

Spirits Victoria Association Safety Resource Folder



September 2021

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Glossary

SWMS	Safe Work Method Statement
JSA	Job Safety Analysis
PPE	Personal Protective Equipment
SWP	Safe Work Procedure
OHS	Occupational Health and Safety

1. Introduction

This Safety Resource Folder has been prepared pro bono publico by Safety Action Pty Ltd[®] for the Spirits Victoria Association (Vic Distillers Association).

Care must be taken when using this resource material, as much of it has been summarised to fit into the available space, and abbreviated descriptions may lack specific details to ensure safety or compliance for your circumstances. If in doubt about any matter consult a safety specialist.

Association members are free to use any of the material contained here as desired and incorporate it into your own company safety system.

This Safety Resource Folder could be likened to a toolbox, which contains various types of tools which can be used for different tasks. However, this folder is not a company Safety Manual to be simply re-labelled with your business name, as it is not specific enough for that purpose and much of the material is general in nature.

It is expected and quite appropriate for you to cut and paste material from this resource folder to fit your own company requirements.

Because we cannot anticipate every type of operation, or scale of production, or age and type of plant and equipment, or your local circumstances, we strongly recommend every distillery arrange a site safety audit as an important step towards safe and compliant operation.

We also recommend a follow-up external audit about every 3 years to ensure changes in your business are identified and controlled.

If desired, Safety Action Pty Ltd can provide a quote to conduct a site safety audit. We can also assist with things like site-specific safety manual, key risks register, safety training and preparation of safe work procedures, particularly for critical tasks.

We hope you find this Safety Resource Folder of interest and benefit.

Best Regards

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Section 2: Policy, Training and Risk Assessment

- 2.1 Safety Policy Template
- 2.2 Risk Assessments
- 2.3 Training
- 2.4 SWMS and SWPs
- 2.5 Key Vic Safety Legislation Checklist

2.1 Safety Policy Sample Template

<Company> is committed to providing a safe work environment.

To achieve this, we will put in place systems to identify the risks associated with our work and consult with and train our team to control the risks.

We will strive to continually:

- i) Comply with all relevant workplace legislative requirements; and
- ii) Improve the level of safety for our employees, and visitors to our premises; and
- iii) Ensure the public are not adversely affected by our activities.

In return, we require all employees and visitors to:

- i) Follow established procedures;
- ii) Report any hazards or concerns immediately;
- iii) Maintain a clean, tidy and safe work area at all times;
- iv) Only carry out tasks and use equipment that are safe and you are trained and authorised for.

We will monitor safety through our regular team meetings.

.....
CEO Signature

Date

2.2 Risk Assessment

Site Manager / Supervisor will monitor risk assessments to ensure they are completed. They will provide support to delegated person completing and actioning risk assessments.

KEY REQUIREMENTS

- 1) Site Manager will ensure risk assessments are conducted for all plant and equipment and potentially hazardous tasks.
- 2) Risk assessments will be conducted by a competent person and consult knowledgeable and/or likely to be impacted workers.
- 3) Inspection checklists utilised to ensure known common risks are identified and controlled.

When Will Risk Be Assessed

Risk assessments are to be conducted/ reviewed:

- a) For any new or modified plant, process or equipment,
- b) When workplace changes are planned or occur,
- c) if incident statistics indicate a potential problem,
- d) if a hazard is identified and cannot be resolved immediately,
- e) if legislative requirements exist *e.g. plant risks, manual handling, noise, dangerous goods, and*
- f) every 5 years, or
- g) reasonably requested by workforce or health and safety representative (HSR).

Who conducts Risk Assessment?

The risk assessment will be conducted by a competent individual with knowledge of risk management/ trained in risk assessment technique. Furthermore, they include input by a person knowledgeable on the item/task or resource. It is important to note that some risk assessment may need to be conducted by specialist in particular areas e.g., safety consultants.

SAMPLE COMPANY RISK MATRIX

Likelihood	SEVERITY				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Rare (1)	1	2	3	4	5
Unlikely (2)	2	4	6	8	10
Possible (3)	3	6	9	12	15
Likely (4)	4	8	12	16	20
Almost certain (5)	5	10	15	20	25
SEVERITY					
Score	Category	Most likely injury or illness			
1	Insignificant	No treatment required or first-aid only:			
		<input type="checkbox"/> Superficial cut, bruise or abrasion, e.g. band aid <input type="checkbox"/> Minor bruise or abrasion e.g. bump into table <input type="checkbox"/> Temporary discomfort or pain			
2	Minor	Medical treatment beyond first-aid:			
		<input type="checkbox"/> Deep cuts or wounds (requiring stitches) <input type="checkbox"/> Moderate eye, skin or respiratory irritation or dizziness <input type="checkbox"/> Minor sprain/strain or mild burn			
3	Moderate	Temporary impairment, causing lost-time (LTI) or job restriction:			
		<input type="checkbox"/> Minor fracture, e.g. finger or toe <input type="checkbox"/> Severe irritation or moderate burn <input type="checkbox"/> Sensitisation or prolonged exposure to harmful chemicals <input type="checkbox"/> Mild to moderate depression <input type="checkbox"/> Financial loss: Loss of production for > 1 shift;			
4	Major	Permanent or prolonged impairment:			
		<input type="checkbox"/> Complete/partial loss of hearing, vision			

