? .....Y [ ] N [ ]

## 8 Access to and egress from the workplace

- Are all emergency exits free from obstruction? .....Y [ ] N [ ]  
Are all emergency exits unlocked during all working hours?.....Y [ ] N [ ]

## 9 Grounds, driveways and carparks

- Are grounds and work areas clean, tidy & free from obvious hazards? .....Y [ ] N [ ]  
Are all visitors, customers protected from heavy vehicle operation?.....Y [ ] N [ ]  
Is Safety signage in place, clean and legible? .....Y [ ] N [ ]  
Are adequate waste disposal facilities in place and maintained? .....Y [ ] N [ ]  
Are all vehicles and mobile plant and equipment properly parked in designated areas?.....Y [ ] N [ ]  
Are all grates and drain covers in place and secure? .....Y [ ] N [ ]

## 10 Fire prevention control

- Are fire extinguishers in place as per site plan?.....Y [ ] N [ ]  
Are there easy access to all fire extinguishers? .....Y [ ] N [ ]  
Have fire extinguishers been checked and tested in the past 6 months? .....Y [ ] N [ ]  
Are emergency phone numbers clearly displayed near all telephones? .....Y [ ] N [ ]

## 11 Environmental management

- Are all drains protected from spillage of oils and chemicals from vehicle service areas?.....Y [ ] N [ ]  
Is noise from service areas minimised after hours? .....Y [ ] N [ ]  
Does the workplace have ample natural lighting to reduce electricity usage? .....Y [ ] N [ ]  
Is there ample supply of bins to remove waste from site? .....Y [ ] N [ ]  
Does the offices and workshop building blend in with the local environment?.....Y [ ] N [ ]

## 12 Personal Protective Equipment (PPE)

- Are all relevant employees trained in the correct use and maintenance of PPE?.....Y [ ] N [ ]  
Have employees easy access to cleaning and storage of PPE? .....Y [ ] N [ ]  
Is all PPE regularly checked by competent employees for fair wear and tear?.....Y [ ] N [ ]  
Is there an approved purchasing procedure for PPE?.....Y [ ] N [ ]

**13 Emergency Procedures**

- Are all emergency procedures and contact numbers up to date? .....Y [ ] N [ ]
- Is there an Evacuation Plan in place? .....Y [ ] N [ ]
- Has the Evacuation Plan been tested within the last 12 months?.....Y [ ] N [ ]

**14 Security Control**

- Is there a key register and key board? .....Y [ ] N [ ]
- Are all perimeter doors, fences and gates regularly checked? .....Y [ ] N [ ]
- Are all general lighting of show rooms and grounds checked to enable safe after hours security?Y [ ] N [ ]

**15 Other**

- .....Y [ ] N [ ]
- .....Y [ ] N [ ]
- .....Y [ ] N [ ]
- .....Y [ ] N [ ]



## RISK MANAGEMENT PLAN

Access Solutions National Pty. Ltd. (ASN) recognizes that the identification of risks is of great priority and has therefore established this template as a means of addressing potential risks. ASN utilizes this template on a project by project basis. The risk management plan can be requested by the client and ASN will make the plan available.

The Risk Management Register, Risk Treatment Schedule and Plan, and Risk Action Plan should be assessed as outlined in Australian Standard AS/NZS 4360:1999 tables E1, E2 and E3 below

Table E1 Qualitative measures of “**Consequence**” or impact (AS/NZS 4360:1999)

LEVEL	DESCRIPTOR	EXAMPLE OF DESCRIPTION
<b>1</b>	<b><i>Insignificant</i></b>	No injuries, low financial loss
<b>2</b>	<b><i>Minor</i></b>	First aid treatment, medium financial loss
<b>3</b>	<b><i>Moderate</i></b>	Medical treatment required, high financial loss
<b>4</b>	<b><i>Major</i></b>	Extensive injuries, loss of production capability, major financial loss
<b>5</b>	<b><i>Catastrophic</i></b>	Death, huge financial loss

Table E2 Qualitative measures of "**Likelihood**" (AS/NZS 4360:1999).

