



Premier Fire Protection Services (NSW) Pty Ltd

Work, Health Safety & Environmental Manual

WHS&E MANUAL

Certificate of Amendment

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WHS&E MANUAL

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SECTION 1 - FUNCTION OF THE MANUAL

1.1 PURPOSE

This Manual has been compiled to set out Premier Fire Pty Ltd's (Hereinafter referred to as the Company) policy intentions and expectations in the management of Work Health, Safety and Environmental obligations, to inform personnel at all levels of the Company, and to define standard procedures and safe practices required by the Company to properly discharge their statutory obligations and to meet industry best practice.

1.2 SCOPE

This manual addresses all aspects of Work Health, Safety and Environmental management practices applicable to Company operations. It is applicable to all employees, contractors, clients, visitors and suppliers of plant, equipment and substances to the Company.

It outlines the obligations, procedures and actions required of all employees to achieve the necessary standards of Work Health, Safety and Environmental management whilst working for the Company.

1.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Environmental Protection Act 1994
- NSW Environmental Protection Regulation 2008
- National Model Regulations and Codes of Practice
- AS/NZS 4801 Occupational health and safety management systems - Specification with guidance.
- AS/NZS 4804 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques
- AS/NZS ISO 14004 Environmental management systems—General guidelines on principles, systems and support techniques

1.4 DEFINITIONS

Policy - A statement of intent to achieve a specified Company objective.

Procedure - A step-by-step description of how to do a task, job, or activity.

Statutory - Written law, enacted, defined or authorised by statute.

1.5 RESPONSIBILITIES

An understanding of the contents of this Manual is necessary for managers, supervisors and employees. All employees, at all levels, must accept these responsibilities and comply with the

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procedures outlined in this Manual.

1.6 PROCEDURE

To maintain performance, the policies and procedures contained within this Manual must be subject to ongoing review; hence the procedures for such review and amendment are included within.

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SECTION 2 -AMENDMENT AND REVIEW

2.1 PURPOSE

To ensure the Company's Work Health, Safety and Environmental manual and associated documentation is reviewed on a regular basis and maintained in a compliant state at all times.

2.2 SCOPE

Reviews shall cover all work health, safety and environmental aspects as covered by this manual pertaining to the health, safety and environmental management system in all areas and activities of the Company.

2.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Environmental Protection Act 1994
- NSW Environmental Protection Regulation 2008
- AS/NZS 4801 Occupational Health and Safety Management Systems - Specification with Guidance for Use
- AS/NZS 4804 Occupational Health and Safety Management Systems - General Guidelines on Principles, Systems and Supporting Techniques
- AS/NZS ISO 14004 Environmental management systems—General guidelines on principles, systems and support techniques

2.4 DEFINITIONS

Nil

2.5 PROCEDURE

Review of the contents of this Manual is an ongoing process. Over time, work health, safety and environmental needs, legislation and Company operations may change, necessitating the need to modify, add or delete sections of this Manual.

All proposed amendments shall be submitted to the General Manager and the Director for review and approval.

Amendments shall be distributed to all Manual holders on completion of the above procedure.

The Company's Work Health, Safety and Environmental management system shall be reviewed and amended where necessary

The Company's Work Health, Safety and Environmental Policy Statements shall be reviewed by the General Manager and the Director and re-issued each year.

SECTION 3 - STATUTORY OBLIGATIONS

Today's social, legal and industrial climate demands extremely high standards of work health, safety and environmental management from all employers.

The Company's policies, and the range of systems and procedures dealing with work health, safety and environmental, must discharge the obligations imposed by the body of statutory law relating to work health and safety and environmental management. Such obligations must be seen as the *minimum* acceptable standard.

In NSW, the Work Health and Safety Act - 2011 is the controlling legislation in the field of work health and safety; whilst the Environmental Protection Act – 1994 is the controlling legislation in the field of environmental management. These Acts also incorporate or nominate a wide range of Regulations, Compliance Standards, Codes of Practice and Australian Standards dealing with specific work health, safety and environmental issues.

Under the Work Health and Safety Act 2011, the primary obligations of the Company in plain language are to:

- Provide and maintain plant and systems of work that are safe and without risk to the health and safety of any person.
- Ensure safety and the absence of risk in connection with the use, handling, storage and transport of plant and substances.
- Maintain any workplace under our control in a condition that is safe and without risk to the health and safety of any person.
- Provide adequate facilities for the health and safety of employees.
- Provide such information, instruction, training and supervision to enable employees to work in a manner that is safe and without risk.
- Provide protective clothing and equipment where it is not practicable to otherwise avoid the presence of hazards at the workplace.

This Act also imposes specific obligations on individual employees. In summary these require all employees to:

- Comply with all instructions given by the employer for the employee's own health or safety or for the health and safety of other persons.
- Use such protective clothing and equipment as is provided, or provided for, in a manner in which the employee has been properly instructed to use it.
- Not wilfully or recklessly interfere with, or misuse anything provided in the interests of health and safety pursuant to any provision of the Act.
- Not wilfully place at risk the health or safety of any person at the workplace.

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The Work Health and Safety Act 2011 prescribes severe penalties for offences against the Act. Under the Act the Company, as well as individual managers, supervisors or workers can be held liable for offences or breaches and can be penalised accordingly.

It is vitally important to note also that the obligations of the Employer and the Employee outlined above extend to include a duty of care owed to "any persons" in the workplace. This means that the Company has obligations (responsibilities) for the health and safety of visitors, contractors, volunteers and members of the public whilst on any of the Company's properties.

The Company recognises the importance of providing all employees, clients and visitors with a safe and healthy environment and acknowledges and accepts the principles and responsibilities, which are embodied in the various acts, regulations and codes of practices which relate to health and safety of employees and other persons.

We firmly believe that the development and maintenance of a safe and healthy workplace is the concern of the Company and every one of its employees.

Our Work Health and Safety Policy Statement makes such a commitment to upholding the highest standard of management of Work Health and Safety at Premier Fire Pty Ltd.

Under the Environmental Protection Act 1994, the primary obligations of the Company in plain language are to:

- Adopt and practice "industry best practices" in the management of the Company's environmental impact on our community, through
 - The conduct of strategic planning by the Company with respect to its Environmental Impacts and Aspects;
 - Developing and maintaining appropriate administrative processes for the Company, including staff training and monitoring and review of the environmental systems;
 - The conduct of public consultation, where necessary, carried out by the Company with respect to its Environmental Impacts and Aspects;
 - Establishing product and process design review and monitoring processes; and
 - The adoption of environmentally aware waste prevention, treatment and disposal practices within the Company operations.

The Company recognises the significance of community expectation when it comes to care of the environment and acknowledges the obligations imposed onto the Company by the Environmental Protection Act.

We firmly believe in the protection of the environment through the adoption of sustainable work practices; and to this end, the Company will adopt industry best practices with respect to our environmental footprint.

Our Environmental Policy makes such a commitment to upholding the highest of standards of management of Environmental Protection at Premier Fire Pty Ltd.

SECTION 4 - OBJECTIVES AND TARGETS

Premier Fire Pty Ltd has set the following Work Health, Safety and Environmental objectives and targets for its operation/s. It is the duty of all Company employees, contractors and other persons to attempt to the best of their ability to maintain these objectives and strive to meet the indicated targets.

4.1 OBJECTIVES

- Objective 1** - To maintain the Health, Safety and Environmental management system at the level of industry best practice.
- Objective 2** - To achieve a zero rate of personnel work related injury and/or illness.
- Objective 3** - To employ a competent and fully trained workforce at all times.
- Objective 4** - To operate plant and equipment in a safe, fully maintained and functional state at all times.
- Objective 5** - To operate within our client base without any non-conformance, grievance, and/or breach of contractual conditions.
- Objective 6** - Not to cause any environmental harm in any of our operations, activity and/or tasking.

4.2 TARGETS

- Target 1** - Conduct four (4) internal WHS&E audits each year (each quarter)
- Target 2** - Conduct one (1) external WHS&E audit each year.
- Target 3** - Achieve a Companywide LTI rate 10% lower than the industry bench mark in the first year, and a rate of 25% lower than the industry benchmark in the second year.
- Target 4** - All new employees and contractors fully inducted into the Company within the first week of employment and/or appointment.
- Target 5** - All work related risks identified, assessed and reviewed at least once each year.

4.3 DOCUMENTATION

- PFFORM008 Premier Fire Pty Ltd Continuous Improvement Plan

SECTION 5 - RESPONSIBILITY AND AUTHORITY STATEMENTS

5.1 PURPOSE

To describe the responsibilities, authority and duty of individuals, to the Company and to each other with respect to the provision of Work Health, Safety and Environmental management.

5.2 SCOPE

Responsibilities, authorities, duties, systems and procedures described in this Manual apply to all individuals and activities affecting work health, safety and environmental within the Company.

5.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Environmental Protection Act 1994
- NSW Environmental Protection Regulation 2008
- NSW Codes of Practice

5.4 DEFINITIONS

Responsibility - state of being answerable, duty, charge or obligation.

Authority - legal power or right, delegated power.

Officer - section 9 Corporations Act 2001, Commonwealth of Australia states:

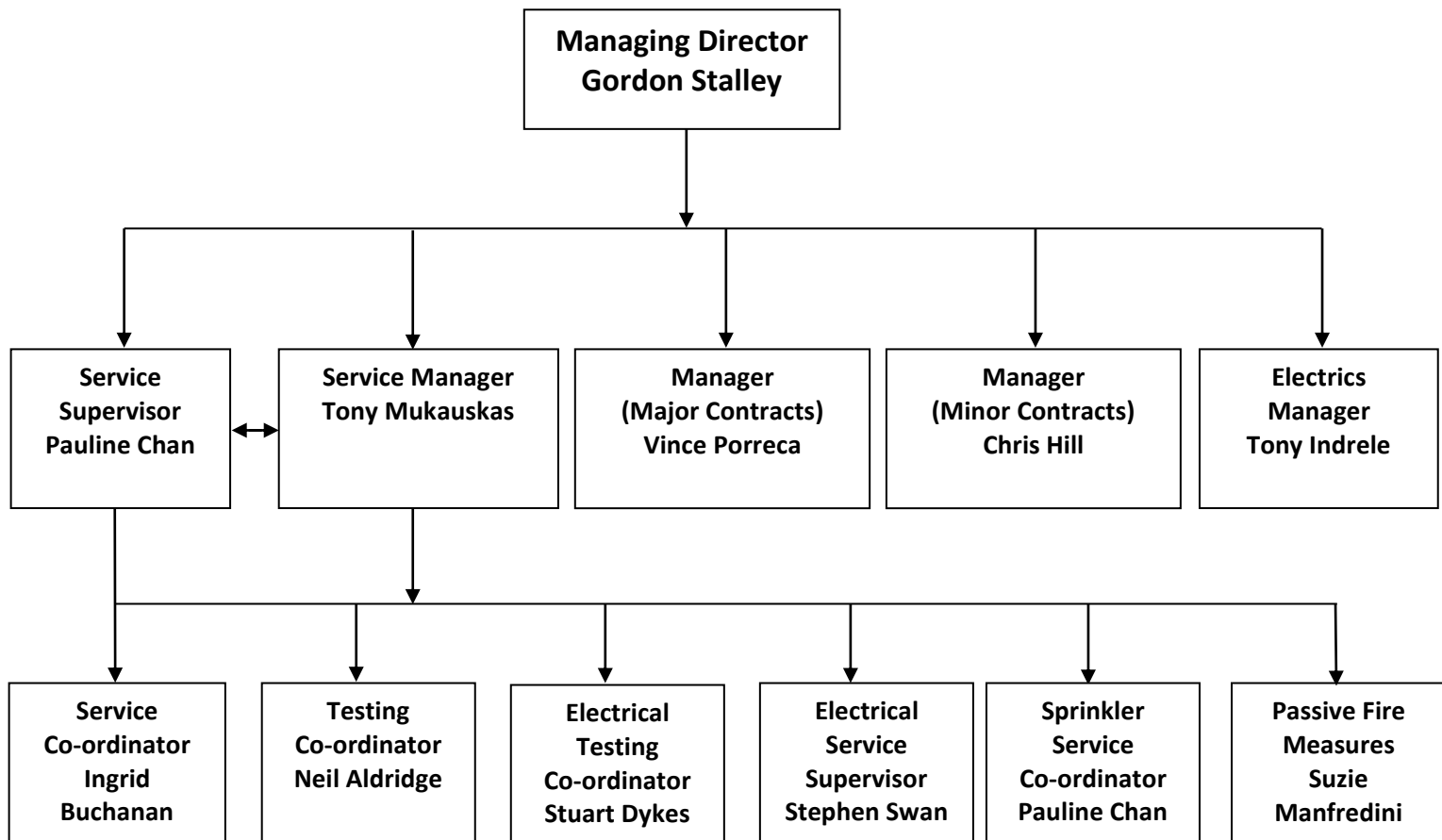
officer of a corporation means:

- (a) a director or secretary of the corporation; or
- (b) a person:
 - (i) who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
 - (ii) who has the capacity to affect significantly the corporation's financial standing; or
 - (iii) in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation); or
- (c) a receiver, or receiver and manager, of the property of the corporation; or
- (d) an administrator of the corporation; or
- (e) an administrator of a deed of company arrangement executed by the corporation; or
- (f) a liquidator of the corporation; or
- (g) a trustee or other person administering a compromise or arrangement made between the corporation and someone else.

Health and Safety Representative - in relation to a worker, means the health and safety representative elected under Part 5 of the NSW Work Health and Safety Act 2011 for the work group of which the worker is a member.

5.5 COMPANY STRUCTURE

The following chart indicates the management structure of Premier Fire Pty Ltd.



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5.6 RESPONSIBILITIES

Work Health, Safety and Environmental Management shall be integrated into the day-to-day operations of every manager, supervisor and employee at every level of activity.

Every manager who has influence in the workplace must actively support and direct the efforts of employees towards achieving the work health, safety and environmental management objectives of the Company.

Statements for various levels of authority and accountability within the Company structure provided within this manual form part of each respective position description within the Company. Performance in the work health and safety area will be part of the criteria for all future personnel review and assessment processes.

Statements have been developed for the following positions:

- Managing Director
- General Manager
- Contracts Manager
- Service Manager
- Site Supervisors
- Employees
- Health and Safety Representatives
- Contractors and/or Other Persons

5.6.1 MANAGING DIRECTOR

The Managing Director is responsible for ensuring that there is an effective ongoing work health, safety and environmental management system to cover all operations of the Company.

Whilst the Managing Director may delegate various duties under the work health, safety and environmental management system, ultimate responsibility is retained for all aspects of the program.

Responsibilities include the following:

- Develop the Company's overall Work Health and Safety Policy and actively support it giving safety equal emphasis and weight with other management issues and objectives; and
- Develop the Company's overall Environmental Protection Policy and actively support it giving environmental management equal emphasis and weight with other management issues and objectives; and
- Ensure that all necessary steps are taken to protect the Company's position in terms of its statutory obligations in relation to work health, safety and environmental; and

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- Establish annual work health, safety and environmental objectives, including plans of action and assignment of duties to ensure that objectives are met; and
- Ensure that the Company's managers and supervisors, within all areas, have been delegated adequate authority and are appropriately trained to discharge their duty of care (obligations); and
- Include work health, safety and environmental management as part of the established agenda for scheduled management meetings.

The position of Managing Director is considered as a *Person Conducting a Business or Undertaking* and as a *Company Officer* under the guidance of NSW Work Health and Safety Act 2001, s27.

5.6.2 GENERAL MANAGER

The General Manager is responsible for ensuring the successful implementation of the work health, safety and environmental management system within the Company.

Whilst the General Manager may delegate various duties under the work health, safety and environmental management system, however his/her responsibility is retained for all aspects of the program.