		<input type="checkbox"/> Amputation, disfigurement or disability <input type="checkbox"/> Major fracture or multiple injuries, e.g. fall from 2m or more <input type="checkbox"/> Severe burn or tissue damage <input type="checkbox"/> Major irreversible disease or severe depression
5	Catastrophic	Fatality: <input type="checkbox"/> Fatal injury or illness <input type="checkbox"/> Multiple fatal injuries or catastrophic physical damage e.g. major fire or explosion <input type="checkbox"/> High impact on corporate reputation
LIKELIHOOD		
Score	Description	Health and Safety
1	Rare	<input type="checkbox"/> Incident unlikely ever to happen <input type="checkbox"/> Probability of incident close to zero
2	Unlikely	<input type="checkbox"/> Incident foreseeable but probability very low <input type="checkbox"/> Operator does not need to access area <input type="checkbox"/> Incident might be seen once in working life (40 year period) or has occurred in industry
3	Possible	<input type="checkbox"/> Operator periodically may access area <input type="checkbox"/> Incident may have occurred in past <input type="checkbox"/> Expect to see several incidents during working life (40 year period) or in industry
4	Likely	<input type="checkbox"/> Incident has occurred at the site/ business <input type="checkbox"/> Operator frequently access area <input type="checkbox"/> Expect at least one incident per year
5	Almost certain	<input type="checkbox"/> Incidents occur frequently <input type="checkbox"/> Expect significant number of incidents each year

Risk Assessment Form

Date:

Area / Activity / Plant/Equipment ID:

Conducted By:

Location:

Consulted:

Hazard Identification Checklist Used: *(list if relevant and attach)*

Condition at time of assessment:

Operating during assessment? YES/ NO Any limitations?

Item No.	Hazard <i>What is the hazard, where is it, how can it cause harm?</i>	Photo Ref:	Existing Controls	Initial Risk			Existing Controls OK? Yes/No	Action Plan (if No)	Final Risk Level	Entered on Risk Register?*
				Severity	Likelihood	Risk Score				

Severity, Likelihood, Risk Score, Risk Level – refer to risk matrix above.

2.3 Training

KEY REQUIREMENTS

1. All staff must be provided a site induction, plus annual refresher
2. Annually develop a training plan to ensure staff are adequately trained to perform their role safely.

<Company> will have a system to assess the capacity of its employees or contractors to undertake task in the workplace. Where there are gaps in knowledge or skill to perform task, information, instructions, training and supervision will be provided to resolve skill gap.

Training Needs Analysis & Plan

To ensure current and ongoing training needs of staff is met the Department Manager will complete a training needs analysis (TNA) in consultation with each individual staff member (this may be done in a performance review) to identify any training needs for the upcoming year.

This will be done at employment for all new staff, annually for all existing staff, staff returning after absenteeism, or moving roles.

Sample Training Needs Analysis attached.

As a minimum the following safety training should be captured, where applicable;

- First aid,
- OH&S law,
- Chemical safety,
- Manual handling,
- Hazard & injury reporting,
- Job specific licences and qualifications.

Safety Training Needs Analysis

Training required: to be reviewed by safety committee annually.

Date last trained: to be completed by Mangers for their staff as training is completed, and used annually to identify training needs.

Updated by: _____ **Date:** _____

Key: ✓ = required training for role ■ = training not required for that individual ■ = expired

Course/ Topic		Annual Safety induction /Refresher	Approved safety course	OHS Law	First Aid	Safety inspections											
Training Course Frequency/ expiry		Annual															
Training Needs by	Manager	✓	✓	✓													
	Supervisor	✓	✓	✓													
	Employee	✓	✓	✓													
	Safety Co-ordinator	✓	✓	✓													

TRAINING REGISTER																	
Date Training	<i>Example Employee</i>																

2.4 SWMS and SWPs

2.4.1 Developing Safe Work Procedures (SWPs)

Safe work procedures to be developed for all routine task to ensure are aware of hazards and controls of hazards associated with their work / task. It will be developed by a competent person either from the business or an external expert.

The following overarching principle are considered while developing SWP:

1. A breakdown of the task or operation of plant / equipment
2. Identifying the potential hazards at each stage
3. Implement controls for identified hazards
4. Monitoring and review of controls to identified hazard

2.4.2 Safe Work Method Statement (SWMS)

<Company > will require a SWMS from contractors conducting high risk construction work is carried out within its premises.

Under the Victorian OHS Regs and harmonised WHS Regs, SWMS are only required for **High Risk Construction Work (HRCW)**, which is defined as typically includes:

- Risk of person falling > 2m;
- Demolition of load bearing elements or structural alterations that require temporary support to prevent collapse;
- Work on towers;
- Excavation (trenches) >1.5m deep;
- Disturbance of asbestos;
- Work near chemical, fuel or refrigerant lines;
- Work near energised electrical installations;
- Adjacent to traffic corridors with movement of powered mobile plant;
- Areas with potential contamination or flammable atmosphere.