Level	Descriptor	DESCRIPTION
<b>A</b>	<b>Almost certain</b>	Is expected to occur in most circumstances
<b>B</b>	<b>Likely</b>	Will probably occur in most circumstances
<b>C</b>	<b>Possible</b>	Might occur at some time
<b>D</b>	<b>Unlikely</b>	Could occur at some time
<b>E</b>	<b>Rare</b>	May occur only in exceptional circumstances

Table E3 Qualitative risk analysis matrix – level of risk (AS/NZS 4360:1999).

Likelihood	Consequences				
	<i>Insignificant</i> <b>1</b>	<i>Minor</i> <b>2</b>	<i>Moderate</i> <b>3</b>	<i>Major</i> <b>4</b>	<i>Catastrophic</i> <b>5</b>
<b>A (almost certain)</b>	H	H	E	E	E
<b>B (likely)</b>	M	H	H	E	E
<b>C (possible)</b>	L	M	H	E	E
<b>D (unlikely)</b>	L	L	M	H	E
<b>E (rare)</b>	L	L	M	H	H

- E** = **Extreme Risk** – Immediate action required.
- H** = **High Risk** – Senior Management attention required.
- M** = **Moderate Risk** – Management responsibility must be specified.
- L** = **Low Risk** - Manage by routine procedures.









**RISK ACTION PLAN**

Item Ref		
Risk		
Summary – Recommended response and impact		
Action Plan Proposed actions  Resource requirements  Responsibilities  Timing  Reporting and monitoring required		
Prepared by: Date	Date	Reviewed by:

**F090201a  
Hazard Report or HIRAC**



**Request**

---

**Reported or HIRAC requested by**

Name: ..... Position: ..... Date: .....

**Reported to**

Name: ..... Position: ..... Date: .....

Area: .....

**Subject**

Incident  Workplace hazard  Inspection outcome  Other.....  
 Unusual project JSA  Process change  New equipment or product .....

**Description of incident, hazard or potential hazard in new product or process**

.....  
.....  
.....  
.....  
.....

**(Hazard or incident report) What needs to be done?**

.....  
.....  
.....  
.....  
.....

Signature of person reporting:..... Date: .....

Signature of person receiving report: ..... Date: .....

**(Hazard reports only) Copies given to:**

Manager: .....

Employee Safety Representative: .....

Person initiating report: .....

# F090202a Hazard Investigation, Reduction and Control Report

Access Solutions National P/L

ACN 110 131 676 ABN 69 110 131 676



Response to Hazard report or HIRAC request no .....

Subject  Incident  Near miss  Workplace hazard  Hazardous work practice  Process change  New product for purchase

## Hazard analysis

Activity Aspect of equipment Workplace facility	Hazards	Risk control measures	How to implement controls

**Training or briefing requirements**

List training requirements for recommended controls.

.....  
.....  
.....

**Process change requirements**

List process changes required and attach completed Process change suggestion forms

.....  
.....  
.....

**Recommendations about new equipment purchase**

.....  
.....  
.....

**Assessment completed by** (Risk assessment team leader)

Name: ..... Signature .....

**Response by person reporting hazard or requesting HIRAC:**

Resolution satisfactory? Yes | No

Comments:

.....  
.....  
.....

Name .....

Signature: ..... Date: .....

# JOB SAFETY ANALYSIS WORKSHEET

Company Name:

Date:

JSA No.

Site Name:

Permit to work requirement: Yes No

Contractor:

Approved by:

Auditor:

Contact No.

Activity:

<b>Activity</b> List the tasks required to perform the activity in the sequence they are carried out.	<b>Hazards</b> Against each task list the hazards that could cause injury when the task is performed.	<b>Risk Control Measures</b> List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.	<b>Who is Responsible?</b> Write the name of the person responsible (supervisor or above) to implement the control measure identified.



**REMEMBER:**

*THINK SAFE, ACT SAFE, BE SAFE*



WorkSafe Victoria is a division of the Victorian WorkCover Authority

**F090201a  
Hazard Report or HIRAC**

**Access Solutions National P/L**  
ACN 110 131 676 ABN 69 110 131 676



**Request**

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**Reported or HIRAC requested by**

Name: ..... Position: ..... Date: .....