Responsibilities include the following:

- Implementation and management of the Company's overall Work Health and Safety Policy and actively support it giving safety equal emphasis and weight with other management issues and objectives; and
- Implementation and management of the Company's overall Environmental Protection Policy and actively support it giving environmental management equal emphasis and weight with other management issues and objectives; and
- In consultation with the Managing Director, ensure that all necessary steps are taken to protect the Company's position in terms of its statutory obligations in relation to work health, safety and environmental duties; and
- In consultation with the Managing Director, establish annual work health, safety and environmental objectives, including plans of action and assignment of duties to ensure that objectives are met; and
- Ensure that the Company's supervisors, within all areas, are correctly utilising their delegated authority and that they are appropriately trained to discharge their duty of care (obligations); and
- Ensure that work health, safety and environmental management is part of the established agenda for scheduled management meetings; and
- Ensure that at regular and frequent intervals work health, safety and environmental performance is assessed and results promulgated throughout the Company; and

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- Ensure that attitudes and performance in terms of work health, safety and environmental are actively considered during the review and assessment of individual performance.

The position of General Manager is considered as a *Company Officer* under the guidance of NSW Work Health and Safety Act 2001, s27.

5.6.3 CONTRACTS MANAGER

The Contracts Manager is responsible for the major contracting function of the business and as such is the responsible person for this Company section's development and on-going management.

Whilst the Contracts Manager may delegate some responsibility to his/her members of staff from time to time, at no time is his/her responsibility under the work health, safety and environmental management system diminished; under the guidance and direction of this manual the Contracts Manager is responsible for:

- The daily operational management of the safe operations of the contracting services group, including employees and sub-contractors.
- The development, implementation and continual management of any/all Major Contract WHS&E Plans.
- The development, implementation and continual management of any/all Work Method Statements (WSMs) necessary for all contracted high risk construction activities.
- Ensuring that all contracting activity risks are positively identified, assessed and adequately controlled at all times.
- The adequate allocation of appropriate resource to enable safe and environmentally responsible performance of all contracting activities.
- Ensuring that only trained, competent and where necessary certified personnel are employed/tasked on Company contracting activities at all times.
- Ensure that an adequate Contract Induction process is appropriately implemented at all contracting sites and that all Company personnel, including sub-contractors and other persons, are adequately inducted into the contracting workplace and that adequate record of such induction is maintained in a readily accessible format at all times.
- Ensuring that appropriate and adequate consultation process and practices are successfully implemented in all contracting activities/tasking.
- Ensuring that a critical review of all company contracting practices and processes are routinely conducted with the aim of ensuring continual best practice is maintained in all contracting areas.

5.6.4 SERVICE MANAGER

The Service Manager is responsible for the servicing department of the Company; this position also oversees the Company's administration group and as such is responsible for these Company groups' development and on-going management.

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Whilst the Service Manager may delegate some responsibility to his/her members of staff from time to time, at no time is his/her responsibility under the work health, safety and environmental management system diminished; under the guidance and direction of this manual the Service Manager is responsible for:

- The daily operational management of the safe operations of services group, including employees and sub-contractors.
- The development, implementation and continual management of any/all Service Contract WHS&E Plans.
- The development, implementation and continual management of any/all Work Method Statements (WSMs) necessary for all contracted high risk construction activities.
- Ensuring that all service activity risks are positively identified, assessed and adequately controlled at all times.
- The adequate allocation of appropriate resource to enable safe and environmentally responsible performance of all service activities.
- Ensuring that only trained, competent and where necessary certified personnel are employed/tasked on Company service activities at all times.
- Ensure that an adequate Company Induction process is appropriately implemented at all Company service workplaces and for Company work at applicable client sites and that all Company personnel, including sub-contractors and other persons, are adequately inducted into the workplace and/or client facility and that adequate record of such induction is maintained in a readily accessible format at all times.
- Ensuring that appropriate and adequate consultation process and practices are successfully implemented in all service activities/tasking.
- Ensuring that a critical review of all company service practices and processes are routinely conducted with the aim of ensuring continual best practice is maintained in all contracting areas.

5.6.5 SITE SUPERVISOR/S

The Site Supervisor/s are responsible for the successful implementation and management of the Company's work health, safety and environmental management system within their area/s of operation/s.

Whilst the Site Supervisor/s may delegate some responsibility to members of their staff from time to time, it should be noted at no time is his/her responsibility under the work health, safety and environmental management system diminished.

Responsibilities include the following:

- The successful implementation and the daily management of the Company's work health, safety and environmental management system within their area of operation/s.

- The development and distribution of relevant reporting functions to the General Manager in the agreed format on a regular basis.
- The conduct of incident investigations of all reported incidents, accidents and near-miss events.
- Ensure that all incidents are appropriately reported in an approved format. This can include notification to the local jurisdictional authorities in the event of a dangerous event, significant injury and/or death in the workplace.
- Ensure that adequate resource is appropriately supplied to allow the safe and environmentally responsible conduct of tasking at all times.
- Ensure that only appropriately trained and competent workers are assigned to tasking.
- Ensure adequate supervision is provided at all tasking within their area of operation/s.
- Ensure that any/all risks within their area of operation are adequately identified, assessed and appropriately controlled.
- Ensure that all personnel under their immediate control/management are appropriately trained, competent and where necessary certified for the tasks that they are required to perform as part of their employment with the Company.
- Ensure that adequate consultation is maintained in all areas of their operation/s at all times.

5.6.6 EMPLOYEES

Effective implementation of a health, safety and environmental program requires the active involvement of all employees. They have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the work health and safety of persons and the environment at the workplace including the general public.

Notwithstanding industry and award agreements and the obligations imposed by them, all employees including permanent, part time and casual employees must:

- Perform work in accordance with the training they have received and report substandard work conditions or practices; and
- Follow lawful written and verbal work health, safety and environmental instructions issued by management; and
- Observe all warning signs and notices; and
- Report all personal injuries immediately to the Site Supervisor and the appropriate first aid officer; and
- Co-operate with and participate in all work health, safety and environmental programs; and
- Maintain good housekeeping standards at all times; and

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- Ask for specific instruction regarding the hazards associated with performing tasks, which may not be completely familiar to them; and
- Wear clothing and footwear appropriate to their job and use all personal protective equipment or devices specified and/or routinely expected to be used for that job; and
- Operate specified plant and equipment, e.g. motor vehicles, load shifting equipment etc., **ONLY** if properly trained and authorised to do so; and
- Ensure that obligations under the Work Health and Safety Act, 2011, and NSW Environmental Protection Act 1994 are discharged.

5.6.7 HEALTH AND SAFETY REPRESENTATIVES

The elected Health and Safety Representatives (HSRep) is an important part of the Company's consultation process; HSReps form a conduit for the passage of work health and safety information, feedback and reporting between the work group for which they are elected and the Company management team.

Company Health and Safety Representatives can reasonably expect to undertake appropriate training in their duties and responsibilities.

The duties of the elected Health and Safety Representatives include:

- Provision of adequate representation of the work group's workers with respect to work health and safety topics.
- To monitor the effectiveness of the Company's work health and safety management system within the areas of his/her representation.
- To effectively investigate any complaints from members of his/her work group relating to work health and safety.
- To review any identified situation that has the potential to pose a risk to the workers within his/her work group.
- Ensure all duties and functions as directed by NSW Work Health and Safety Act 2011 s68 are effectively and professionally performed.

5.6.8 CONTRACTORS AND/OR OTHER PERSONS

Contractors and/or Other Persons working, visiting, transiting or otherwise accessing a Company worksite shall comply with all health, safety and environmental directions given by a Company representative or displayed on appropriate workplace signs.

Contractors and/or Other persons shall not place any Company employee, plant, equipment, material or facility at risk and they shall not place their own health and safety at risk whilst on a Company work site.

Contractors employed at a Company worksite shall comply with all statutory directions and the instructions as contained in the Company's workplace health and safety manual at all times.

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Contractors employed at a Company worksite and performing any high risk construction activity (i.e. work at height, work off ladders, working with hazardous substances, etc.) shall submit for approval by the Company an appropriate and correctly documented Work Method Statement for the activity to be performed prior to any work being conducted.

Other Persons accessing any Company work site shall follow all directions provided and shall not move about the work site unaccompanied by a Company representative.

5.7 DOCUMENTATION

PFPOL001 WH&S Policy

PFPOL002 Environmental Management Policy

SECTION 6 - RISK IDENTIFICATION, ASSESSMENT AND CONTROL

6.1 HAZARD REPORTING / RISK IDENTIFICATION

6.1.1 PURPOSE

The purpose of hazard reporting is to enable substandard practices and substandard conditions to be identified and rectified before they cause an injury to personnel, environmental harm and/or property damage.

6.1.2 SCOPE

This procedure shall be used to report all substandard conditions and practices identified by employees, **but only those that cannot be immediately or readily rectified by routine action on the part of that employee or their immediate Supervisor.**

6.1.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Environmental Protection Act 1994
- NSW How to Manage Work Health and Safety Risks, Code of Practice 2011
- AS/NZS ISO 31000 Risk Management - Principles and guidelines
- HB 203 Environmental Risk Management - Principles and process
- HB 205 OHS Risk management handbook
- HB 327 Communicating and consulting about risk

6.1.4 DEFINITIONS

Hazard - means a situation or thing that has the potential to harm a person.

Risk - is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Environmental Aspect - means those elements of an organization's activities, products or services that can interact with the environment. For example, they could involve a discharge, an emission, waste, consumption or reuse of a material.

Environmental Impact - means any change to the environment, whether adverse or beneficial, wholly or partly resulting from an organisation's activities, products or services.

Risk Control - means taking action to eliminate health and safety risks so far as reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

6.1.5 PROCEDURE

If a hazard/risk is identified, the person identifying the risk situation is to:

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- (a) Obtain a copy of PFFORM004 Hazard Report Form from their Supervisor.
- (b) Complete the Hazard Report Form and hand it to the relevant Supervisor.

If there is any difference of opinion or doubt regarding the level of risk a full Risk Assessment must be completed.
- (c) A copy of all Hazard Report Forms shall be forwarded to the relevant Site Supervisor in the first instance and then onto the General Manager in an appropriate form.

6.1.6 DOCUMENTATION

PFREG002 Risk Register

PFREG003 Environmental Aspects and Impacts Register

PFFORM001 Risk Assessment Worksheet

PFFORM002 JSEA Worksheet

PFFORM003 Hazardous Substance/Dangerous Goods Risk Management Worksheet

PFFORM004 Hazard Report Form

6.2 RISK ASSESSMENT

6.2.1 PURPOSE

The purpose of risk assessment is to assess the risks arising from or associated with the work carried out at a workplace. The ultimate aim of the risk assessment is to identify methods to reduce risk either by changing work practices and procedures where practicable, or as a last resort by the use of suitable personal protective equipment.

6.2.2 SCOPE

The procedure shall be applied throughout the Company. In addition to determining the risk that employees are exposed to, the risk assessment should consider risks to non-employees, such as sub-contractors, visiting employees (from other companies), and members of the public.

Risk assessment must be regarded as an ongoing process and should be conducted whenever a change in work practices or procedures occurs, or when new machinery is introduced.

There are some legislative obligations to perform a formal risk assessment. Where such is the case the following procedure shall be implemented.

6.2.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act, 2011
- NSW Environmental Protection Act 1994
- NSW How to Manage Work Health and Safety Risks, Code of Practice 2011
- HB 203 Environmental Risk Management - Principles and process

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6.2.4 DEFINITIONS

Risk - means the likelihood of harm or injury occurring from the hazard. Risk is also related to the seriousness of the injury. In other words, a high risk task is one where the chances of being injured are very high, or where the injuries associated with the job are very serious, or where pollution of the environment can occur or a combination of all.

Risk assessment – a process that evaluates the risk associated with a hazard and considers the seriousness of potential injuries and/or harm arising from the hazard. A risk assessment procedure normally includes the following five steps:

- **Step One: IDENTIFY THE HAZARDS** (source of injury or disease or harm)
- **Step Two: ANALYSE THE CONSEQUENCES** (potential injury or damage)
- **Step Three: ANALYSE THE LIKELIHOOD** (potential occurrence of the event)
- **Step Four: ASSESS THE RISK** (The likelihood of the consequences in combination with the severity of the consequences)
- **Step Five: DETERMINE WHAT ACTION TO TAKE** (evaluate methods of removing, reducing or controlling the risk).

6.2.5 PROCEDURE

Risk assessments are best conducted by or under the guidance of trained personnel.

Using PFFORM001 Risk Assessment Worksheet and the contained guidelines, a formal risk assessment can be completed.

The contained Risk Score Calculator is based on the criteria of AS/NZS ISO 31000 for the determination of risk (i.e. probability, exposure and possible consequences). It is intended to provide a rapid judgement and initial indication of risk levels such that the need to adopt a control measure is clearly identified, based on acceptable risk levels.

The Risk Score Calculator is a simple guide to identify the level of risk associated with individual causes. The basic elements in the calculation are listed as indicators only; individual interpretations may still be desirable.

- a) **Exposure** - the frequency and/or duration of exposure of the employee or non-employee to the hazard-event.
- b) **Likelihood** - how likely is such an event (e.g. loss of control) going to happen in the workplace or situation.
- c) **Probability** - the combination of Exposure and Likelihood.
- d) **Severity** - how bad the effects of potential injury or damage due to the hazard-event.
- e) **Risk Score** - this is the indicator to the degree of action required to counter the risk event.

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6.2.5.1 Risk Assessment Tools

All risk assessments conducted by Premier Fire Pty Ltd's personnel shall use the risk assessment methodology with utilises:

- (a) the two variable risk matrix, see Tables 1, 2 and 3; or
- (b) the three variable risk matrix, see Table 4; or
- (c) a methodology of equivalent standard.

All risk assessments shall reference the hierarchy of controls in order to formulate the most effective control method.

A suite of risk assessment tools and documentation shall be established and maintained to enable this methodology to be utilised in the Company.

Table 1- Two Variable Risk Matrix: Definition of Consequences

(Adapted from HB 436:2004 Risk management guidelines, Companion to AS/NZS 4360:2004)

Using Table 1, determine as realistically as possible, the consequence resulting from the identified hazard.

Consequence Label	Consequence Type		
	Health & Safety	Environmental	Business
1	Fatality or permanent disability	Very serious, off-site, long-term impairment of the natural environment	Serious financial loss, >\$100,000 Significant damage to company reputation, mentioned in press etc. Prosecution
2	Serious injury or long-term illness, >31 calendar days absence	Very serious, on-site, long-term impairment of the natural environment	Serious financial loss. >\$10,000 but <\$100,000 Significant damage to company reputation, mentioned in press etc. Prosecution
3	Significant injury or illness, >7 & <31 calendar days absence	Serious on-site, medium term impairment of the natural environment	Significant financial loss, >\$1,000 but <\$10,000 Moderate company reputation damage amongst industry Notice issued, on-the-spot fine
4	Moderate injury or illness, <7 calendar days absence	Moderate, short-term effects with no impairment of the natural environment	Moderate financial loss, >\$100 but <\$1,000 Moderate company reputation damage amongst industry Notice issued, on-the-spot fine
5	Minor injury or illness, first aid needed, no time lost	Minor local effects with no impairment of the natural environment	Minor financial loss, <\$100 Minor company reputation damage amongst staff and regulator Verbal direction issued and recorded

Table 2 - Two Variable Risk Matrix: Definition of Likelihood

(Adapted from HB 436:2004 Risk management guidelines, Companion to AS/NZS 4360:2004)

Using Table 2, determine the likelihood of exposure to the identified hazard which resulted in the determined consequence from Table 1. Consider the how frequently the activity is conducted (the exposure) in determining the likelihood.

Likelihood Label	Descriptor	Description	Indicative Frequency
A	Almost Certain	The event will occur regularly	Continuous exposure or Once every day or more frequently
B	Likely	The event occurs on a regular basis but less frequently	Weekly exposure or Once in every 3 years
C	Possible	The event occurs on a routine basis with extended periods of time between events	Monthly exposure or Once in every 10 years
D	Unlikely	The event occurs routinely over extended periods of	Quarterly exposure or Once in every 30 years
E	Rare	The event occurs very seldom if at all	Yearly or less exposure or Once in every 100 years

Table 3 - Two Variable Risk Matrix

(Adapted from HB 436:2004 Risk management guidelines, Companion to AS/NZS 4360:2004)

Using Table 3, determine the Risk Ranking from the determined Consequence and Likelihood descriptors.

The Risk Ranking is determined intersecting the Consequence Label and the Likelihood Label within the body of the matrix; (i.e. Consequence Label of 3 with a Likelihood Label of C results in a Risk Ranking of High).

The Risk Ranking provides the methodology of risk prioritisation and identifies the urgency with which the risk must be controlled.