Information on SWMS

SWMS helps manager, supervisor, worker or any representative of the business understand the measures put in place by the person carrying out HRCW to ensure the task is carried out in a safe manner:

The following information must be contained in every SWMS:

1. Logical sequences of the work activity
2. Potential hazards and
3. Control measures for potential hazards.

2.4.3 Sample SWMS for Unloading Sea Container

CONFIRM LOCAL CIRCUMSTANCES FOR SAFE WORK METHOD STATEMENT (SWMS) BEFORE COMMENCING WORK

TASK:		<i>Forklift Unloading Shipping Containers</i>	
WORK LOCATION:		Starting date:	Planned finish:
CONFIRM SWMS BEFORE USE			
<p>If there are any local or other hazards associated with the work not listed, add them to the SWMS along with the required controls. Note: In Western Australia, you must also include equipment to be used, required qualifications and training.</p>			
KEY STEPS	POTENTIAL HAZARDS	CONTROLS	
1. Open shipping container	1.1 If unstable load inside, vermin or fumes could cause harm. 1.2 Manual handling (MH) sprain unlocking or opening doors if corroded and difficult to move.	1.1 Open doors slowly and confirm load is stable and conditions inside are safe. 1.2 Follow correct MH technique, per training.	
2. Set up traffic management	2.1 Collision risk between mobile plant and people or vehicles, if inadequate traffic controls.	2.1 All workers to wear high visibility vest and electronic warning devices if supplied & specified by the site manager. 2.2 Immediate work area to be cordoned off with appropriate tall witches' hats and or hazard tape and warning signage. 2.3 If required, spotter to enforce 5m exclusion zone around forklift when operating.	
3. Place ramp	3.1 Manual handling sprain risk moving ramp. 3.2 Ramp may be in poor condition or wrong size or capacity for task. 3.3 Ramp could dislodge while forklift operating on ramp and cause it to overturn.	3.1 Follow correct MH technique per training. 3.2 Inspect ramp to ensure in good condition and correct type and capacity for forklift and sinker load. 3.3 Ensure ramp is correctly secured in place, per manufacturer's instructions.	
4. Check equipment and licences	4.1 Forklift or equipment could fail in use if unsafe, and untrained operators could use unsafe practices and cause a serious accident.	4.1 Conduct pre-use checks of forklift and attachments. 4.2 Confirm forklift driver is correctly licenced. 4.3 Ensure forklift is correctly rated for load, per dashboard placard. 4.4 Ensure all lifting equipment is current and certified for task and has safe working load placarded on tags.	
5. Move forklift to shipping container	5.1 Could strike pedestrians or collision with other vehicles.	5.1 Spotter to enforce 5m pedestrian / vehicle exclusion zone around operating forklift and enforce site speed limit.	

6. Attach lifting chains to forklift	<p>6.1 Load could snag on other items and cause forklift to lose balance.</p> <p>6.2 Lifting attachment could slip off the tines and cause injury or damage.</p> <p>6.3 Load could fall if incorrectly connected or if lifting eyelet is damaged or corroded.</p>	<p>6.1 Connect the lifting chains to nearest load to avoid need to lift over top of other loads.</p> <p>6.2 Attach chains securely to tines and confirm they cannot slip off.</p> <p>6.3 Inspect condition of lifting eyelet prior to use and ensure lifting shackle is locked in place.</p>
7. Take load to agreed lay-down area	<p>7.1 Load could swing and crush person against container wall.</p> <p>7.2 Load could fall and crush foot if any component fails.</p> <p>7.3 Collision with other vehicles or pedestrians.</p>	<p>7.1 Forklift not to move until everyone clear and out of sea container.</p> <p>7.2 No person to approach suspended load. If load needs control use guide ropes to position load.</p> <p>7.3 Spotter to enforce exclusion zone and forklift driver to obey directions & site speed limit.</p>
8. Unload remaining sinkers	As above eg repeat steps 5 to 7.	As above eg repeat steps 5 to 7.
9. Park forklift and stow all equipment	9.1 Pedestrians could be struck by moving plant or equipment.	9.1 Enforce pedestrian exclusion zone until work completed.
Name of workers who will be performing the work:		Worker's signatures:

SWMS Supervision			
Name of person responsible for SWMS compliance during activity eg supervisor:		Supervisor Signature:	

Is it High-Risk Construction Work?		
<input type="checkbox"/> Risk of a person falling more than 2 meters (3 metre criteria in SA)	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing Asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations to prevent collapse	<input type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 meters, or a tunnel	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or pre-cast concrete elements	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water, or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work

Notes:

1. If any of the above circumstances exist, the task is classified as high-risk construction work and additional regulation requirements may apply. Refer to OHS / WHS Regulations or seek advice.
2. Necessary changes may be hand-written onto this SWMS and site supervisor and workers to initial to indicate acceptance.

2.5 Key VIC Safety Legislation & Codes

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- Key Vic Safety Legislation and Codes
- Vic OHS Act 2004 Summary
- Vic OHS Reg 2017 Summary

Victorian OHS Legislation & Codes

Selected Summary as at March 2018

Victorian Occupational Health & Safety (OHS) Legislation

- OHS Act 2004
- Occupational Health and Safety Regulations 2017

Other Legislation which could impact on OHS includes:

- Accident Compensation Act 1985
- Accident Compensation (OH&S) Act 1996
- Accident Compensation (WorkCover Insurance) Act 1993
- Accident Compensation Regulations 2012
- Asbestos Diseases Compensation Act 2008
- Building Regulations 2006
- Building (Legionella Risk Management) Regulations 2001
- Building Act 1993
- Country Fire Authority Act 1958
- Country Fire Authority Regulations 2004
- Dangerous Goods Act 1985
- Dangerous Goods (Storage & Handling) Regulations 2012
- Dangerous Goods (Transport by Road or Rail) Regulations 2008
- Dangerous Goods (Explosives) Regulations 2011
- Dangerous Goods (HCDG) Regulations 2016
- Electrical Safety Act 1998
- Electrical Safety (Equipment) Regulations 2009
- Electrical Safety (Installations) Regulations 2009
- Electrical Safety (Registration and Licensing) Regulations 2010
- Emergency Management Act 2013
- Environment Protection Act 1970
- Essential Services (Year 2000) Act 1999
- Essential Services Act 1958
- Equipment (Public Safety) Act 1994
- Equipment (Public Safety) Regulations 2017
- Liquor Control Reform Act 1998
- Liquor Control Reform Regulations 2009
- Metropolitan Fire Brigade Act 1958
- Metropolitan Fire Brigades (General) Regulations 2005
- Road Safety Act 1986
- Road Management Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013
- Workplace Injury Rehabilitation and Compensation Regulations 2014
- Workplace Injury Rehabilitation and Compensation (Savings and Transitional) Regulations 2014