**Reported to**

Name: ..... Position: ..... Date: .....

Area: .....

**Subject**

Incident  Workplace hazard  Inspection outcome  Other.....  
 Unusual project JSA  Process change  New equipment or product .....

**Description of incident, hazard or potential hazard in new product or process**

.....  
.....  
.....  
.....  
.....

**(Hazard or incident report) What needs to be done?**

.....  
.....  
.....  
.....  
.....

Signature of person reporting: ..... Date: .....

Signature of person receiving report: ..... Date: .....

**(Hazard reports only) Copies given to:**

Manager: .....

Employee Safety Representative: .....

Person initiating report: .....



# F090301a Incident Investigation

Access Solutions National P/L  
ACN 110 131 676 ABN 69 110 131 676



## Report

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Injured person (if any): ..... Incident Report no: .....

Person who was the immediate cause of incident (such as the equipment operator):.....  
.....

Location of incident: .....

OHS Management Rep investigating: ..... Title: .....

OHS Employee Rep investigating: .....

Task being performed: .....

What is the relationship of the injured person to the organisation?

Employee  Contractor  Customer  Other member of the public  No injury

Questions about the 'immediate cause' person

Is the task usually performed by this person? Yes  No  If **no**, give reasons:

.....

Was the task carried out in accordance with normal instructions? Yes  No   
If **no**, why not?

.....

Was the person trained in the task? Yes  No  If **no**, why?

.....

What safety instructions were given immediately before doing the task?

.....

.....

Was any of the plant or equipment damaged, inappropriately unguarded or due for service?

.....

Were there any other factors involved, such as protective equipment, climatic conditions, disability of the person, time of day, etc?

.....

What actions have been taken to ensure similar accidents will not occur? (See also the attached Process change suggestion form)

.....

Date actions implemented:

.....

Other comments or recommendations:

.....

Signed: Employee (immediate cause): ..... Date: .....

Supervisor: ..... Date: .....

OHS Management Rep: ..... Date: .....

OHS Staff Rep: ..... Date: .....

# F090303a Assessment of fitness for work

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## Instructions

Complete this form for an employee if you consider that he or she:

- May have consumed drugs including alcohol or prescribed medications OR
- May be fatigued or ill OR
- Is working in an unsafe manner.

Complete the form in the presence and with the participation of:

- The employee concerned AND
- Another employee who works in the same area

## Identification

Date of interview..... Time interview commenced: .....

Name of worker observed .....

Name of manager completing the form..... (Print)

Name of other reviewing staff member(s) ..... (Print)

## Observations

Using the headings below describe what has lead you to suspect that the worker has consumed drugs, alcohol or prescribed medication; is fatigued, is working in an unsafe manner or is generally: unsuitable to be at work.

General Observations: .....

.....  
.....  
.....

Breath: .....

.....

Eyes: .....

.....

Speech: .....

.....

.....

Conversation (using an -appropriate topic) .....

.....

.....

Significant changes from normal demeanor: .....

.....

.....  
Physical behaviour: .....  
.....  
.....

Attitude: .....  
.....  
.....

**Answers to interview questions—Alcohol**

Have you been drinking recently? ..... Yes [ ] No [ ]  
If the answer is NO go to next section  
What have you been drinking?.....  
How much have you drunk?.....  
When did you stop drinking?.....  
Why were you drinking? .....  
Have you been drinking at work? .....

**Answers to interview questions—Drugs**

Have you taken any other drugs or prescribed medication? ..... Yes [ ] No [ ]  
If the answer is NO go to next section.  
What is the name of the drug have you been taking? .....  
How much have you taken today? .....  
When did you last take this drug/medication?.....  
Have you been taking it or using it at work?.....

**Conclusion**

At the end of the interview was it the considered view of those interviewing the employee that his or her continued presence on the work site constituted a safety risk to themselves and others and that the employee should be taken home? ..... Yes [ ] No [ ]

Comments .....  
.....  
.....

Who took the person home?.....

To what address was he or she taken?.....  
.....

Time interview finished: .....

Signature of interviewing manager: .....

Signature of second interviewer: .....