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Extreme ₂₅	Extreme ₂₃	High ₂₂	High ₁₆	Medium ₁₅
B	Extreme ₂₄	High ₂₁	High ₁₇	Medium ₁₄	Medium ₇
C	High ₂₀	High ₁₈	High ₁₃	Medium ₈	Low ₆
D	High ₁₉	Medium ₁₂	Medium ₉	Low ₅	Low ₂
E	Medium ₁₁	Medium ₁₀	Low ₄	Low ₃	Low ₁

Table 4 - Three Variable Risk Calculator

(Adapted from Fine, Journal of Safety Research 1971, and contained in HB 205-2004 OHS Risk Management Handbook)

This methodology utilises the consequence, exposure and probability of the identified hazard and then using a mathematical multiplication, ranks the risk using a numerical value. This is a semi-quantitative methodology which can be used in a wide range of scenarios, especially in the Environmental Management sphere.

Consequence	Rating (C)	Exposure	Rating (E)	Likelihood	Rating (L)
Catastrophe: Multiple fatalities, permanent extensive environmental damage	100	Continuously or many times a day	10	Almost Certain: The most likely outcome if the event occurs	10
Disaster: Fatality, permanent local damage to environment	50	Frequently: Approximately once per day	6	Likely: Not unusual, perhaps 50-50 chance	6
Very Serious: Permanent disability or illness, non-permanent environmental damage	25	Occasionally: Once a week to once a month	3	Unusual but possible: for example, 1 in 10 chance	3
Serious: Non-permanent injury or illness, adverse effect on environment	15	Infrequent: Once a month to once a year	2	Remotely possible: A possible coincidence, for example 1 in 100 chance	1

Important: Medical attention needed, off-site emission but no damage	5	Rare: Has been known to occur	1	Conceivable: Has never happened in years of exposure but is possible, for example 1 in 1,000 chance	0.5
Noticeable: Minor cuts and bruises or sickness, small loss of containment, no off-site consequence	1	Very Rare: Not known to have occurred	0.5	Practically impossible: Not known to have happened anywhere, for example 1 in 10,000 chance	0.1
<i>Risk Score = C X E X L</i>					
Risk Score			Risk Rating		
>600			Extreme		
300 - 599			High		
90 - 299			Medium		
<90			Low		

6.2.6 SELECTION OF RISK ASSESSMENT METHOD

The level and type of risk assessment will be determined by the quantified level of risk. The higher the risk the higher the level of assessment to be performed, this will also direct the level of personnel to be employed during the risk assessment.

Table 5 - Risk Categorisation

Risk Category	Risk Score	Description
Class 1	Extreme or High	The risk has the potential to kill or permanently disable a person or cause long term off-site environmental harm. Requires action by Senior Management.
Class 2	Medium	The risk has the potential to cause serious injury or illness causing temporary disablement of a person or can cause significant reversible damage to the environment. Requires action by Company Management personnel.
Class 3	Low	The risk has a potential to cause minor injury which would not disable a person or cause minor reversible damage to the environment. Requires input from Team Leader level.

For **CLASS 1** risks - all work is to cease, senior management informed of the situation and a detailed quantitative risk assessment shall be conducted. Such a quantitative risk assessment shall utilise such methods of BowTies, Fault Tree Analysis, etc.; and no work is to be recommenced until sufficient risk controls are successfully implemented. Record of the risk assessment shall be retained for at least five (5) years.

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For **Class 2** risks - all work is to cease, site supervisors are to be informed of the situation and a detailed qualitative risk assessment shall be conducted. Such a qualitative risk assessment shall involve the development of a Job Safety Analysis (JSA) as the minimum; and no work is to be recommenced until sufficient risk controls are successfully implemented. Record of the JSA shall be retained for at least five (5) years.

For **Class 3** risks - tasking is to cease and a Job Safety Analysis (JSA) is to be conducted by the relevant work crew under the guidance of the Leading Hand/Foreman; work can be recommenced once appropriate controls have been successfully implemented. Record of the JSA shall be retained in the Job File for the duration of the contract.

6.2.7 DOCUMENTATION

PFFORM001 Risk Assessment Worksheet

PFFORM002 JSEA

PFFORM003 Hazardous Substance/Dangerous Goods Risk Assessment Worksheet

6.3 CONTROL OF RISKS

6.3.1 PURPOSE

Where it is determined by the risk assessment processes that the level of risk is unacceptable, suitable control measures aimed at reducing risk must be identified and implemented. Such control measures are designed to:

- (a) Reduce the risks of a hazardous work process, or to minimise the effects of injury should an accident occur, or both; and
- (b) Reduce the risks of exposure to a hazardous substance or hazardous environment and to reduce the likelihood of personnel harm, illness and/or disease where that exposure is an integral part of the work process.

It should be noted that it is a statutory requirement to eliminate the risk where practicable; where elimination is impracticable, the risk shall be reduced to as low as reasonably practicable, in accordance with the directions of NSW Work Health and Safety Regulation 2001, s35.

6.3.2 SCOPE

The procedure shall be applied in all Company work locations where a risk assessment concludes that the level of risk in the current situation is unacceptable. Suitable control measures, aimed at reduction of the risks faced, shall be implemented.

6.3.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Regulation 2011.

6.3.4 DEFINITIONS

Nil.

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6.3.5 PROCEDURE

The procedure explained in the guidelines attached to PFFORM001 should be followed. Control options should then be evaluated and the decision recorded, using the hierarchy of controls as shown below:

- **Substitution** - replacing the material or process with a less hazardous one.
- **Isolation** - separating the hazard from persons by enclosing or guarding.
- **Engineering** - redesigning equipment or work procedures to reduce or eliminate risk.
- **Administration** - adjusting the time or conditions of risk exposure.
- **Personal Protective Equipment** - using appropriately designed and properly fitting equipment where other controls are not practicable.

It should be noted that the hierarchy of control listed above is a statutory requirement under the direction of NSW Work Health and Safety Regulation 2011, s36.

All implemented risk controls shall be routinely reviewed for appropriateness and effectiveness in accordance with the directions of NSW Work Health and Safety Regulation 2001, s38.

6.3.6 DOCUMENTATION

PFFORM001 Risk Assessment Worksheet

PFFORM002 JSEA Worksheet

PFFORM003 Hazardous Substances/Dangerous Goods Risk Assessment Worksheet

PFREG001 Risk Register

PFREG003 Environmental Aspects and Impacts Register

6.4 RISK REGISTER

6.4.1 PURPOSE

To provide a central register for all identified Company risks; this register shall also provide reference to any/all risk assessments conducted as part of the Company's activities.

6.4.2 SCOPE

All identified Company risks shall be recorded in the Company Risk Register (RSFNQREG001).

All identified Company environmental risks (aspects) shall be recorded in the Company Environmental Aspects and Impacts Register (PFREG003)

6.4.3 REFERENCE DOCUMENTS

Nil

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6.4.4 DEFINITIONS

Nil

6.4.5 RESPONSIBILITIES

The General Manager shall maintain the Company Risk Register and the Environmental Aspects and Impacts Register in a current and readily available format.

6.4.6 PROCEDURE

- (a) All risk assessments required by legislation must be recorded on the "RSFNQFORM001 Risk Assessment Worksheet" and the completed form must be signed and retained in company records as stipulated by legislation.
- (b) Where other formal risk assessments are conducted, the completed form must be signed by the delegated Company Officer or his/her representative and retained in company records as stipulated by legislation as a record of the options selected for implementation.
- (c) Where a risk assessment is conducted using the Risk Calculator, without the formality of committing to a paper copy, it is sufficient to record a brief statement of the Risk Score obtained and decision taken. This is usually the responsibility of the immediate Supervisor concerned.

6.4.7 DOCUMENTATION

PFREG001 Risk Register

SECTION 7 - CONTROL OF GENERAL WORK RISKS

The following sections detail the Company's expectations for the management of exposure to reasonably expected hazardous situations in the Company's workplaces and associated work sites where Company personnel and/or contractors are employed.

7.1 MANUAL TASKS

7.1.1 PURPOSE

To assist in the recognition, assessment and control of manual handling problems within the Company.

7.1.2 SCOPE

All activities involving manual tasking within the Company and its operations.

7.1.3 REFERENCE DOCUMENTS

- NSW Work Health & Safety Act 2011
- NSW Hazardous Manual Tasks - Code of Practice 2011.

7.1.4 DEFINITIONS

Hazardous Manual Task - means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force;
- high or sudden force;
- repetitive movement;
- sustained or awkward posture; or
- exposure to vibration.

7.1.5 RESPONSIBILITIES

The Managing Director is to ensure that ongoing identification, assessment and control of hazardous manual tasking problems occur.

The General Manager is to establish "Record Keeping" and "Monitoring Systems" to ensure that the aspects of the NSW Hazardous Manual Tasks - Code of Practice 2011 are managed.

The General Manager shall ensure all persons employed (including Contractors) on Company operations are appropriately trained with respect to hazardous manual tasking.

Employee involvement in solving identified hazardous manual tasking problems is to be encouraged at all levels of the Company.

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7.1.6 PROCEDURE

Every manager/supervisor of the Company is to continually monitor their subordinates work activities and to apply any relevant aspects of the NSW Hazardous Manual Tasks - Code of Practice 2011.

The recommended "Consultation" aspects of the NSW Hazardous Manual Tasks - Code of Practice 2011 are to be given high priority during all phases of these activities.

7.1.7 DOCUMENTATION

Nil

7.2 FIRE PREVENTION / FIRE DRILL

7.2.1 PURPOSE

This procedure is designed to provide for:

- (a) The protection of personnel from the adverse effects of fire;
- (b) The safeguarding of property and plant through sound fire prevention procedures to avoid the outbreak of fire;
- (c) The continuation of, or the earliest possible return to, normal work and service after an occurrence of fire.

7.2.2 SCOPE

These procedures apply to the whole of the Company and its operations.

7.2.3 REFERENCE DOCUMENTS

- NSW Building Act 1975
- NSW Building Fire Safety Regulation 2008
- AS 3745 Emergency Control Organisation and Procedures for Buildings

7.2.4 DEFINITIONS

Fire Warden - for the purposes of this procedure, shall be the designated Company person authorised to implement and enforce all preventive measures deemed necessary to prevent the outbreak of fire and, in the event of fire, to also coordinate response actions in the emergency until the NSW Fire Service arrives.

Fire Drill - all procedures and practice routines that the Company's Fire Warden deems necessary to ensure that the desired response capability is learned and remembered by all employees in an emergency.

7.2.5 RESPONSIBILITIES

(a) Fire Prevention

Fire is the greatest hazard of all, since it could cause injury to visitors and staff and substantial damage to facilities. It is essential that **all staff**:

- Observe the NO SMOKING policy and direct visitors to do the same;
- Report loose or frayed electrical cords or wiring, or broken or defective appliances to your Supervisor; and
- Ensure all electrical items (not in use) are switched off at the end of each shift or working day.

(b) Fire Drill

Fire Drills shall be carried out at regular intervals to ensure that all staff are fully aware of their responsibilities and duties and the correct action to take in the event of fire, or any other similar occurrence, which could place employees or visitors at risk.

The Fire Warden shall ensure that these drills occur at appropriate times and at adequate frequency.

All Supervisors have a responsibility to monitor the knowledge of employees under their control to assist to ensure that their response actions are in line with the desired procedures detailed in this document. Additional training needs must be communicated to the Fire Warden.

7.2.6 PROCEDURE

(a) Procedures

Procedures and routines for the general prevention of fire shall be as determined by the Fire Warden, who is authorised to implement inspections or rules at his discretion.

(b) Servicing of Equipment

Fire extinguishing appliances shall be serviced at twice-yearly frequency by selected contractors, however this arrangement does not preclude additional inspection of such equipment by Company employees if the Fire Warden deems this to be desirable.

7.2.7 DOCUMENTATION

PFFORM008 Premier Fire Pty Ltd Continuous Improvement Plan

7.3 PURCHASING PROCEDURES

7.3.1 PURPOSE

To ensure that health, safety and environmental aspects are addressed during the purchase of plant, equipment and substances thus complying with the duty of care requirements of the NSW Work Health and Safety Act 2011 and NSW Environmental Protection Act 1994.

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7.3.2 SCOPE

This procedure applies to **all** company personnel authorised to issue purchase orders on external suppliers.

7.3.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Environmental Protection Act 1994

7.3.4 DEFINITIONS

Safety Data Sheets (SDS) - A form that contains detailed information about the possible health and safety hazards of a product. Under the Work Health and Safety Act, suppliers are required to provide SDS's for all hazardous materials at first point of supply, as a condition of sale.

7.3.5 PROCEDURE

Any/all staff members issuing a Company purchase order have the responsibility to obtain data on any health, safety or environmental hazards for all plant, raw materials, chemicals or equipment purchased for use in operational or maintenance processes anywhere within the Company's operations.

To achieve this; the person authorised to purchase is required to:

- Request suppliers to provide a data sheet or other appropriate information describing the characteristics and safety considerations associated with any potentially hazardous material, plant or equipment to be used within the company;
- Forward all such data received to the General Manager for inclusion in the Hazardous Materials Register, Plant Register and/or Company Risk Register; and
- Ensure that all suppliers adhere to health and safety specifications required for any materials/plant/equipment/products purchased.

In the calling of quotations and the issuing of purchase orders the following criteria will be adhered to:

- All items will conform to any relevant Australian Standard or Australian or State Government Legislation;
- All moving parts of machinery must be guarded in accordance with Government Legislation and or relevant Australian Standards;
- Noise levels for plant and equipment must be ascertained and maximum noise levels specified where necessary;
- All flammable or chemical substances will be supplied in containers suitable for their storage and containment of any inherent hazards;

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- All items will be supplied in containers that minimise hazardous manual tasking problems to personnel;
- All items will be delivered in such a manner so as not to introduce risk to Company employees or contractors during receipt and unloading operations;
- All protective equipment purchased, must be suitable for the control of the hazard involved, and must comply with the relevant Australian Standard; and
- All Safety and Warning Signs purchased for use within the Company must conform to Australian Standards.

7.3.6 DOCUMENTATION

Nil.

7.4 HOUSEKEEPING CONTROLS

7.4.1 PURPOSE

To inform all employees and/or contractors that good housekeeping is an essential part of an effective safety program, and that good housekeeping practices contribute to production efficiency, worker wellbeing and morale.

7.4.2 SCOPE

This procedure applies to all company work areas.

7.4.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Regulation 2011
- NSW Managing the Work Environment and Facilities - Code of Practice 2011

7.4.4 DEFINITIONS

Good Housekeeping - The establishment and maintenance of a controlled and efficient environment that is clean, neat, tidy, and free from as many incident-producing agencies as possible.

7.4.5 PROCEDURE

Housekeeping is a continuing process and requires a positive contribution by everyone in the workplace.

Good housekeeping includes organised activities in the following areas:

- General cleaning
- Walking/working surfaces
- Storage

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- Work area

As in any system, the key to making the system work lies in co-operation at all levels and functions.

Housekeeping policies and housekeeping standards are to be communicated to everyone in the workplace and should be understood by everyone.

Site Supervisors are to insist on constant attention to this subject.

General

- Keep floors, aisles, stairways, yards and grounds clear and free of obstructions.
- Always pick up articles or objects lying on floors, stairs, stairways, etc.
- Avoid stuffing material in corners and out-of-the-way places.
- Clearways must be kept clear at all times.

Floors

- Keep floors slip-proof. Clean up any/all drips and spills and report the condition to the appropriate person.

Storage

- Make sure that all tools, equipment, etc., are stored in the appropriate storage area when not in use.
- Make sure that materials are properly stored, stacked, etc.
- Avoid using aisles, stairways, windowsills, etc., as storage space.
- Always keep storage cabinets closed.
- Avoid overloading / filling of any containers.
- Flammable or other potentially hazardous materials should be properly labelled and stored separately in appropriate cabinets / areas with correct placarding and restricted access.

Work Area

- Avoid littering the floor. Use containers provided to dispose of scrap, rubbish, etc.
- Avoid keeping excess material at work places.
- Remove scrap and rubbish containers promptly when full.
- Clean up the work area at the end of the day.

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Housekeeping Internal Audits

Formal inspections shall take place at intervals specified in the Internal Audit Program to determine the level of compliance against company standards.