- Workers Compensation Act 1958
- Workers Compensation Regulations 1995

Victorian Compliance Codes 2018

- Hazardous manual handling
- Facilities in construction
- Confined spaces
- Plant
- Noise

Victorian Compliance Codes *Pre-2017 law update, still used as guidance*

- Communicating occupational health and safety across languages
- Workplace amenities and work environment
- First aid in the workplace
- Prevention of falls in general construction
- Foundries
- Managing asbestos in workplaces
- Removing asbestos in workplaces

Victorian Codes of Practice *pre-2004, still used as guidance*

- Hazardous Substances
- Lead
- Prevention of falls in housing construction
- Safety precautions in trenching operations
- Demolition
- The storage and handling of dangerous goods

Note: This is a summary list only. Seek professional advice for your specific circumstances. Call Safety Action P. 03 8544 4300 if you would like a legislative review for your business.

Victorian OHS Act 2004 Summary

Updated Feb 2021, including updates up to Oct 2020 eg including manslaughter amendments & COVID

Employer Duties

- S.21 1) Employer must provide, as far as reasonably practicable, safe working environment for employees**
- 2) Employer to provide & maintain as far as reasonably practicable:
- a) Safe plant & systems of work
 - b) Safe use, handling, storage or transport of plant or substances
 - c) Safe workplace under employer's control
 - d) Adequate facilities for employee welfare
 - e) Employer to provide information, instruction, training or supervision to employees to enable safe work.
- S.21(3) Employer obligations (1&2 above) include safety of contractors**
- S.22** Employer to, so far as reasonably practicable:
- 1) a) Monitor the health of employees
 - b) Monitor workplace conditions
 - c) Provide information to employees (in appropriate languages) concerning H&S at the workplace, including name of person for enquiries or complaint
 - 2) a) Keep information & records relating to H&S of employees
 - b) Employ or engage suitably qualified person to advise on H&S
- S.23** 1) Non-employees (e.g. **visitors & public**) are not to be exposed to risk

Duties of Self Employed

- S.24** Self-employed to ensure others are not exposed to risk from their undertaking

Worker Duties

- S.25** 1) **Employees must;**
- Take reasonable care for own H&S,
 - Take reasonable care for others,
 - Co-operate with the employer and
 - Not intentionally or recklessly interfere with or misuse anything provided in the interest of H&S

Duties of Other Persons

- S.26** Person with **control of a workplace** must ensure safe access & egress
- S.27** 1) **Designers of plant** must ensure it is safe for intended purpose & give adequate information for users
- S.28** **Designers of buildings or structures to ensure they are safe** (starts 1 July 06)
- S.29** **Manufacturers of workplace plant or substances** must ensure it is safe when used for intended purpose & provide information for users
- S.30** **Suppliers** of workplace plant or substances must ensure it is safe when used for intended purpose & provide information to users
- S.31** **Persons installing, erecting or commissioning plant** must ensure it is safe
- S.32** Offence to **recklessly expose another person to danger of serious injury or death**

Duties to Consult

- S.35** 1) **Employer must consult with affected employees** on OHS matters
- 2) **Contractors are to be included in consultation on OHS**
- 3) **How employees are to be consulted** includes:
- a) Share information on relevant matters
- b) Give employees a reasonable opportunity to express their views and
- c) Take into account those views
- 4) Involve respective H&S Representatives
- 5) Employer & employees to follow agreed consultation procedures
- Note: S.36 repealed 1st March 2019 & requirements merged unchanged with S.35

Notifiable Incidents

- S.38** 1) Employer to notify Authority immediately aware of a (specified) notifiable incident
- 2) Employer or self-employed person NOT required to notify the Authority if they are the only person injured or exposed to risk by the incident
- 3) Within 48 hours follow-up with written record of the incident
- 4) Employer to keep record of notifiable incidents for 5 years and make copies available
- S.39** 1) Employer to ensure incident scene is not disturbed except for essential safety

Workplace Manslaughter (Amendment Nov 2019)

- S.39E** (1) A person's conduct is negligent if a great falling short of the standard of care of a reasonable person in similar circumstances and there is a high-risk of death or serious injury.
- (2) Body corporate is negligent if it engages in conduct itself or imputed to it and the standard of care fell below that of a reasonable body corporate in similar circumstances.
- S.39G** (1) & (2) A worker or officer is guilty of workplace manslaughter if their conduct is:
- a) Negligent; and
- b) Breaches the duty owed to another; and
- c) Causes the death of that person. **Note:** Volunteer workers or officers are not liable under this section.
- S.132** No time limitation for WorkSafe to bring proceedings.
- S.187** Only applies to breaches committed after commencement of this amendment eg from 1 July 2020.

Workplace Licence & Registration

- S.40** 1) Employer not to allow use of an unlicensed or unregistered workplace eg Major Hazard Facilities Licence

Representation of Employees

- S.43** 1) **Employees may request establishment of a designated work group (DWG)**
- S.53** Offence to coerce any person in relation to DWG negotiations
- S.54** **Election of HSR** by vote of members of DWG
- S.55** Term of office for HSR is; by agreement up to 3 years, but may resign or cease to hold office if ceases to be a member of the DWG or disqualified
- S.57** Deputy HSR's may be elected and exercise powers, if HSR unable or unavailable

- S.60** 1) A **provisional improvement notice (PIN)** may be issued by HSR (PIN must give at least 8 days to complete)
 2) HSR may only issue a PIN after consulting about remedying the contravention
 3) Employer to advise all affected workers & display copy of the PIN
- S.63** Inspector may be requested within 7 days of PIN issue to attend and arbitrate on the PIN
- S.64** Notices (HSR PINs & inspector's) may be issued electronically eg via email (as at 1st March 2019)
- S.67** Employer to provide **approved training for HSRs** & annual refresher, if requested
- S.69** 1) Employer must provide information & support for HSR
 2) Employer must not allow HSR access to confidential medical information
- S.70** 1) Employer must allow access to the workplace for a person assisting a HSR, unless considered not suitable or inadequately OHS qualified for task
- S.71** Employer to keep a list of HSR's & deputy HSR's and display copy
- S.72** 1) Employer must establish an OHS committee < 3 months if requested by a HSR
 2) **At least half of OHS committee members must be employees, preferably HSRs or deputy HSRs**
 3) OHS committees to meet at least every 3 months or when half members request
- S.73** 1) Parties must attempt to resolve OHS issues with issue resolution procedure
 2) Employer representative to have appropriate seniority and be competent
- S.74** 1) If an immediate and serious threat arises, the **employer, or HSR after consultation between them, may direct work to cease**
 2) During any cease work employees may be directed to suitable alternate work
- S.76** Employer must not discriminate against any employee or prospective employees
- Union Representative Powers**
- S.87** 1) Authorised Reps have power of entry to investigate suspected contraventions
 2) Authorised Rep may enter ONLY for investigation of suspected contravention
- S.88** 1) Upon entry Authorised Rep to immediately give notice of entry and produce entry permit for inspection to employer and affected DWG members
 2) Notice to be in approved form and include description of suspected contravention
- S.89** 1) Powers of Authorised Reps include; inspect any plant, substance or other thing, observe work carried out, consult with members of REO & any employer
 2) Authorised Rep must produce entry permit if asked when exercising powers
 3) If a dispute arises about the exercise of the Authorised Rep's power while on site, either may request an inspector to attend
- S.90** Authorised Reps are not empowered to:
 1) a) Enter residential premises or
 b) Access any place limited by another Act
 2) Cause a cease work without consent of the employer, but may warn the employer and employees of immediate and serious threats
 3) But may consult with employees during meal or other breaks
- S.91** It is an offence for an Authorised Rep to intentionally cause harm
- S.93** Offence to refuse entry or intentionally obstruct or threaten an Authorised Rep

Power of Inspectors

- S.98 An inspector may enter a workplace at any time if there is an immediate risk
- S.100 1) Inspector has the power to request a document or require questions to be answered
 2) A person must not refuse, per 1) above, without reasonable excuse
 3) Before requiring a person to produce a document or answer any question an inspector must: a) Present identity card and warn that failure to comply without reasonable excuse is an offence b) Inform the person they may refuse to answer any question if this would tend to incriminate him or her
- S.102 1) On entry inspectors are to notify the occupier and HSR as soon as possible and to present ID card
- S.103 1) An inspector must give a report concerning the entry as soon a practicable after leaving to; occupier and relevant HSR

Notices Issued by an Inspector

- S.110 An inspector may issue a non-disturbance notice
- S.111 An inspector may issue an improvement notice to rectify a contravention
- S.112 An inspector may issue a prohibition notice for immediate risks
- S.115 When issued with a notice from an inspector the employer must:
 i) Bring the notice to attention of all affected employees
 ii) Give a copy to the relevant HSR
 iii) Display a copy of the notice in a prominent place

Assisting Inspectors

- S.119 An inspector may require a person to give their name and address
- S.121 Persons in the workplace must assist an inspector if requested
- S.125 1) A person must not intentionally hinder or obstruct an inspector
 2) Offence to threaten or intimidate an inspector or a person assisting an inspector

Officer Liability & Compliance Codes

- S.144 1) Officers must take reasonable care to ensure the company does not contravene Act
- S.149 Satisfying approved compliance codes provide "deemed to comply" status

Protection Against Self-Incrimination

- S.154 Individuals have protection against self-incrimination, except:
 - Production of documents required by this Act or regulations *e.g. Incident notification records, which must be kept for 5 years*
 - Giving name & address per S.119

COVID 19 Temporary measures

- S.189-192 Failure to comply with COVID 19 directions by public health act is taken as an immediate risk to the health and safety of a person.

Note: Care must be taken when using this checklist, as it only provides a selected summary of the Vic OHS Act 2004 and by necessity has been abbreviated to fit available space. Abbreviated descriptions may also alter some interpretations or lose critical points. Reference should be made to the actual legislation or seek professional assistance if there is any doubt about compliance.