7.4.6 DOCUMENTATION

Nil.

7.5 OFFICE SAFETY

7.5.1 PURPOSE

To inform all office personnel of their requirements to maintain a safe and healthy working environment.

7.5.2 SCOPE

This procedure covers all office personnel and visitors to the Company office areas, including any/all site facilities.

7.5.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011

7.5.4 DEFINITIONS

Nil

7.5.5 PROCEDURE

The most frequent type of office accidents are falls, strains, cuts and electrical shocks. To avoid injury the following directions shall be followed:

- Any electrical defects in cords or machines must be promptly repaired.
- All electrical equipment to be certified as safe through adequate and compliant electrical test-and-tag procedures.
- Avoid having telephone and electrical cables across aisles and passageways.
- Serious strain can result from improper handling of boxes, office supplies, files and office machines. Use trolleys where available and lift with a straight back and using the more powerful leg muscles. Get help where necessary.
- Watch out for recently polished floors and wipe up any/all spills immediately.
- Open one filing cabinet drawer at a time to prevent it tipping over. Distribute files evenly from bottom to top of cabinets.
- Do not leave desk drawers open.

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- Doors should be opened slowly to avoid striking anyone on the other side.
- Material should not be placed on top of cupboards or other places where it could fall.
- Always use handrails when going up or down stairs.
- Avoid carrying objects up or down stairs where possible, especially objects requiring the use of both hands.
- Staple or clip papers together. Do not use pins.
- Unsheathed knives or other sharp objects are not to be stored in the office environment.
- Hand operated guillotines must be left closed when not in use.
- Learn the fire and evacuation procedures for your building.
- If you need to climb, use a step stool or a ladder - never stand on chairs.
- Smoke only in designated areas.
- Set adjustable chairs and tables at a comfortable working height. Inspect your chair regularly for defects.
- Report loose and defective floor coverings immediately.
- Moisten stamps and envelopes with a sponge or sealing device - not with your tongue.

7.5.6 DOCUMENTATION

Nil.

7.6 ELECTRICAL EQUIPMENT IN-SERVICE INSPECTION & TESTING

7.6.1 PURPOSE

To specify in-service inspection and testing procedures of the Company's electrical equipment, other than fixed equipment.

7.6.2 SCOPE

This procedure applies to all portable electrical equipment including extension leads, power boards, portable residual current devices (safety switches) and isolation transformers.

7.6.3 REFERENCES

- NSW Work Health and Safety Act 2011
- NSW Electrical Safety Act 2001
- NSW Code of Practice - Plant
- AS 3760-2010 In-service inspection and testing of electrical equipment.

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7.6.4 DEFINITIONS

Electrical workers - means any person who, pursuant to the Electricity Act, performs any such electrical work in whole or in part as is specified in any of the definitions electrical fitter, electrical joiner, electrical linesman and electrical mechanic.

Class I equipment - equipment in which protection against electrical shock does not rely on basic insulation only, but which includes an additional safety precaution in that accessible conductive parts are connected to the protective earthing conductor in the fixed wiring of the installation in such a way that accessible parts cannot become live in the event of a failure of the basic insulation.

Class II equipment - equipment in which protection against electric shock does not rely on basic insulation only, but in which additional safety precautions such as double insulation or reinforced insulation are provided, there being no provision for protective earthing or reliance upon installation conditions.

This equipment is generally manufactured with a non-conductive (insulated) enclosure and is marked either with the words 'DOUBLE INSULATED' or with the symbol, to allow easy identification.

Note: Class II equipment may also be manufactured with metal enclosures, which are double insulated from live parts.

7.6.5 RESPONSIBILITIES

The General Manager shall ensure that all electrical equipment utilised in the Company is inspected and certified by a competent electrical worker.

The Site Supervisor/s shall ensure all electrical equipment within their area of operation/s are certified as safe to use at all times.

All workers and contractors shall ensure that all electrical equipment in their control and/or being used display a current electrical safety certification at all times and they shall ensure that any such electrical equipment without such certification is tagged-out-of-service and quarantined from use immediately.

7.6.6 PROCEDURE

Portable electrical equipment shall be inspected and tested at intervals as specified in Appendix A.

A register of all electrical equipment and extension leads shall be kept.

- a) All new portable electrical equipment shall be included in the register and tested and tagged **before use**.
- b) The competent electrical worker shall make the following checks on all electrical equipment:
 - Check that the equipment is free from obvious external damage;
 - Check visually for any damage or component defects in the accessories, connectors, plugs or outlet sockets;

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- Check that the inner cores of flexible supply cords are not exposed and that the external sheaths are not cut, abraded or damaged in any way. Also, check that unprotected conductors or insulation tape are not in evidence;
 - Visually check that flexible cords are effectively anchored;
 - For portable outlet devices check that the warning indicating the maximum load that may be connected to the device, is intact and legible;
 - Check the security and alignment of any control knobs;
 - Check that mechanical safety facilities and devices are in good working order and that ventilation inlets and exhausts are unobstructed; and
 - Check any controls and alarms are in good working order and that any replaceable protective devices that are accessible to the user are of the correct rating.
- c) Testing for protective earthing, insulation resistance and testing for operation of residual current devices shall be in accordance with the procedures outlined in AS 3760-2010.
- d) Where in-service inspection and testing identifies electrical equipment which fails to comply with the criteria given in AS 3760-2010 shall be:
- Withdrawn from service immediately and have an 'Out of Service' label attached to it, warning against further use; and
 - Returned to an approved electrical workshop for inspection, repair or disposal.
- e) Following in-service inspection and testing, if the electrical equipment complies with AS 3760-2010, the electrical worker shall immediately attach a durable tag or label which shows:
- the date by which the equipment must be re-inspected and re-tested; and
 - the certificate of competency number of the electrical worker who performed the inspection and test.
- f) Electrical Work:
- All electrical work shall be conducted by an electrical worker who has a certificate of competency issued by the Electrical Workers and Contractors Board of NSW; and
 - All work shall be completed in accordance with Australian Standard 3000 and accompanied by the prescribed form as required under the Electricity Act 1976 (Form 4).

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7.6.7 DOCUMENTATION

Table 6 - Frequency of Testing for Electrical Equipment

FREQUENCY OF TESTING FOR ELECTRICAL EQUIPMENT				
Type of environment in which equipment is used	Interval between inspection and tests			
	Class of equipment		Additional testing for Portable RCD's*	
	Class 1 (Protectively earthed)	Class 2 (Double insulated) (Inspection only)	Interval for push-button test (by user)	Interval for performance test
1. Construction and demolition sites	6 months	6 months	Immediately after connection to a socket outlet, and every day in use	3 months
2. Factories, workshops and places of work of manufacturing, repair assembly, maintenance or fabrication	6 months	12 months	Daily, or before every use, whichever is the longer	12 months
3. Other commercial environments e.g. laboratories, tea rooms, office kitchens, and health care studios with no special protection	12 months	12 months	3 months	5 years
4. Office environment where equipment is not subject to constant flexing of the supply cord	5 years	5 years	3 months	5 years
5. Hire equipment	Before each hire	Before each hire	Before each hire	Before each hire

* RCD = Residual Current Device (Safety Switches)

Extract from AS 3760

7.7 PLANT AND EQUIPMENT

7.7.1 PURPOSE

To inform all employee and/or contractors of the procedures to be adopted when using plant and equipment within the Company.

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7.7.2 SCOPE

This procedure covers all company personnel and contractors who use plant and equipment within the Company and its operations.

7.7.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Code of Practice - Plant.
- NSW Managing Noise and Preventing Hearing Loss at Work - Code of Practice 2011
- NSW Hazardous Manual Tasks - Code of Practice 2011
- NSW How to Manage Work Health and Safety Risk - Code of Practice 2011

7.7.4 DEFINITIONS

Plant - Plant includes machinery, equipment, appliances, pressure vessels, implements and tools. It also includes Personal Protective Equipment.

7.7.5 PROCEDURE

7.7.5.1 Risk Management

The Managing Director or nominee shall adopt the risk management procedure (Refer Section 5) as a means of ensuring that all plant and equipment used throughout the Company is safe and without risks to the health and safety of personnel or has the potential to cause environmental harm.

The risk management process will address the issues of:

- Design and construction;
- Positioning of Plant;
- Operation of Plant;
- Inspection and servicing of Plant;
- Maintenance of Plant;
- Training of employees;
- Development of Standard Work Procedures, and
- Record keeping.

7.7.5.2 Design and Construction

Each piece of plant should conform to an acceptable Australian Standard or appropriate International Standard.

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7.7.5.3 Positioning of Plant and Equipment

Each piece of plant and/or equipment should be positioned within the workplace so that there is adequate space for personnel to use, clean, service, maintain and inspect plant.

7.7.5.4 Operation of Plant and Equipment

Plant and equipment shall only be used in accordance with the manufacturer's specifications and operating instructions. Exceeding the design load, production rate, etc., may result in damage to both machinery and personnel and in addition, void any warranty the machine may have.

Plant and equipment shall only be operated by a competent person and where necessary by an appropriately certified operator.

7.7.5.5 Inspection and Servicing

Plant and equipment must be serviced by a competent person according to the manufacturer's specifications. In addition, an inspection program applies for each major item of plant. These programs cover the following:

- Standards against which plant should be inspected;
- Frequency of inspections;
- Critical safety instructions, such as an isolation procedure; and
- Procedures for inspections and tests.

7.7.5.6 Maintenance of Plant

Plant and equipment shall be maintained by a competent person according to the manufacturer's specifications for maintenance. In addition, plant must be "rendered safe" before maintenance commences. Where plant cannot be rendered safe, a controlled access permit should be used or a competent person should be stationed at the controls of the plant and be in communication with the maintenance personnel at all times.

7.7.5.7 Training of employee

Each employee **shall** be provided with adequate instruction on how to use or maintain plant and/or equipment **before** starting work with or on the plant and/or equipment. The manufacturer's operation handbook should be consulted for the training requirements and should provide the minimum training specification to ensure operator competency. Additional operator competency standards can be obtained by referring to the person's qualifications, information from past employers/referees and the person's past work experience.

When a person is deemed to be competent to operate a specific piece of plant or equipment, the training information is to be documented in accordance with Section 8 of this manual, and placed on the individual's personnel file.

Re-assessment of competency standards should be developed for each piece of plant and/or equipment based on its complexity and danger. Periods between re-assessment should not exceed a period of two years.

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7.7.5.8 Standard Work Procedures

Standard Work Procedures shall be developed for each piece of plant and/or equipment, these are to be available to all operators and maintainers, and be regularly updated.

7.7.5.9 Records

Records for plant and equipment are to be kept current, retained for the life of the plant, and if sold, form part of the sale. The records are to contain:

- Plant identification, (i.e. serial numbers, make, model);
- Compliance statements or test certificates;
- Inspections;
- Maintenance; and
- Major rectifications or modifications.

Additional information that should be recorded includes:

- Risk assessments carried out on the plant;
- Training given to operators and maintenance persons; and
- Work procedures.

7.7.5.10 Employee Duties

Each employee is required to use the plant in accordance with the employer's instructions regarding plant use.

The employee should use plant in a safe manner. This includes:

- Taking reasonable care for other people's safety;
- Using health and safety measures, such as safeguards, appropriately; and
- Not interfering with, removing or rendering safety measures ineffective, (e.g. by defacing safety signs, de-activating safeguards).

The employee should inform the Site Supervisor or person in control of the workplace of any faults in the plant. For example, you should report faulty control switches, missing safeguards.

The employee should not misuse plant. This means the employee should

- Use plant for purposes only for which it was designed; and
- Take reasonable care of plant.

7.7.6 DOCUMENTATION

PFREG004 Plant & Equipment Register

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7.8 HAZARDOUS CHEMICALS

7.8.1 PURPOSE

To ensure all employees are aware of the hazards chemicals pose in the workplace and to provide direction for their safe handling, storage, use and disposal.

7.8.2 SCOPE

All work involving the use of chemicals and/or hazardous materials by Company employees or contractors.

7.8.3 REFERENCES

- NSW Work Health and Safety Act 2011,
- NSW Work Health and Safety Regulation 2011
- NSW Code of Practice – Hazardous Substances 2003
- NSW Labelling of Workplace Hazardous Chemicals - Code of Practice 2011;
- NSW Preparation of Safety Data Sheets for Hazardous Chemicals - Code of Practice 2011;
- List of Designated Hazardous Substances (NOHSC:10005,1994);
- Approved Criteria for Classifying Hazardous Substances (NOHSC:1008,1994);
- Guidance Note for the Assessment of Health Risks Arising From the Use of Hazardous Substances in the Workplace (NOHSC:3017,1994);
- Exposure Standards for Atmospheric Contaminants in the Occupational Environment (NOHSC)
- Australian Code for Transport of Dangerous Goods By Road and Rail (ADG Code)

7.8.4 DEFINITIONS

Exposure - A person is exposed to a hazardous substance if the person absorbs or is likely to absorb the substance by ingestion or inhalation or through the skin or mucous membrane.

Hazardous Chemicals - refer Schedule 19, NSW Work Health and Safety Regulation 2001.

Hazardous Substance/Dangerous Goods Register – The documented list of substances/goods stored/used at the Company as maintained and administered by the General Manager.

7.8.5 RESPONSIBILITIES

The Managing Director shall be responsible for the co-ordination and monitoring of the controls described in this document and auditing of the total system.

The General Manager is responsible for the management of the Hazardous Chemical Register and for the chemical risk management process.

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Site Supervisor/s shall be responsible for the application of controls.

Employees/Contractors shall ensure no unapproved substances are used at Company's workplaces or work sites at any time.

7.8.6 PROCEDURE

7.8.6.1 Hazardous Chemical Register

The Hazardous Chemicals Register is a statutory requirement under the direction of NSW Work Health and Safety Regulation 2011, s346

All substances approved for Company use shall be listed in the Hazardous Chemical Register.

Only the Managing Director or his delegate may make amendments, additions and deletions to the Hazardous Chemicals Register.

The Hazardous Chemical Register shall be readily available to all employees and/or contractors.

7.8.6.2 Purchasing of Chemicals

When a person raises a Purchase Request (PR) for a chemical product, this request must be processed through the General Manager or his/her delegate.

On receipt of the PR the chemical requested must be checked against the list of approved chemicals to be found in the front of each copy of the Hazardous Chemical Register.

If the chemical is listed, the PR can be processed.

If the chemical is not listed then **regardless of the perceived nature of the chemical**, the requested chemical **shall** be assessed by competent persons to determine its suitability.

The suitability of the chemical for the proposed use is to be verified by obtaining an I Safety Data Sheet (SDS) from the supplier and evaluating the chemical in terms of necessity and suitability and by conducting a Risk Assessment as described in the NSW Work Health and Safety Regulation 2011, s351 to s362 inclusive. The completed risk assessment is to be sighted, reviewed and authorised by the General Manager.

This purchasing procedure shall be followed at all times and under no circumstances are samples, offered by a manufacturer or supplier, to be accepted unless the full procedure has been completed as for an actual purchase.

7.8.6.3 Use of Chemicals

Prior to using any chemical in or at a Company workplace the Supervisor in consultation with persons likely to be exposed to the chemical shall conduct an appropriate risk assessment using PFFORM003 Hazardous Chemical Risk Assessment.

All PPE detailed in the substances/materials SDS shall be worn at all times by persons work with the chemical. Supervisors shall ensure any person likely to be exposed to the substance/material in the workplace are aware of the risk and implemented controls and that appropriate PPE is worn where necessary.

The Managing Director shall ensure that all necessary PPE is readily available to all persons likely to be exposed to a chemical in the course of their work.

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Where a chemical is used regularly at/in a Company workplace, the Managing Director shall ensure that a Safe Work Procedure is developed and implemented.

The Managing Director shall ensure that all persons working with chemicals as part of work performed for/by the Company are appropriately trained and competent for the task being conducted.

7.8.6.4 Storage of Chemicals

The Managing Director shall approve any/all alterations to storage locations.

All storage conditions required by Legislation are to be identified and communicated to the relevant personnel.

Segregation of incompatible substances is to comply with the Workplace Health and Safety Compliance Standards, including those as detailed in various Australian Standards.

Appropriate placarding must be exhibited as directed by the NSW Work Health and Safety Regulation 2001, s349 to s350 inclusive.

The Managing Director shall monitor and ensure placarding is maintained in a serviceable and appropriate condition at all times.

A current copy of the Australian manufacturer or importer's SDS for each substance shall be located in the Company's Hazardous Chemical Register and be readily available to users and those who may be exposed in the workplace. SDSs shall be maintained in a current and legible condition at all times and no local amendment shall be applied to the document.

7.8.6.5 Handling of Chemicals

Approved chemicals are to be handled and used in accordance with the instructions contained in the authorised SDS and/or the container label for the chemical.

Personal Protective Equipment shall be used by all persons likely to be exposed to the substance in the workplace where indicated by the SDS.

7.8.6.6 Disposal of Chemicals

Chemical substances shall not to be disposed of without approval by the General Manager or by following a previously approved Standard Work Procedure.

7.8.6.7 Inspection

Inspection of all chemical products held, and Personal Protective Equipment used, is to be conducted by a competent person every three months.

Results of these inspections are to be recorded in the appropriate equipment logs.

Changes to work practices needed to rectify any identified risks are to be advised to the General Manager with recommendations for any training or other actions needed to correct the situation.

7.8.6.8 Audit

The Hazardous Chemicals management system is to be audited at least every six months by a competent person following the general procedure detailed in Section 16.

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7.8.7 DOCUMENTATION

PFREG003 Hazardous Chemical Register

PFFORM001 Risk Assessment Worksheet

PFFORM003 Hazardous Chemical Risk Assessment

PFFORM008 Continuous Improvement Plan

7.9 WORKING AT HEIGHTS

7.9.1 PURPOSE

To ensure that all people working at heights are trained, and use correctly all fall arrest equipment and fixed or portable access equipment.

7.9.2 SCOPE

This procedure is applicable to all Company employees and contractors working at heights.

7.9.3 REFERENCES

- NSW Work Health and Safety Act 2001
- NSW Work Health and Safety Regulation 2011
- NSW Managing the Risk of Falls at Workplaces - Code of Practice 2011
- AS 1657 Fixed platforms, walkways, stairways and ladders - Design, construction and installation
- AS/NZS 1891 Industrial fall-arrest systems and devices (Series)
- AS/NZS 1892.5 Portable ladders Part 5: Selection, use and care

7.9.4 DEFINITIONS

Fall - means a fall by a person from one level to another.

Risk of a Fall - means a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or the other person. This includes circumstances in which the worker or other person is:

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

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- on or in the vicinity of a slippery, sloping or unstable surface

7.9.5 RESPONSIBILITIES

The Managing Director is to provide and/or organise appropriate training for persons required to work at heights.

The General Manager shall ensure that all work at height equipment is appropriate for the task to be performed and in a serviceable state at all times, and that this equipment is only operated and/or used by competent persons.

The Site Supervisor/s shall ensure that the directions of this procedure are complied with at all times when workers and/or other persons are working at height at a Company workplace and/or work site.

All employees are to strictly adhere to these procedures when working at heights.

All contractors employed at a Company work site shall comply with these directions when working at heights.

7.9.6 PROCEDURE

7.9.6.1 Fixed Platforms/Access

A regular survey is to be conducted to ascertain the availability and design adequacy of fixed platforms, steps, staircases and ramps. Any significant risks, which are made evident, are to be documented and wherever possible a program of improvement should be implemented using the normal maintenance program.

7.9.6.2 Scaffolding

All scaffolding used on site must be of an approved type and erected in accordance with the statutory requirements.

Any tube and coupler scaffold and/or scaffold over 4.0m in height must only be erected by a person who has a current Certificate of Competency.

All work areas are to be fully decked and fitted with hand and mid rails.

7.9.6.3 Fall Arrest Equipment

Where a person is required to perform work on any part of a building or structure and it is not practicable to prevent the fall of that person by working platform or scaffolding, a travel restraint system shall be provided.

Attachments are to be of the one brand name and shall prevent the person to reach such a position where a fall may occur.

All travel restraint and fall-arrest equipment shall be inspected by a competent person prior to use and again after use.

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All travel restraint and fall-arrest equipment shall be fully inspected on a regular basis by a competent person each 6 months; the results of this inspection shall be recorded on the equipment's maintenance log.

7.9.6.4 Performing Work at Height

Where a person is required to perform work at height or in a situation where there is a risk of a fall, the following actions shall be performed and/or ensured:

- Conduct a detailed risk assessment of the task to be performed.
- Confirm all persons employed on the task are competent and capable of the planned activity.
- Ensure all appropriate emergency preparedness has been considered and appropriate to the task. The Site Supervisor shall ensure all persons are aware of their actions and that they are physically capable of all activity that they may be expected to conduct in the event of an emergency.
- Inspect all equipment and materials to be used for serviceability and task appropriateness.
- Where a person is required to don fall-arrest equipment; the supervisor shall inspect the fitment and security of all fall-arrest devices, including ropes, knots, connectors, attachments and personnel harnesses prior to tasking activity.

7.9.7 DOCUMENTATION

Nil.

7.10 REMOTE OR ISOLATED WORK

7.10.1 PURPOSE

To ensure that all risks to workers that are required work at or in remote and/or isolated workplaces and/or work sites are adequately controlled at all times.

7.10.2 SCOPE

This procedure is applicable to all employees and contractors of the Company when allocated to remote and isolated tasking.

7.10.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2001
- NSW Managing the Work Environment and Facilities - Code of Practice 2011

7.10.4 DEFINITIONS

Remote or Isolated Work - means work that is isolated from the assistance of other persons because of location, time or nature of the work.

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Long Distance Travel - that travel conducted using Company and/or Hire vehicle to travel more than 150 Km in any one trip.

7.10.5 RESPONSIBILITIES

The Managing Director shall ensure that this procedure is fully implemented and appropriately supervised across the Company and its operation/s at all times whenever remote or isolated work is conducted by Company employees and/or contractors.

The General Manager shall ensure company compliance with this procedure.

The Site Supervisor/s shall ensure that all employees and/or contractors under their control/management comply with this procedure at all times whilst employed on remote or isolated Company tasking.

All Company employees and contractors shall comply with this procedure at all times when employed/tasked with remote or isolated tasking.

7.10.6 PROCEDURE

Remote or isolated work can involve single worker/contractor tasking outside of normal business hours both at company premises (unaccompanied) or at a client's location (e.g. after hours call-out); it can also involve long distance driving to client locations about the Company's operational area/s. Remote or isolated work can also include small teams (i.e. no more than two (2) to three (3) persons) deployed to client locations.

In all cases of planned and/or likely remote or isolated work, the following shall be conducted:

1. A detailed quantitative risk assessment, in accordance with Section 5 of this manual and the direction of Section 4.2 of the NSW Managing the Work Environment and Facilities - Code of Practice 2011, shall be performed and recorded for all remote or isolated work;
2. The Site Supervisor/s shall ensure adequate communication ability is maintained in a serviceable and capable state at all times during any/all remote or isolated work being undertaken by the Company's workers and/or contractors. Communication systems selected should also be considered for suitable emergency response requirements in the area of operation/s.
3. A communication schedule (i.e. routine call-in) shall be established by the task supervisor. Such a schedule shall detail regulated times of call-in by the deployed worker and/or contractor to the nominated Company contact over the period of deployment.
4. Where the remote or isolated tasking involves long distance travel, the following shall be conducted:
 - a. A documented trip plan shall be recorded;
 - b. A primary (and where necessary, supplemental) driver shall be nominated;
 - c. A schedule of driving for the trip shall be included in the trip plan; such scheduling shall include the following as a minimum:

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- i. The maximum initial driving time for the first stint, not to exceed two (2) hours;
- ii. The duration of the first break, not less than 10 minutes;
- iii. The maximum driving time for the next stint, not to exceed two (2) hours;
- iv. The duration of the next break, not less than 10 minutes;
- v. The direction to change drivers (if available); if no exchange driver available the second break is to be extended to no less than 15 minutes;
- vi. The maximum driving time for the next stint, not to exceed two (2) hours;
- vii. The duration of the next break, no less than 30 minutes and should include an appropriate meal;
- viii. The maximum driving time for the next stint, not to exceed two (2) hours;
- ix. The duration of the next break, not less than 10 minutes;
- x. The direction to change drivers (if available); if no exchange driver available the fourth break is to be extended to no less than 15 minutes;
- xi. The maximum driving time for the next stint, to be no more than two (2) hours; note this is the last driving stint of the day; and
- xii. The direction to take a break of at least 10 hours, eight (8) hours of which is to include sleep.

7.10.7 DOCUMENTATION

NIL

7.11 CONSTRUCTION WORK

7.11.1 PURPOSE

To ensure that all construction work conducted by the Company is conducted in a safe and compliant manner at all times.

7.11.2 SCOPE

This procedure is applicable to all employees and contractors working for the Company, especially those conducting, managing, and/or supporting construction work within the operation/s of the Company.

7.11.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Regulation 2001
- NSW Scaffolding Code of Practice 2009

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- NSW How to Manage and Control Asbestos in the Workplace - Code of Practice 2011
- NSW Managing the Work Environment and Facilities - Code of Practice 2011
- NSW Managing the Risk of Falls at Workplaces - Code of Practice 2011

7.11.4 DEFINITIONS

Construction Work - means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling a structure; refer to NSW Work Health and Safety Regulation 2011, s289.

Structure - means anything that is constructed, whether fixed or movable, temporary or permanent, and includes:

- (a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and
- (b) any component of a structure; and
- (c) part of a structure.

High Risk Construction Work - refer NSW Work Health and Safety Regulation 2011, s 291

Construction Project - means a project that involves construction work where the cost of the construction work is \$250,000 or more.

Principal Contractor - refer NSW Work Health and Safety Regulation 2011, s293

7.11.5 RESPONSIBILITIES

The Managing Director shall ensure the successful implementation of this procedure within the Company and will ensure that adequate resource is allocated to allow continual compliance.

The General Manager shall ensure that this procedure is maintained in a compliant state at all times and that the contained instructions are fully implemented within the Company's operation/s.

The Site Supervisor/s shall ensure compliance with this procedure is maintained at all times within their areas of operation/s.

Company employees and contractors shall fully comply with this procedure at all times when employed/tasked with construction work.

7.11.6 PROCEDURE

Whenever the Company is contracted on, commissioned to or otherwise performing construction work the following activity shall be undertaken:

1. The General Manager shall ensure all company personnel and/or contractors are competent for the work to be performed at any/all times. The General Manager shall ensure that all personnel likely to be employed on a construction workplace are the holders of an appropriate General Construction Induction (White Card) certification.
2. On request for tender/quotation, the Site Supervisor/s in consultation with the planned work team shall prepare a compliant Health, Safety and Environmental Construction Plan for the Company's planned activity. The Health, Safety and Environmental Construction Plan shall be documented using the Company's Form PFFOR009; when completed this Construction Plan shall be supplied to the Principal Contractor for review and approval.
3. During the formulation of the Health, Safety and Environmental Construction Plan, the Site Supervisor/s shall identify all high risk construction work to be performed or likely to be performed, and prepare in consultation with the assigned workers and/or contractors develop compliant Work Method Statements for each high risk construction work activity. The Work Method statement is to documented using Company Form PFFORM010; ensure all documented Work Method Statements are included in the submitted Health, Safety and Environmental Construction Plan.
4. The Site Supervisor/s shall ensure that all non-high risk construction work to be performed is assessed using the Company's Job Safety Analysis process and that adequate record is retained of all assessments for the tasking is retained with the Construction Plan.
5. The Site Supervisor/s shall ensure all work conducted on a construction workplace is conducted in accordance with the guidance and direction of the authorised Work Health, Safety and Environmental Construction Plan at all times.
6. The Site Supervisor/s shall ensure that all Work Method Statements applicable to the construction work being conducted are complied with at all times by all workers and/or contractors and that the documentation is reviewed on a regular basis for applicability and effectiveness for the tasking.
7. The General Manager in consultation with the Site Supervisor/s shall ensure that all company contractors provide a copy of a duly completed and authorised work method statement for all tasking they are contracted to perform on behalf of the Company at a Company workplace and/or work site; such work method statements are to be submitted to the Company prior to any work being performed for the Company's review and approval.
8. The General Manager in consultation with the Site Supervisor/s shall ensure that regular (i.e. at least weekly) appropriate toolbox talks and workplace briefing are conducted at each construction workplace during the deployment/tasking of Company workers and/or contractors. The Site Supervisor/s shall ensure that adequate record is maintained of these toolbox talks and/or workplace briefings.

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9. The Site Supervisor/s shall ensure that all incidents, accidents and near-misses are documented, reported and investigated promptly and that adequate incident reporting is conducted with both the Company and the Principal Contractor. Incident reporting shall conform to the directions of Section 11 of this manual.

7.11.7 DOCUMENTATION

- PFFORM009 Major Contract Work Health, Safety and Environmental Plan
- PFFORM010 Work Method Statement

SECTION 8 - PERSONNEL TRAINING

8.1 PURPOSE

To ensure that all Company employees are adequately trained in all aspects of their functions within the Company.

To ensure that the statutory obligations of the Company, in regard to training and instruction of employees, are fully met.

To ensure that the Company fulfils its common law duty of care.

8.2 SCOPE

The scope of employee training given within the Company shall include, but not be limited to:

- Health, Safety and Environmental awareness and associated skills training.
- Appropriate training for high risk activity as directed by an applicable Regulation (e.g. Confined Space Entry, Working at Height, Manual Tasking, Hazardous Substances, Risk Management Practices, etc.)
- Job instruction and skills training including standard operating procedures.
- Developmental training to assist managers, supervisors and employees to develop to their full employment potential.
- Training for all likely emergency situations, (e.g. fire).

8.3 REFERENCE DOCUMENTS

- Nil.

8.4 DEFINITIONS

Training - causes to develop a person's knowledge in a particular way by education and/or instruction.

8.5 PROCEDURES

Training needs shall be identified in respect of both task and function of the Company and in terms of individual employees within the Company.

8.6 RESPONSIBILITY

The Managing Director is responsible to ensure that adequate resource (i.e. manpower, material and budget) is readily available for the conduct of workforce training and education

The General Manager is responsible for the identification of training needs within the Company.

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The General Manager shall establish and maintain a system for recording the details of all training conducted within the Company. Such records shall include details of the type and purpose of the training course, duration of the course, who conducted the course, employees attending, information as to the course content, and where relevant and to the extent appropriate, employee performance/results in the course.

The Site Supervisor/s are responsible to ensure all workers within their area of operation/s are appropriately trained, that all workers attend training and educational sessions as required and that the workers maintain compliance with the training that they have received at all times.

8.7 DOCUMENTATION

- PFREG001Company Training Register

SECTION 9 - PERSONNEL DISCIPLINE

9.1 PURPOSE

It is the policy of the Company to utilise a step-by-step approach to the counselling and discipline of employees in relation to work health safety and environmental matters in order to ensure fair and just treatment of all employees and to protect the interests of all parties.

9.2 SCOPE

All Company employees including management are subject to these disciplinary procedures.

9.3 REFERENCE DOCUMENTS

Nil.

9.4 DEFINITIONS

Nil.

9.5 RESPONSIBILITIES

The Managing Director shall monitor and maintain this disciplinary system to ensure its equity, effectiveness and appropriateness for the operations of the Company.

The General Manager shall ensure the successful implementation of this disciplinary system equally across the Company's operations.

9.6 PROCEDURE

Where an incident occurs that appears to warrant corrective action the Site Supervisor or person in charge will investigate the incident in accordance with Section 11.5.2 of this manual to establish the facts of the case. The Site Supervisor will then determine which of the following courses of action is necessary.

9.6.1 CORRECTIVE GUIDANCE

The immediate Manager or Supervisor of the employee concerned shall:

- (a) Discuss the offence with the employee;
- (b) Re-state exactly what standards are expected; and
- (c) Re-instruct the person how to achieve what is expected.

The number of occasions on which corrective guidance is given depends on the nature and frequency of the offence. Such advice is totally 'off the record' and given in the interests of enhanced performance.

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9.6.2 REPRIMAND (FIRST WARNING)

If corrective guidance is not successful, the Supervisor shall reprimand the employee by:

- (a) Re-stating the offence/s;
- (b) Re-stating the required corrective action/s; and
- (c) Warning that failure to improve may result in a final warning or dismissal.