Copies of the Vic OHS Act 2004 can be downloaded from www.workcover.vic.gov.au or [Vic Parliamentary Documents](#)

Vic OHS Regulations 2017 Summary

Amendments to Aug 2019 incl. Crystalline Silica dust & Lead exposure Std from 4 June 2020

Glossary:

Act – Vic OHS Act 2004 No. 107	Authority – WorkSafe Victoria
H&S – Health & safety	HSR – Health & safety representative
MH – Manual handling	SDS – Safety Data Sheet
LEL – Lower explosive limit	OHS – Occupational health & safety
PPE – Personal protective equipment	SFARP – So far as reasonably practicable
SWP – Safe work procedure	SWL – Safe working limits

COMMENCED: 18 June 2017

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Part 2 – Licence Classes for Crane, Hoist & Forklifts

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REG 5 DEFINITIONS (selected list)

Breathing Zone – Hemisphere 300mm radius in front of person's face

Class A Asbestos Removal Licence – Allows holder to remove any type of asbestos

Class B Asbestos Removal Licence – Allows holder to only remove non-friable asbestos

Confined Space – Space in any; tank, vat, pit, vessel, trench, tunnel or enclosed or partially enclosed space which is;

- a) Intended or likely to be entered by a person, **and**
- b) Restricted entry or exit which makes it difficult to enter or exit the space, **and**
- c) Intended to be at normal atmospheric pressure while person inside, **and**
- d) Likely to contain; harmful level of any contaminant, lack of oxygen or material stored (other than liquids) that could cause engulfment **eg respiratory hazard**

Container – Anything in which a hazardous substance is or has been stored, not fuel tanks.

Fall (per Part 3.3 prevention of falls) – Involuntary fall of more than 2m

Forklift truck – A powered industrial truck with a mast and elevating load carriage with attachment, does not include:

- a) A pedestrian-operated industrial truck;
- b) A pallet truck which, by design, cannot raise tines more than 900mm from ground;
- c) An order picking forklift truck, or
- d) A tractor fitter with fork arms or other lifting attachments.

Gas Cylinder – Cylinder with water capacity not exceeding 3,000 litres.

GHS – Globally Harmonized System of Classification and Labelling of Chemicals.

Reg 8 Employer duties extend to include contractors.

Part 2.1 – General Duties

- 18 Control measures to be properly installed, used and maintained.
- 21 How HSR's are to be consulted;
 - a) Provide HSR with all relevant information
 - b) Unless not reasonably practical, provide information to HSR before providing it to employees
 - c) Invite HSR to meet with employer to consult
 - d) Employer to meet & consult with HSR if invitation accepted
 - e) Give HSR reasonable opportunity to express view and
 - f) Take into account the HSR's views
- 23 Parties to Issue Resolution
 - 1) Employer to notify employees, any HSR's and any safety committee whether the employer intends to participate in issue resolution or to nominate a representative & provide details of representative
 - 2) If employer or representative unavailable, the local senior manager is to be the employer representative for the purpose of resolving the H&S issue

- 3) Only a HSR, or if no HSR, an employee nominated person can act on behalf of affected employees
 - 4) If no HSR, employees affected by the H&S issue may nominate one or more employees to act on their behalf
 - 5) At any stage in the resolution of an issue, either party may seek assistance to resolve the issue e.g. from union or employer association
- 24
- 2) Employees must report H&S issues to HSR if desire resolution
 - 2) If no HSR, employees are to report issues to the employer for resolution
 - 3) Employees may take all reasonable steps necessary to report an issue, including leaving part of workplace
 - 4) Employees are not prevented from reporting issues to the employer or any other person in addition to the HSR
- 25
- Procedure for Resolving Issues
- 4) & 6) After an issue is resolved the employer must ensure details are communicated to affected employees and safety committee in a form and manner approved by all parties.

CHAPTER 3 – PHYSICAL HAZARDS

Part 3.1 – HAZARDOUS MANUAL HANDLING

- 26
- Hazard Identification
- 1) Employer must identify any tasks involving hazardous manual handling
- 27
- Control of Risk
- 1) Employer must ensure MH risks are eliminated “SFARP”
 - 2) If can’t eliminate risks, employer must reduce the risk “SFARP” by;
 - a) Altering
 - i) Workplace layout or
 - ii) Environment or
 - iii) Systems of work or
 - b) Changing the objects or
 - c) Using mechanical aids or
 - d) Any combination of a) to c)
 - 3) & 4) If not reasonably practical to reduce the risks by 2) above, then employer may control MH risks by use of information, instruction or training
 - 5) When controlling MH risks employers must address;
 - a) Postures &
 - b) Movements & c) Forces &
 - d) Duration & frequency of task &
 - e) Environmental conditions incl. heat, cold & vibration
- 28
- Review of Risk Control Measures
- 1) MH controls must be reviewed & if necessary revised;
 - a) Before any alteration to objects or workplace or
 - b) If new information becomes available or
 - c) If an MH occurrence is reported or
 - d) After an MH incident or
 - e) If the risk controls do not adequately control the risks or

- f) If requested by HSR if (2) has reasonable grounds

Part 3.2 – NOISE

- 29 Designers must ensure sound power level of plant is as low as possible
- 30 Manufacturers must
- 1) Ensure sound power levels of plant is as low as possible
 - 2) If plant exceeds exposure standard (e.g. 85 dB 8hrs), must supply plant with record of sound level
- 31
- 1) Suppliers of plant must provide the plant with any record of sound level
 - 2) Supplier to take necessary action to obtain sound level records from person providing plant
- 32
- 1) Employers must determine an employee's noise exposure at the workplace if there is reasonable ground to question if the exposure standard is exceeded.
 - 3) Noise exposure assessment to take into consideration: Noise level, duration, sources of noise, systems of work and other relevant factors **but not** hearing protection.
- 33
- 1) Employer to Record Determinations on noise exposure assessments
 - a) Describes how relevant matters have been taken into account and
 - b) Contains results
 - 2) Record of determination to be kept for as long as applicable
 - 3) Employer to make record accessible to HSR's and employees affected
- 34
- 1) Employer to ensure **no person exposed to noise above exposure standard**
 - 2) Employer to eliminate source of noise "SFARP"
 - 3) If not possible to eliminate the source, reduce the exposure "SFARP" by;
 - a) Substituting quieter plant or
 - b) Using engineering controls
 - c) Combination of a) & b)
 - 4) If noise exposure still exceeds the standard, employer to reduce "SFARP" by use administrative controls e.g. task rotation
 - 5) If noise exposure still exceeds the standard, employer must provide PPE
 - 6) Employers providing PPE must consider;
 - a) Nature of the noise, and
 - b) Noise levels in the workplace, and
 - c) Duration of exposure to noise, and
 - d) Systems of work.
 - 7) If exposure same, employer may select same PPE
 - 8) If employer not able to eliminate or reduce the source of noise within 6 months of decision, employer must make a written record of actions and timing
 - 10) Employer to make written record (above) accessible to HSR's and employees affected
 - 11) For decisions made per 8) employer must consult with affected workers.
- 35 Hearing protector areas and plant to be clearly sign posted
- 36
- 1) Risk Control Measures to be reviewed & revised;

- a) Before any alteration to plant or system of work that is likely to result in exposure to noise above the standard
 - b) If audiological report indicates an employee has suffered hearing loss that is likely to be due to exposure to noise
 - c) After a reportable incident (S.38 Act) occurs involving noise exposure
 - d) If noise controls inadequate
 - e) After request from HSR, on reasonable grounds (2)
- 37 Where workers are required to wear hearing protectors, employers are to provide audiometric testing;
- a) Within 3 months of commencing employment and
 - b) At any reasonable time requested by HSR or
 - c) At least every two years
- 39 Employer to obtain report from any audiological examination
- 40 1) Employer to retain report from any audiological examinations for length of employment.
2) If requested, employer to provide aggregate (only) audiometric results to respective HSR.

Part 3.3 – PREVENTION OF FALLS

- 41 This part does not apply to:
- a) Theatrical, acrobatics or stunt performances, sporting activity, riding horses or vehicles or rock climbing
 - b) Work areas complying with AS 1657 and Building Regulations and used for intended purpose
 - c) Any activity determined to be excluded by the Authority
- 42 Requirements apply only “SFARP” to emergency services & enforcement activities
- 43 **Employer to identify any tasks with fall risks (e.g. 2m)** “SFARP”, including;
- a) On any plant or structure
 - b) On fragile, slippery or potentially unstable surface
 - c) Undertaking a task at elevated level
 - d) On a sloping surface which is difficult to maintain balance
 - e) & f) Close proximity to unprotected edge *incl. hole, shaft or pit*
- 44 1) **Employer to control fall risks** “SFARP” by arranging task;
- a) On the ground or b) On a solid construction *e.g. scaffolding or if not practical*
- 2) Provide a passive fall prevention device *e.g. roof safety mesh or roof guardrails or*
 - 3) Use a work positioning system *e.g. temporary work platform, industrial rope system or*
 - 4) Use a fall arrest system *e.g. safety harness or*
 - 5) Use a fixed or portable ladder or administrative controls
- 45 If using a ladder employer must ensure; a) It is fit for the purpose, b) Appropriate for duration of the task and c) Set up correctly *e.g. secured in place, 4 to 1 slope*
- 46 1) If only use **administrative controls**, employer must record; a) Description of administrative controls and b) Task which the controls relates
- 2) Above (1) may be generic record

- 3) Employer to retain record as long as it is relevant
- 4) SWP complies with (1) above
- 47 **Plant used to control fall risks** must be designed & used for the purpose
- 48 Fall risk controls to be reviewed before any alteration to plant or SWP or if any incident occurs or if controls are inadequate or if requested by HSR with reasonable grounds
- 49
 - 1) **Emergency procedures** must be in place before undertaking work at height and
 - 2) Capable of rescuing an employee in event of fall and first aid
 - 3) Risks associated with emergency plan to be controlled
 - 4) Rescue to be carried out immediately after a fall

Part 3.4 – CONFINED SPACES

- 50 This section does not apply to emergency service employees
- 51 **Designers** to eliminate need for entry to confined spaces or reduced “SFARP”
- 52 **Manufacturers** to eliminate need for entry to confined spaces or reduced “SFARP”
- 53 **Suppliers** to ensure plant with confined spaces complies with 51 & 52 above “SFARP”
- 55
 - 1) **Employer to identify all hazards** associated with confined space “SFARP”
 - 2) Hazard identification may be generic for class of confined spaces
- 56 1) & 2) Employer to eliminate risks associated with confined space or reduced “SFARP”
- 57 Employer to ensure no risks from power or services connected by isolation
- 58
 - 1) Employer to ensure atmosphere is purged or ventilated “SFARP” and pure oxygen in concentration > 21% by volume is not to be used
 - 2) Employer to maintain safe atmosphere whilst work being conducted or provide air-supplied respirator
 - 3) Employees not to be exposed to atmosphere above exposure standard
 - 4) Employer to ensure employees use respirators
- 59 Employer to ensure no ignition source is introduced if fire or explosion possible
- 60
 - a) Employer to ensure any flammable gas or vapour is kept below 5% LEL or
 - b)
 - i) If not possible to comply with a) above to ensure any employee is removed from the space immediately if concentration > 5% but < 10%, unless continuous-monitoring detector is used
 - ii) If concentration exceeds 10% of LEL any employee must be removed
- 61
 - 1) Signs to be erected at entry whilst work underway
 - 2) Signs must identify the confined space and prohibit entry unless have an entry permit
- 62 Employer to review controls if an incident occurs, measures appear inadequate or requested by HSR on reasonable grounds
- 63
 - 1) Employer to ensure no employee enters space unless have permit
 - 2) Confined space entry permit; a) Must only apply to one space and b) May permit more than 1 employee to enter space
 - 3) Entry Permit must list:
 - a) Space that applies and