This reprimand must be documented as a First Warning on the official Company letterhead and recorded in the employee's file.

9.6.3 FINAL WARNING

If the offence is recommitted, a final warning is necessary.

The offence and required corrective action should be re-stated and the employee warned that failure to improve within a specified time will result in dismissal.

A final written report in an appropriate form must be completed by the Supervisor and given to the Managing Director so that, if dismissal is ultimately necessary, the Record of Interview and previous warning are evidence of actions already taken.

9.6.4 DISMISSAL

If corrective guidance, reprimand and final warning have proved ineffective, there is no alternative but to dismiss the employee.

If dismissal becomes necessary, the Managing Director may only carry out the action in the following manner:

- (a) Taking the employee into the privacy of an office;
- (b) Re-stating the offence and previously agreed corrective action;
- (c) Advising the employee and that he/she is on notice for failure to comply with the recommended corrective action; and
- (d) Submitting the usual Termination Notice stating the reason for dismissal.

9.6.5 INSTANT DISMISSAL

Under certain circumstances, notice of termination is not required.

Using violence (both physical and verbal), fighting, working under the influence of alcohol or illicit drugs, or theft are sufficient grounds for instant dismissal. In some work situations, such as negligently endangering the life or wellbeing of another person, will also result in the instant dismissal of the offending person.

Note: In the case of first, final or dismissal notice, it is recommended that the employee's Representative be present when the employee is notified of the breach.

9.7 GUIDELINES

To assist in the interpretation and implementation of this policy, the following guidelines are given.

- (a) Behaviour or actions requiring formal consideration must be blatant, deliberate acts of either omission or commission on the part of the employee that place either the employee, other employees, or Company assets at risk.
- (b) Dismissal or demotion of an employee will be considered following the issuing of two (2) written warnings. Thus the second written warning is a final one and further breaches will result in dismissal or demotion.
- (c) A written warning will remain in force for a period of twelve (12) months. Following this period the written warning will be removed from the employee's file and destroyed.

9.8 DOCUMENTATION

Nil.

SECTION 10 - WORKPLACE HEALTH / HYGIENE

10.1 HEALTH MONITORING

10.1.1 PURPOSE

This policy and procedure seeks to monitor health aspects of employees who, by virtue of their particular tasks or functions, are may be, exposed to potential risks of harm to their health.

10.1.2 SCOPE

This policy and procedure may need to be applied to some areas within the Company's operations, for example where sustained high levels of noise have been recorded, or where chemical exposure risks are present and other areas, as may be identified from time to time.

Health surveillance is mandatory where certain chemicals are in use, (e.g. isocyanates); refer to NSW Work Health and Safety Regulation 2011, Schedule 8.

10.1.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- National Exposure Standards for Atmospheric Contaminants in the Occupational Environment.
- NSW Code of Practice – Hazardous Substances 2003

10.1.4 DEFINITIONS

Health monitoring - the systematic approach to monitoring health changes in personnel to identify and determine which effects may be work-related.

10.1.5 PROCEDURES

The Managing Director in consultation with external medical specialists shall control this Health Surveillance program.

The program may involve the following processes:

- Identifying the potential exposures;
- Designating the medical examination and frequency of test to evaluate any potential adverse health effects;
- Correlation of the medical evaluation results with employee exposure data;
- Recommendation of corrective actions to eliminate, and/or to reduce exposures to medically acceptable standards; and
- Ongoing medical surveillance to ensure the maintenance of acceptable standards.

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In the implementation of this procedure, any employee participating in any health monitoring program will be individually counselled regarding the aims and methods of the program. They will also be fully informed of the results and the significance of each and every test or examination conducted.

Full confidentiality of personal details and information shall be strictly maintained.

10.2 WORK ENVIRONMENT MONITORING

10.2.1 PURPOSE

This policy and procedure ensures that, where a significant hazard to health exists, or may exist, the workplace environment is maintained and controlled within safe limits of exposure.

10.2.2 SCOPE

There are occasions when a potential health hazard must be *measured* in order to assess the degree of risk.

Depending on the nature of the hazard, risk assessment of workplace hazards can be done by measurement of the atmosphere itself, or by personal monitoring of the people potentially exposed to the risk from the environmental hazard.

Examples of exposures that may require environmental monitoring are:

- Noise exposure (continuous and impulse) of people working in various areas of the Company's operations.
- The adequacy of illumination at a workplace.
- Temperature - extreme heat / extreme cold
- Excessive humidity
- Exposures to chemicals or harmful atmospheric contaminants

10.2.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Regulation 2011
- NSW Code of Practice - Noise
- NSW Code of Practice – Hazardous Substances 2003
- Exposure Standards for Atmospheric Contaminants in the Occupational Environment

10.2.4 DEFINITIONS

Work Environment - the conditions and influences in a workplace that may affect the health or wellbeing of employees.

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10.2.5 PROCEDURES

The Managing Director may arrange work environment measurement or monitoring from time to time. Where such monitoring is to be implemented the Director shall conduct a detailed analysis and assessment of the situation and implement a documented monitoring procedure that is to be followed.

10.2.6 DOCUMENTATION

Nil.

10.3 WORKER REHABILITATION

10.3.1 PURPOSE

To provide the opportunity for employees to participate in the Workplace Rehabilitation Program in order to resume their normal duties as soon as practicable following any injury or illness.

10.3.2 SCOPE

To be applied to all disabled Company employees, irrespective of the origin of the incapacity.

10.3.3 REFERENCES

- NSW Workers' Compensation and Rehabilitation Act

10.3.4 DEFINITIONS

Rehabilitation - the restoration of the employees with occupational injuries or illness to the fullest physical, mental, social, vocational and economic usefulness of which they are capable. It is a process, which begins at the moment of injury or illness and continues until the employee is as fully restored as possible.

10.3.5 RESPONSIBILITIES

Rehabilitation Co-ordinator

The Managing Director shall appoint a competent person to act as the Rehabilitation Co-ordinator for the Company and will be responsible for co-ordinating and monitoring the Workplace Rehabilitation Policy and individual rehabilitation program by developing and maintaining accurate and up to date records of cases, ensuring confidentiality.

Doctors

The treating medical practitioner shall accept responsibility for the overall management of injured persons. For the purpose of rehabilitation the Company will require the services of a local doctor who is qualified as an Occupational Physician and who has an awareness of the Company policy.

Supervisors

The employee's Supervisor will have an actual role in ensuring the success of any rehabilitation program. This can be achieved by working with the injured person and with assistance from the Director to:

- Identify current and alternative duties;
- Determine an appropriate rehabilitation program;
- Provide support in the implementation of the rehabilitation program;
- Monitor job performance and progress; and
- Advise fellow employees of the injured person's capabilities and negotiate any workplace adjustments in advance of the rehabilitation program.

Fellow Employees

Fellow employees within the workplace are encouraged to be actively involved in a positive manner wherever possible to support the rehabilitation program.

Injured Persons

Injured persons are encouraged to actively participate in any rehabilitation program in order to resume their normal duties in the workplace as soon as practical after injury or illness. They are to:

- Advise their treating medical practitioner or rehabilitation provider of the availability of a rehabilitation program, and
- Suggest that their treating medical practitioner complete a suitable work capabilities certificate.

10.3.6 PROCEDURE

The Company will follow the provisions of the Rehabilitation Policy.

In addition to the above the following will be noted:

- The Supervisor of any injured person is to inform the Director immediately becoming aware of any injury or illness.
- The injured employee's treating doctor shall be informed immediately of the Company's rehabilitation policy, by letter provided to the injured person.
- Request completion of a "Work Capacity Assessment Report" from the treating doctor.
- Using the information provided, the employee and the Director shall select appropriate alternative duties (alternative duties are not to be assumed as being permanent or as being available at all times).

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- When agreed, document the duties in appropriate detail and forward a copy to the doctor for written approval.
- Establish the expected period on alternative duties and the date for medical re-assessment with the doctor.
- Notify the Worker's Compensation Board of the final outcome.

Management of this program involves the implementation of a plan for rehabilitation of injured or ill workers through communication, negotiation and contact with all persons involved in that worker's rehabilitation.

10.3.7 DOCUMENTATION

Nil.

10.4 FIRST AID / BIOLOGICAL HAZARDS

10.4.1 PURPOSE

The provision of First Aid is a necessary component of the Company's work health and safety program, as from time to time injuries or illness at work may occur. First Aid treatment must be appropriately administered by trained personnel to ensure that outcomes are as intended.

10.4.2 SCOPE

The following First Aid policy and procedure shall be used throughout the Company's operations.

First Aid Officers

The Managing Director shall determine duties and issues of competency associated with the provision of First Aid. Duties include treating injured workers and guests, and ensuring that any/all first aid amenities and kits have adequate supplies.

Level of Competency

Each first aid officer must have at least a current qualification of HLTF301C Apply First Aid (or equivalent) plus HLTCPR201B Perform CPR as issued by an accredited training provider.

It is also desirable to, but not mandatory, for first aid officer to be trained and certified in HLTF404B Apply Advanced Resuscitation Methods as issued by an accredited training provider.

10.4.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Regulation 2011
- NSW Code of Practice – First Aid

10.4.4 DEFINITIONS

First Aid Officer – a person who holds a current HLTF301C Apply First Aid Certificate or higher from St. John's Ambulance, Red Cross or QAS and appointed to that position by the Company.

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10.4.5 PROCEDURES

First Aid shall be available to all staff during working hours at any time.

If an employee requires First Aid treatment then that employee should proceed to the First Aid Treatment Facility.

The issue of any First Aid supplies shall be recorded by the First Aid Officer in the register located within the First Aid Room/Kit. At the end of each month, the Director or his/her representative shall review the register to identify any injury/illness trends.

10.4.5.1 Reporting of Accident

An Accident Report form **must** be completed for every injury treated.

10.4.5.2 Record of First Aid Treatment provided

The first aid officer must complete the section on the Accident Report form with the details of the accident.

Any treatment given must be detailed, the form signed, to then be given to the appropriate Supervisor for completion, then to be forwarded to the Director.

The contents of First Aid Kits shall be maintained at a minimum, in accordance with the NSW Code of Practice – First Aid.

10.4.5.3 Treatment Practices

In Emergency

- In a life threatening emergency, the first aid officer or Supervisor must give a direction to call an ambulance. After doing so, the first aid officer or Supervisor must render whatever first aid is warranted and safe to perform until the Ambulance arrives.
- In a non-life-threatening emergency, the first aid officer may arrange for suitable transport of the casualty, after rendering suitable first aid.

Biological Hazards

Each first aid officer is expected to follow these safety procedures to guard against biological hazards:

- Appropriate gloves must be worn when treating any casualty where there is the potential for contact with bodily fluids.
- Each first aid officer is to be currently immunised against Hepatitis B.
- Any blood or other bodily fluid spills must be cleaned up. Gloves must be worn and warm soapy water used. Hands should be washed with warm water and antiseptic or soap after treatment given. All linen or rubbish should be placed in a plastic bag, sealed and marked - "BIOHAZARD".

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- If contact does occur with bodily fluids, the contact area should be washed well with antiseptic or soap. If the eyes are contaminated, they should be rinsed under a tap for 15-20 minutes. The First Aid Officer **shall** complete an Accident Report form.
- General hygiene is very important, especially as a first aid officer. Hands should be washed prior to treating a casualty when gloves are not worn. That is, for treating injuries where there is no potential of contacting bodily fluids. The first aid officer should be very careful to wash their hands before eating or rubbing their eyes before and after treating any injuries.

10.4.6 DOCUMENTATION

Nil.

10.5 SMOKING POLICY

10.5.1 PURPOSE

This document informs all personnel of the Company's policy and procedure regarding smoking within the workplace.

The policy is that smoking is not permitted in any Company offices or vehicles or in those amenities where appropriate signage is displayed. The policy is largely based on reduction of risk of fire, but is also framed as a right of non-smokers to work or relax in a smoke-free work environment.

10.5.2 SCOPE

This procedure applies to all persons on the Company's premises, or in a Company vehicle whether as an employee, contractor or visitor.

10.5.3 REFERENCE DOCUMENTS

- NSW Work Health & Safety Act 2011
- NSW Tobacco and Other Smoking Products Act 1998

10.5.4 DEFINITIONS

Workplace - is any place where work is, is to be, or is likely to be, performed by a worker, self-employed person or employer, including Company vehicles.

10.5.5 PROCEDURES

Employees shall observe the no-smoking rule at all times.

10.5.6 DOCUMENTATION

Nil.

10.6 HEARING CONSERVATION

10.6.1 PURPOSE

To establish a procedure for the implementation of a Hearing Conservation Program that enables all persons to work on Company property and/or work sites without being exposed to excessive levels of noise.

10.6.2 SCOPE

This procedure applies to all persons working on Company property and/or work sites.

10.6.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Code of Practice - Plant
- NSW Managing Noise and Preventing Hearing Loss at Work - Code of Practice 2011

10.6.4 DEFINITIONS

Administrative Noise Control - means a procedure, which limits daily exposure to noise by control of the work schedule.

Audiometry - means the measurements of the hearing threshold level by the use of a bilateral pure tone air conduction threshold test.

Hearing Conservation Program - means a planned procedure to protect hearing.

Hearing Protection Area - means an area where the noise level is excessive.

Hearing Protection Device - means a device or pair of devices worn by a person or inserted in the ears of a person to attenuate noise.

10.6.5 PROCEDURE

Where practical, by control of the work schedule, a person shall not be exposed at work to noise that exceeds in any one shift an A-weighted sound pressure level of 85dB(A) for 8 hours or 83dB(A) for 12 hours or a peak sound pressure of 140dB(lin.)

A comprehensive noise level survey on all plant and equipment shall either be conducted by Company supervisory staff or requested from supported entities.

Where any hazardous noise level is identified at the workplace the area or equipment concerned shall be signed as hearing protection areas.

Where employees have been issued with hearing protection devices they shall wear such devices on all occasions that they enter designated hearing protection areas.

A training program should be developed to educate all Company employees in Hearing Conservation Principles.

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10.6.6 DOCUMENTATION

Nil.

10.7 HEAT STRESS

10.7.1 PURPOSE

To establish a procedure necessary for the implementation of a Heat Stress Awareness Program.

10.7.2 SCOPE

This procedure will apply to all persons on Company property and/or work sites.

10.7.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011.

10.7.4 DEFINITIONS

Occupational Heat Stress - an overheating of the body caused by prolonged physical work in high ambient temperature.

10.7.5 PROCEDURE

Surveys should be conducted to determine areas and causes of excessive heat.

All persons shall be made aware of all excessive heat areas.

Where practical action to reduce a person's exposure to excessive heat shall be initiated.

Where engineering controls are impractical, appropriate administrative controls will be developed and implemented. Factors that should be considered are:

- Selection of suitable employees.
- Acclimatisation of employees including new employees and those returning from extended absence (e.g. annual leave).
- Scheduling alternate work times such as night instead of day, evening instead of noon.
- Use of alternative work clothes.
- Timing of rest periods - considering heat conditions and type of work.
- Establishment of shaded or air-conditioned recovery areas close to the work site.
- Replacement of lost body fluids by provision of cool liquids.

Heat Stress Awareness Training should be provided for all persons. This training should cover the following:

- Main causes of heat stress.
- How the body responds to heat.

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- How to assess and alleviate effects of heat stress.
- First aid treatment of heat stress.

10.7.6 DOCUMENTATION

Nil

10.8 UV RADIATION / SUN PROTECTION

10.8.1 PURPOSE

To establish a procedure necessary for the implementation of a UV Radiation / Sun Protection Program.

10.8.2 SCOPE

This procedure will apply to all persons on Company property and/or work sites.

10.8.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011.

10.8.4 DEFINITIONS

Nil.

10.8.5 PROCEDURE

All persons will be made aware of the implications of not protecting their skin from UV radiation exposure.

A preventative strategy including the following actions will be implemented:

- Where possible, rescheduling of outdoor work programs should occur to reduce UV radiation exposure.
- Rescheduling of the workday to allow early morning starts, or late finishes may be considered.
- Suitable personal protective equipment should be provided. This may include the provision of broad brimmed hats, or alternatively brim and neck protectors for hard hats, eyewear, long sleeved shirts and trousers and broad spectrum 15+ sunscreen.
- Comfortable durable and cost-efficient clothing should be made available to employees.
- Employees should be educated in the identification of skin cancers, the need for regular self-examination and the benefit of early detection.

UV Radiation / Sun Protection Training should be conducted for all company employees.

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10.8.6 DOCUMENTATION

Nil.

10.9 DRUG AND ALCOHOL POLICY

10.9.1 PURPOSE

The objective of this Policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace and to provide education and treatment to our employees. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

10.9.2 SCOPE

This policy is applicable to all Company premises, property, work sites and to all employees, subcontractors and other persons working at or otherwise accessing a Company premises, property or Company controlled work site.

10.9.3 REFERENCES

- NSW Work Health and Safety Act 2011
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine

10.9.4 DEFINITIONS

Company Premises - All company property including vehicles, lockers, and parking lots.

Company Property - All company owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.

Drug - A drug is any chemical substance that produces physical, mental, emotional, or behavioural change in the user.

Drug Paraphernalia - Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a Policy violation has occurred.

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Under the Influence - A state of having a blood alcohol concentration of 0.05% or more; or the state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

10.9.5 POLICY

The Company acknowledges individual rights to consume alcohol socially as well as drugs when legally prescribed. However it is well known that the consumption of drugs and abuse of alcohol can affect an individual's ability to perform safely in the workplace. The Company is committed to maintaining a workplace that is free from risks incurred through the misuse of drugs and alcohol.

The following passages constitute the Company's Drug and Alcohol Policy:

- To prevent any employee, subcontractor and/or other person working under the influence of alcohol or other drugs as defined in AS/NZS 4308:2008 at a Company workplace or work site.
- To carry out random, targeted, cause and blanket alcohol and drug testing on any of its employees at any location at the Company's discretion;
- To provide appropriate counselling services where appropriate; and
- To treat all information relating to employee's drug and alcohol test results in the strictest of confidence.

10.9.6 PROCEDURE

All Company employees, subcontractors and other persons shall;

1. Not enter the workplace whilst under the influence of alcohol or other drugs or be in possession of, or sell alcohol or other drugs whilst at work;
2. Conform to client alcohol and drug policies;
3. Conform to client request for alcohol and drug tests when on their sites;
4. Consult with their medical practitioner regarding possible implications (including alertness and work performance) at the time of prescription of drugs;
5. Inform the Company and/or their host employer of any prescribed drugs and the possible implications that may affect their ability to perform safely and effectively in the workplace;
6. Conform to the requirements of this policy at all times whilst at work.

Where an employee, subcontractor and/or other person is suspected of breaching this policy that person will not be permitted to enter the workplace. In the first instance, the offending person shall be counselled by an appropriate person and placed on formal warning of possible immediate dismissal on future policy breach; the person shall also be stood-down from work until clear of all alcohol and/or illegal drug related effects. This process shall be followed for a maximum of two (2) instances.

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On the third repeat instance, the offending person shall be immediately removed from the Company workplace or work site and his/her employment shall be terminated. It should also be noted that use of illegal drugs at a Company workplace or work site, is a crime and the offence will be reported to NSW Police for their action.

This policy reiterates the condition of employment by all Company employees and contractors, that drug and alcohol testing is a standard procedure and abstinence from using prohibited drugs and the abuse of alcohol at work is mandatory, and as such is a condition of on-going employment with the Company.

The Company's aim is to ensure every employee, subcontractor and other persons at every Company workplace and work site remains alcohol and drug free.

10.9.7 DOCUMENTATION

NIL

SECTION 11 - INCIDENT REPORTING, RECORDING AND ANALYSIS

11.1 PURPOSE

To specify the steps to be followed in order to report any work injury, or work caused illness, or dangerous event.

This process is necessary to meet the compliance standards of the Workers' Compensation and Rehabilitation Act, 2003. It also facilitates external reporting requirements of the Company to satisfy obligations of the Workplace Health and Safety Act, 1995 and its Regulation 2008, as well as Company Policy.

11.2 SCOPE

This procedure shall be used throughout the Company's operations to report and record any accident or work related illness or dangerous occurrence occurring whilst engaged on Company work, and applies to all employees, guests, visitors and Contractors.

11.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Workers Compensation and Rehabilitation Act 2003
- NSW Workers Compensation and Rehabilitation Regulation 2003
- AS 1885.1 Workplace injury and disease recording standard
- Pocket Investigation Guide, Safety Wise Solutions Pty Ltd, Issue 1, November 2001

11.4 DEFINITIONS

Statutory Definitions (in Workplace Health and Safety legislation)

Refer to Schedule 5 (Dictionary) of NSW Work Health and Safety Act 2011 for definitions given for:

"Dangerous incident"

"Plant"

"Serious injury or illness"

"Workplace"

Australian Standard Definition (in AS 1885.1)

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Lost Time Injury - means an injury, which results in an employee being absent from work for one or more shifts following the shift on which the injury occurred.

11.5 PROCEDURES

There are both Statutory and Company reporting procedures that must be followed in the event of accidents or incidents. These procedures are detailed in the following subsections.

When human error is the cause, disciplinary measures will only be applied where the person has wilfully disobeyed instructions or wilfully or recklessly interfered with anything provided in the interests of health and safety.

11.5.1 STATUTORY REPORTING REQUIREMENTS

11.5.1.1 Statutory Requirements

Statutory requirements for reporting accidents or incidents fall into two categories; namely those under the Work Health and Safety Act, NSW Environmental Protection Act and those under the Workers Compensation and Rehabilitation Act.

11.5.1.2 Internal Reporting

The Work Injury Record Book, contained in First Aid kits, must be filled out by each employee who has received a minor injury that doesn't require medical treatment from a doctor or an occupational nurse, (i.e. splinters, minor cuts, abrasions, etc.).

All incidents that require medical treatment from a doctor or occupational nurse must be recorded in the prescribed "RSFNQFORM007 Incident Notification & Investigation Form".

The supervisor of the injured employee is required to complete the initial details on the "Incident Notification & Investigation Form" and forward it to the Director within 24 hours of the incident.

11.5.1.3 External Reporting

When **the death of a person, serious injury or illness** or **dangerous incident** occurs, notice by the Workplace Health and Safety NSW's Incident Record\Report Form shall be provided to the Director, Workplace Health and Safety NSW, immediately after becoming aware, by the most expedient method.

Normally, the Managing Director shall complete such a notice after an initial investigation of the incident. However, in the event the Managing Director is unavailable, his/her delegate shall complete the prescribed form, and fax it to the Workplace Health and Safety NSW. The Managing Director shall be notified as soon as possible.

Fatality

In the instance of death at the workplace, the Managing Director or nominated representative shall, as quickly as possible, advise by telephone the Director of Workplace Health and Safety NSW (or any WHS NSW Inspector) all information concerning the incident then available.

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The Managing Director or nominated representative will use the following contact Telephone Number to contact DWHS:

Business Hours: 1300 369 915

After Hours: Contact NSW Police on 000

No statement shall be given to the media or any person without the express permission of the Managing Director of Premier Fire Pty Ltd.

11.5.1.4 Workers Compensation and Rehabilitation Act

Within 10 days after the occurrence of an injury to a person insured under the Act, the "employer" must report such injury to the Workers' Compensation Board using the appropriate form. The Managing Director shall perform this function.

11.5.2 INCIDENT INVESTIGATION

11.5.2.1 PURPOSE

The purpose of an incident investigation is to identify the basic causes of the loss of control and recommend preventive actions that will eliminate or minimise recurrence. It must be clearly understood that an investigation is **not** designed for the purpose of apportioning blame.

11.5.2.2 SCOPE

This procedure shall be used for the investigation of all incidents, as listed below in paragraph 11.5.2.5 whether or not the incident creates a Lost-time Injury.

11.5.2.3 REFERENCE DOCUMENTS

- Pocket Investigation Guide, Safety Wise Solutions Pty Ltd, Issue 1, November 2001

11.5.2.4 DEFINITIONS

Lost-time Injury - means an injury which results in an employee being absent from work for one or more shifts following the shift on which the injury occurred.

11.5.2.5 PROCEDURE

Immediate Action after an incident

The immediate safety and health of employees, guests, visitors and contractors must be the primary concern immediately after an incident. Activities related to the investigation are important, but they are secondary. The first response must be to:

- Take all steps necessary to provide emergency rescue and medical help for injured person/s, where safe to do so;
- Take those actions that will prevent, or minimise the risk of, further accidents or physical harm; and
- Comply with obligations of the Workplace Health and Safety Act.

What shall be investigated

The following incidents **shall** be investigated:

- a) Serious Bodily Injuries or Fatality
- b) Lost Time Injuries
- c) Medical Treatment Injuries
- d) Minor injuries or incidents considered to have the potential for serious injury or severe damage to property.
- e) Dangerous events

Who shall carry out the investigation?

The relevant Supervisor or their nominee shall be accountable to the Managing Director for the investigation of any accident. The Managing Director may participate in and guide the investigation in order to ensure that a satisfactory standard of investigation occurs. The injured person/s shall be included, as soon as is feasible, to ensure their version and basis for their actions are correctly noted.

When shall the investigation take place?

Investigations shall be started immediately and be completed within 24 hours of the relevant Supervisor or nominees, becoming aware of the accident.

How shall the investigation be conducted?

RSFNQFORM007 Incident Notification and Investigation Form shall be completed during the investigation.

The Investigation Team shall avoid any emphasis on identifying any individual who could be blamed for the accident.

The level of effort involved in the investigation shall depend largely on the severity or potential severity of the accident.

The Investigation Team shall, to the greatest extent possible:

- f) Visit the accident scene before the physical evidence is disturbed;
- g) Take samples of any substance that may have contributed to the incident, noting conditions that may have affected the sample;
- h) Make comprehensive visual records e.g. photographs, diagrams or video;
- i) Determine which accident-related items should be preserved;

- j) Identify the people who were involved in the accident, including eye witnesses, if any; and
- k) Review all sources of potentially useful information, (these may include original design, design specifications, drawings, operating logs, purchasing records, previous reports, maintenance logs, procedures and instructions, inspection and test records, alteration or change of design records, job analysis, records indicating previous training and job performance of the employees and shift managers involved).

Incident Investigation Evaluation

When the Incident Investigation is completed, the Managing Director shall evaluate the quality of all investigation information details gathered.

- a) Aspects to be evaluated include:
- b) Accuracy and completeness of the information.
- c) Clarity and completeness of the description of the sequence of events leading to the incident.
- d) Correct identification of all causal factors.
- e) Clarity and completeness of the description of causal factors.
- f) Corrective actions already taken.
- g) Recommendations made for corrective actions to reduce or eliminate the probability of recurrence of a similar accident.
- h) Recommendations for corrective actions to improve the management system, training or change of procedures.

A record of all incident investigations shall be maintained in a central location.

11.6 DOCUMENTATION

RSFNQFORM007 Incident Notification and Investigation Form

SECTION 12 - CONSULTATION, CO-OPERATING AND CO-ORDINATION

12.1 PURPOSE

The Company recognises that input and participation from the workforce provides positive outcomes for the successful implementation and on-going management of the Company's WHS&E management system.

The Company also recognises that an appropriate consultation, co-operation and co-ordination process is a statutory requirement under the direction of the NSW Work Health and Safety Act 2011; it is the Company's intent to promote and maintain an adequate consultation, co-operation and co-ordination process within all of the Company's operations.

12.2 SCOPE

This procedure is applicable to all employees and contractors working for the Company at all Company workplaces and work sites.

12.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2001
- NSW Work Health and Safety Consultation, Co-operation and Co-ordination - Code of Practice 2011

12.4 DEFINITIONS

NIL

12.5 PROCEDURE

12.5.1 CONSULTATION

Consultation within the Company shall be undertaken at all levels and will be an open process allowing honest communication with respect to health, safety and environmental management practices. This process is not about constant complaining but it is about positive contributions by all Company personnel that will allow continual improvement in our health, safety and environmental performance.

Under the guidance of NSW Work Health and Safety Act 2011, s49; the Company must consult with the workforce when:

1. Identifying hazards and assessing risks arising from the work carried out or to be carried out;
2. Making decisions about the ways to eliminate or minimise those risks;
3. Making decisions about the adequacy of facilities for the welfare of workers;

4. Proposing changes that may affect the health and safety of the workforce; and
5. Making decisions about procedures for consulting with workers; resolving health or safety issues; monitoring health of the workforce; monitoring the conditions at the workplace and providing information and training to the workforce.

The consultation process between the Company and its workforce is an open two-way process, where both parties are able to:

1. Talk to each other about health, safety and environmental issues at the workplaces and work sites;
2. Listen to each other's concerns;
3. Seek and share views and information; and
4. Consider what the workforce say before management makes a decision with respect to health, safety and environmental issues.

The consultation process shall be most evident within the Company through the utilisation of the following practices:

- The election of Health and Safety Representatives amongst the work groups of the company; such practice shall comply with the directions of NSW Work Health and Safety Act 2011, s50 to s74 inclusive.
- The implementation and ongoing management of the Company's WHS&E Committee; such practice shall comply with the directions of NSW Work Health and Safety Act 2001, s75 to s79 inclusive.
- The Company's implemented hazard identification and risk assessment strategies.
- The Company's implemented incident reporting and investigation process.

12.5.2 CO-OPERATION

Co-operation is part of adequate consultation practices and involves positive arrangements within the Company workforce, including the management teams that promote the continued improvement of the management systems without any undue tensions or impediments to implementation practices.

With appropriate co-ordination within the workforce there should:

1. Be no obstruction to communications amongst the Company's workforce; and
2. Enable adequate responsiveness to reasonable requests from other duty holders to assist them in meeting their duties.

12.5.3 CO-ORDINATION

Co-ordination is a term given by regulators, but here in the Company it is really about adequate management of applicable activities to such an extent that allows all duty holders achieve the desired outcomes with respect to health, safety and environmental activities within the Company. The coordination practices implemented within the Company shall include:

1. The planning of tasks in such a manner that positively identifies the date of any/all control measures full implementation;
2. The adequate scheduling of work activities that will allow all duty holders to carry out their work successfully.
3. Appropriate consultation amongst the duty holders with the aim of allowing adequate task scheduling, implementation and review.

12.6 DOCUMENTATION

NIL

SECTION 13 - CONTRACTOR MANAGEMENT

13.1 CONTROL OF CONTRACTORS

13.1.1 PURPOSE

This policy and its procedures are designed to protect the employees and assets of the Company from adverse workplace conditions created and/or sub-standard work practices being used in the course of work being carried out on Company premises or work sites by contractors.

13.1.2 SCOPE

This control procedure applies to all contractors and their on-site activities.

Whilst it is the contractor's responsibility to conform to Federal and State Laws, the Company can, and shall, insist on safe and environmentally aware practices that affect its employees, property and operations.

13.1.3 REFERENCE DOCUMENTS

NIL

13.1.4 DEFINITIONS

Contract of Employment - To be in someone's employ.

Contractor - One who contracts to furnish supplies or perform work at a certain price or rate.

Contract for Service - The supplying or supplier of any articles, commodities, activities, etc.

Contract - An agreement enforceable by law

13.1.5 PROCEDURE

The clauses set out below should be included in all contracts awarded that require the contractors to perform work on the Company's premises. In listing the provisions in the contract they become binding rather than merely loosely enforced agreements.

13.1.5.1 Health, Safety and Environmental Procedures for Contracted Work

To be included in Contract Documentation:

- a) The Contractor shall comply with all relevant Federal, State and Company laws, rules and regulations.
- b) Without limiting the generality of the foregoing, the Contractor shall apply for and pay any fees for any permits required and shall only engage qualified staff in any prescribed occupation.

- c) Contractors and their agents and employees shall ensure that all work under such contract is performed in such a manner that no hazard or risk of injury or damage exists to Company employees, the environment, the public or property.
- d) Wherever practical, the Contractor shall safely secure the works area and limit access to that area to relevant Company staff.
- e) Contractor's staff entering any Company operations area shall obey all Company Safety and Environmental Rules for that area and any direction given by the Company.
- f) The Contractor shall ensure that no interruption occurs to Company operations without first obtaining the written permission of the Company or its agents.
- g) The Contractor shall fully comply with all statutory obligations to insure themselves against all sums for which in respect of any injury to a worker employed by them and/or the causing of environmental harm, they may become legally liable by way of:
 - (a) Compensation under the Workers Compensation and Rehabilitation Act 2003 and subsequent amendments.
 - (b) Damages arising under circumstances creating also, independently of the Act, a legal liability on the employer to pay damages in respect of the injury or harm.

13.1.5.2 Proof of Insurance

For all general contract work, (i.e. provision of consultancy services, training etc.), proof of such insurances must be made available to the Company prior to the commencement of any work under the Contract.

13.1.5.3 Before Coming Onto Site

The Contractor shall produce written verification to the satisfaction of the Company of the following particulars, where appropriate, before being allowed to enter the Company's property or work site to undertake work under the contract, this includes:

- Insurances
 - (a) Current Workers' Compensation cover for all employees of the contractor; and
 - (b) Unless otherwise specified proof of Public / Product Liability cover, of a minimum of \$10,000,000 for each occurrence; and
 - (c) Unless otherwise specified proof of Professional Indemnity cover, of a minimum of \$2,000,000 for each occurrence; and
 - (d) Any other insurance as may be specified in the Contract.
- High Risk Activities
 - (a) A duly developed, documented and authorised Work Method Statement detailing the methods to be utilised/implemented for the contracted tasking.

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- (b) Where the activity involves the use of any hazardous substance and/or dangerous goods; a current Australian formatted Material Safety Data Sheet for each and every substance and/or goods shall be provided for review prior to the use of the substance/goods at a Company workplace and/or site.
- (c) Where the tasking involves the use or employment of high risk plant, the Contractor shall provide evidence of all necessary certifications and/or authorisations for the use of such plant prior to performing any work or activity with the high risk plant.
- (d) Where the contractor's tasking does not involve high risk activity and/or where the contractor is solely appointed to work within and/or part of a Premier Fire work team, the contractor shall sign onto any/all Company provided work method statements, job hazard assessments and/or any/all other such work instructions prior to commencing work and whenever directed by a Company representative

13.1.6 DOCUMENTATION

NIL

SECTION 14 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

14.1 PURPOSE

This procedure is designed to ensure that, where hazards cannot otherwise be prevented or controlled, a risk assessment that complies with the "Code of Practice - Selection, Provision and Use of Personal Protective Equipment" is conducted to identify hazardous areas and the appropriate PPE to be provided and worn.

14.2 SCOPE

This procedure shall apply to all situations where hazards cannot be controlled by design, substitution, separation, administration etc..

14.3 REFERENCE DOCUMENTS

- NSW Work Health and Safety Act 2011
- AS 1269 - 1989 Acoustics - hearing protection
- AS 1336 - 1982 Recommended practices for eye protection in the industrial environment
- AS 1337 - 1984 Eye protectors for industrial applications
- AS 1338.1-1981 Filters for protection against ultra violet radiation
- AS 1338.3-1981 Filters for protection against infra-red radiation
- AS 1715 - 1991 Selection, use and maintenance of respiratory protective devices
- AS 1716 - 1991 Respiratory protective devices
- AS 2161 - 1978 Industrial safety gloves and mittens
- AS 2210 - 1980 Safety footwear

14.4 DEFINITIONS

Personal protective equipment (PPE) - means clothing, equipment and/or substances which, when worn or used correctly, protect part or all of the body from foreseeable risks of injury or disease at work or in the workplace. The term includes, among others: protective footwear, headwear, gloves, hearing protection, protective clothing, high visibility garments, breathing apparatus, respiratory protection, thermal wear and eye protection.

14.5 RESPONSIBILITIES

The Managing Director shall ensure all necessary PPE is provided to all persons as appropriate.

The Managing Director shall ensure that all PPE purchased and/or used at the Company and its operations meet the required Australian Standards.

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All supervisors shall ensure that all persons wear appropriate and identified PPE at all times when working or otherwise accessing a Company work site.

All employees shall wear the supplied PPE at all times as directed.

All contractors shall wear the identified PPE at all times when working at a Company work site.

All contractors shall only wear appropriate PPE that complies with Australian Standards when working at a Company work site.

All other persons accessing a Company work site shall wear the identified PPE as directed whilst at a Company work site.

14.6 PROCEDURES

PPE shall be seen as the least satisfactory means of providing protection against substandard practices and conditions. The use of PPE should never be considered as a permanent means of solving a hazardous situation.

The first step should be to design hazards out of plant and processes and to design safety into the systems.

Identification of hazards during the planning and design stage allows for the elimination or reduction of hazards. Specific statutory duties, and Company purchasing policy are imposed on designers, manufacturers, suppliers, importers and employers to ensure that plant and work practices are far as practicable free from risks to health and safety.

Elimination of injury or disease risks through sound design is the most cost effective means of preventing injury or disease. Redesign, retrofitting, modifying workplaces and processes incur additional costs.

14.6.1 SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

The major issues with PPE are:

- Selecting the correct PPE for the hazard;
- The need to train the operators in correct use of PPE;
- The proper care and maintenance of PPE; and
- The fact that the hazard is not reduced or eliminated and therefore any breakdown in the equipment creates an immediate exposure of the operator to the hazard.

The next step in any PPE program is the correct identification of the nature and degree of hazard to which people are exposed.

This involves:

- Identification of the hazardous material or operation;
- Estimation of the intensity of the exposure (e.g. noise levels); and

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- Knowledge of the method of entry into or effect on, the body.

When this information is available, selection of the appropriate PPE may be made from available materials taking into account the following factors:

- Compatibility of the protective equipment with the exposure materials;
- Suitability for the length and intensity of exposure;
- Ability to fit the operator correctly; and
- Physical requirements of task (e.g. manipulation, manoeuvrability, visual aspects etc.).

Care must be taken during the selection process to ensure the correct PPE for the job/equipment. There will often be a need to refer to:

- Material Safety Data Sheets (MSDS);
- The Workplace Health and Safety Act and Regulation;
- Relevant Australian Standards;
- Relevant Codes of Practice; and
- PPE manufacturers/suppliers.

When the appropriate PPE has been selected and provided, all employees including new and transferring employees shall be trained in:

- Correct use and wearing of personal protective equipment;
- Comfort and fit requirements;
- Storage and maintenance of personal protective equipment particularly the risks caused by incorrect use or maintenance of the equipment; and
- Emergency procedures in case of special risks e.g. chemical spills or fires.

A follow-up assessment of employee's safety training should be performed periodically by management and supervision to ensure that employees are performing work in a safe manner and that personal protective equipment is being properly used and is effective.

14.6.2 USE OF PERSONAL PROTECTIVE EQUIPMENT

All persons required to use PPE whilst performing Company work shall do so in accordance with all directions, including those of a statutory and/or Company nature.

All persons provided with PPE by the Company shall maintain, service, clean the equipment in accordance with the manufacturer's instructions and appropriate Australian Standards.

All persons provided with PPE by the Company shall securely and safely store such equipment at all times.

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High risk PPE, such as Self Contained Breathing Apparatus (SCBA), shall only be used by trained and competent persons.

14.7 DOCUMENTATION

Nil

SECTION 15 - WASTE MANAGEMENT

15.1 PURPOSE

To ensure that environmental obligations are managed to appropriate levels especially with those pertaining to the management and control of Company waste materials and articles that are generated during company operations.

15.2 SCOPE

All operations under the Company's control.

15.3 REFERENCES

- NSW Environmental Protection Act 1994
- NSW Environmental Protection Regulation 2008
- NSW Environmental Protection (Waste Management) Policy 2000
- NSW Environmental Protection (Waste Management) Regulation 2000

15.4 DEFINITIONS

General Waste - means waste other than regulated waste.

Regulated Waste - means waste that —

- (a) is commercial or industrial waste, whether or not it has been immobilised or treated; and
- (b) is of a type, or contains a constituent of a type, mentioned in Schedule 7 of the Environmental Protection Regulation 2008.

Waste prescribed under the above includes —

- (a) for an element—any chemical compound containing the element; and
- (b) anything that contains residues of the waste.

Related Waste - means waste that constitutes, or is contaminated with, chemicals, cytotoxic drugs, human body parts, pharmaceutical products or radioactive substances.

Trackable Waste - means regulated waste of a type mentioned in Schedule 1 of NSW Environmental Protection (Waste Management) Regulation 2000.

15.5 RESPONSIBILITIES

The Managing Director shall ensure all resources necessary for adequate waste collection, segregation and disposal are readily available at the Company worksite/s.

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All supervisors shall ensure that all persons comply with this Waste Management procedure at the Company worksite.

All employees shall comply with this procedure at all times.

All contractors shall comply with this procedure at all times when working at a Company worksite.

All other persons accessing a Company worksite shall comply with this procedure whilst at a Company worksite.

15.6 PROCEDURE

At the core of appropriate waste management practices is the waste management hierarchy, this being (from the most preferred to least preferred method):

- waste avoidance;
- waste re-use;
- waste recycling;
- energy recovery from waste; and
- waste disposal.

The Managing Director shall establish and maintain the Company's Waste Management Plan and shall ensure that adequate segregation devices are available for the correct management and separation of recyclable and general waste. Such devices will include a general refuse receptacle and a recyclable receptacle as provided by the Townsville City Council.

The Managing Director shall ensure that all likely regulated waste that may be generated by the Company is positively identified and treated/disposed of in accordance with the directions of applicable statutory directions.

Company Supervisors shall ensure that all waste is positively identified and segregated into the correct waste receptacle and that any/all regulated waste is safely contained in a suitably containing vessel, correctly labelled and accompanied by the applicable Regulated Waste Tracking Form. The Supervisor shall ensure that any/all regulated waste is disposed of using the services of a licensed waste transporter/disposer in a prompt manner.

All personnel shall ensure that appropriate waste segregation and disposal practices are conducted in accordance with the guidance and direction of the Company's Waste Management Plan at all times.

15.7 DOCUMENTATION

Premier Fire Pty Ltd Waste Stream Management Plan

PFREG003 Environmental Impacts and Aspects Register

SECTION 16 - MONITOR AND REVIEW

16.1 PURPOSE

To ensure the health, safety and environmental management system is regularly reviewed for compliance and monitored for effectiveness within the Company and its operation.

16.2 SCOPE

All operations under the Company's control.

16.3 REFERENCES

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- NSW Environmental Protection Act 1994
- NSW Environmental Protection Regulation 2008
- AS/NZS 4801 Occupational health and safety management systems
- AS/NZS ISO 14001 Environmental management systems - Requirements with guidance for use
- HB 139 Guidance on integrating the requirements of quality, environment, and health and safety management system standards

16.4 DEFINITIONS

Audit - A structured examination of a system or procedure designed to assess the standard of control achieved by the system or procedure.

Inspection - A check on physical conditions existing within a defined area at the time of inspection.

16.5 RESPONSIBILITIES

The Managing Director shall establish and maintain an audit schedule. The audit schedule shall be of sufficient scope to ensure that all aspects of the system are audited as early as possible after their implementation and at least once per annum thereafter. Areas within the Company where possible or potential problems may exist shall be audited more frequently.

Unscheduled audits may be conducted at any time at the discretion of the Managing Director on the basis of deterioration of implemented standards.

The audit schedule shall be supported by the Company's Continuous Improvement Plan.

16.6 PROCEDURE

16.6.1 INSPECTION/AUDIT PLANNING

The Managing Director shall formulate the inspection/audit plan at the start of each calendar year. The principle planning tool to be used is ASEFORM008 Continuous Improvement Plan which will indicate the tasks to be performed and the periodicity.

The aim of the Continuous Improvement Plan is to ensure all aspects of the safety management system are inspected/audited at least once each calendar year.

The Inspection/Audit schedule will consist of the following activity:

- a) Routine site safety inspections, conducted by site supervisors and/or the Managing Director, each fortnight.
- b) Internal safety audits, based on hazard topic (e.g. Hazardous substances, housekeeping, plant etc.), conducted by the site supervisors and/or Managing Director. This audit should not be performed by the area supervisor rather it should be performed by a person from outside the particular workplace/site.
- c) External safety audits of the complete safety management system conducted by a person independent to the Company. This task may include third party accreditation / certification where necessary.
- d) Impromptu site inspections/audits, conducted by the Director. This type of inspection/audit will usually result because of an incident at the workplace or other reported loss of control.

16.6.2 PREPARING FOR THE AUDIT

The composition of the audit team will vary according to the audit being undertaken. A Supervisor or nominee as the lead auditor shall head the team. The team may consist of one or more persons. Personnel from various areas of the Company may be seconded to the audit team, if required.

One week before a scheduled audit, the Managing Director shall assign the lead auditor and inform the lead auditor of the date scheduled for the audit, the names of the persons to contact and the scope of the audit. Should the scope of the audit require the audit team to comprise more than one person, the lead auditor shall be advised of the other audit team member's details at this time.

The lead auditor shall be responsible for preparing, performing and reporting the audit in accordance with the requirements of this procedure. During the preparation for an audit the lead auditor shall carry out the following:

- Prepare an audit plan for approval by the Managing Director and distribution to the auditee. The audit plan should include:

- The audit scope
- The date and time of the audit
- The names of the audit team
- A request to advise if not convenient
- Assign audit tasks to auditors who shall prepare audit check lists based on information such as the audit scope, the Company's Workplace Health and Safety Manual, Company work procedures and work instructions, previous audit reports and findings and corrective action requests.

Should a serious deficiency in the system become apparent during routine operations, the Managing Director shall initiate an unscheduled audit immediately.

16.6.3 PERFORMING THE AUDIT

Upon commencement of the audit, the audit team shall undertake the following activities:

- Convene a brief opening meeting between the audit team and the auditee to introduce the audit team and to discuss the scope and method of the audit.
- Conduct the audit using the audit check lists as a guide. Use additional checking outside of the audit checklist, if needed, to determine the degree of compliance with specified requirements.
- Complete the audit check list(s) by stating, under 'Results' heading either:
 - **Ac** - Acceptable: The activity audited is completely acceptable.
 - **NI** - Needs Improvement: The activity audited is acceptable apart from minor inconsistencies unlikely to affect the final outcome.
 - **Un** - Unacceptable: The activity audited is unacceptable.
 - **N/A** - Not applicable: The activity to be audited was not applicable to the particular circumstances.
 - **N/V** - Not verified: The activity to be audited was not auditable at that particular time.

Specific remarks such as objective evidence sighted to verify compliance or non-compliance shall be included in the 'Remarks' column. The auditor shall document any substandard practices or conditions.

After completion of the audit, the audit team will meet to review the audit and determine what,

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if any, observations shall be recorded as substandard. If necessary, a Corrective Action Request (C.A.R.), documented on Company Letterhead, shall be raised by the lead auditor and forwarded to the relevant area.

Upon completion of the audit, the lead auditor shall convene an audit-closing meeting with the auditee. At the meeting, the auditor shall present an objective overview of the audit, summarising the results and discussing any substandard finding to ensure that it is understood and acknowledged by the auditee.

The lead auditor shall advise the auditee of the intended date of the audit report and of Corrective Action Requests to be issued.

16.6.4 REPORTING THE AUDIT

Following the completion of the audit, the lead auditor, with the assistance of the audit team, and using the completed audit checklist, shall prepare the audit report. The audit report shall comprise of a completed audit report sheet, completed checklists and corrective action requests.

The completed audit report shall be signed by the lead auditor and approved by the Managing Director.

Distribution of copies of the audit report shall include:

- **Original** - Managing Director for review and follow up action (then to file).
- **Copy** - Auditee Area Head.

16.6.5 AUDIT FOLLOW-UP

Following the receipt of the Audit Report and Corrective Action Requests, the auditee shall take the necessary action to rectify any deficiencies.

The completed Corrective Action Request, detailing all rectifications, must be returned to the Director on or before the nominated completion date.

Only the Managing Director may approve extensions to nominated completion dates.

After the 'Date for Completion' a check to verify the implementation and effectiveness of the corrective action taken by the auditee, shall be undertaken by the lead auditor and/or the Managing Director in accordance with this procedure. The lead auditor and/or the Director shall complete the Corrective Action Request by recording the close out date and signing as necessary.

16.7 DOCUMENTATION

PFFORM006 Continuous Improvement Plan

PFFORM007 Workplace Inspection Checklist