- b) Control measures and
 - c) Names of employees permitted to enter space and
 - d) Emergency communication person, if appointed and
 - e) Time limit for entry permit
- 64 Employer to retain copies of entry permits until related work is completed or 2 years in event of a Notifiable incident.
- 65 Continuous communication must be maintained with employees in space
- 66 Procedure to be in place to know if any person is in the space e.g. tag board
- 67 Employer to ensure all employees exit space on completion of work e.g. sign-out & check
- 68 Employer to maintain written record that all employees have exited space
- 69
- 1) Emergency procedures must be in place for;
 - a) Rescue of any employee and
 - b) Provision of first aid
 - 3) Risks associated with implementing emergency procedures to be reduced “SFARP”
 - 4) Emergency procedures to be rehearsed by the relevant employees
 - 5) Emergency procedures must be implemented immediately after an emergency arises
- 70
- 1) Air-supplied respirators must be worn by employees, if entering space in an emergency and possible unsafe atmosphere
 - 2) Protective equipment to be provided if risk of engulfment
 - 3) Employer to ensure employees use protective equipment provided
- 71
- 1) a) Entry & exit from space to be adequate & not obstructed
 - b) If a) above not possible alternate entry & exit provided for rescue
- 72 Any plant provided for emergency procedures to be maintained fit for purpose
- 73 Employees to be provided with instruction & training in;
- a) Nature of hazards associated with confined space and
 - b) Need for use of proper controls and
 - c) Selection, use, fit, testing & storage of PPE and
 - d) Contents of entry permit and
 - e) Emergency procedures

Part 3.5 – PLANT

- 74 Plant includes equipment which is;
- Powered
 - Not hand held and
 - Carries out a “mechanical action” e.g. cuts, grinds or moves something
 - Pressure equipment, tractors, lasers and scaffolds
- Except; ship, boat, aircraft or vehicle primarily used for public transport on road or rail
- 75 Hazard identification may be for classes of similar plant

DUTIES OF DESIGNERS OF PLANT

- 76 Designers must ensure all hazards are identified
- 77 2) **Designer** to ensure guarding is designed to prevent access to the danger point
SFARP
- 3) Designer to ensure guarding (hierarchy of control);
- a) Is fixed if operator does not require access during operation or
 - b) If access is required, guarding is interlocked or
 - c) If a or b not practical physical barrier which requires use of a tool or
 - d) If a, b or c above is not practical the design includes a presence-sensing safeguarding system that eliminates the risk
- 4) Guarding to be durable and tamper-proof and not cause risk e.g. sharp edges
- 5) Guarding to prevent risk from any material that may be ejected
- 6) Any guarding may be capable of being removed for convenient repair or servicing
- 78 1) **Operator's controls** to be;
- a) Suitability identified e.g. labelled
 - b) Readily accessible to each operator
 - c) Located or guarded to prevent unintentional activation
 - d) Able to be locked in the OFF position
- 2) Precautions for operation during maintenance – design to provide controls that:
- a) & b) permit the person conducting maintenance or cleaning to operate the plant, but no other person and
 - c) Allow plant operation;
 - i) In a manner that eliminates any risk or
 - ii) If not possible to eliminate, reduces the risk “SFARP”
- 79 **Emergency Stop Devices**
- 1) If > 1 person operates plant and more than 1 stop control is provided, they are to be “reset” type
 - 2) If design includes an E-Stop the design must provide;
 - a) E-Stops to be prominently, clearly & durably labelled and readily accessible to each operator and
 - b) All E-Stop buttons, handles, trip wires to be coloured RED
 - c) Fail-safe design e.g. plant fails to safe mode if any malfunction
- 80 **Warning Devices**
- 1) Any warning devices, e.g. flashing lights or beepers, are positioned for best efficiency
 - 2) If risk of plant colliding with pedestrians or other vehicles, warning device to warn people to be included in design
- 81 **Information to be Provided to Manufacturer**
- Designer to ensure information is provided to manufacturers on:
- a) Installation, (de-)commissioning, use, transport & storage
 - b) Hazards associated with the use of the plant
 - c) Testing or inspections to be carried out
 - d) Systems of work & competency of operators for safe use

e) Emergency procedures e.g. if malfunction

82 Hazard Identified in Design During Manufacture

- a) If manufacturer advises designer of hazard, the designer is to revise information on plant to eliminate or control risks “SFARP” or
- b) Instruct manufacturer in writing that change of design information is not necessary

83 Records & Information

- 1) If design requires registration, designer to make record:
 - a) The method used to determine the risk controls and
 - b) The risk control measures resulting from the determination
- 2) Retain copy of information for 7 years

84 Record of Standards or Engineering Principles Used

- 1) Designer to record any published technical standard used to design the plant
- 2) If do not use published technical standards, designer to record any engineering principles used
- 3) Designer to retain records for 10 years from date provided to manufacturer

MANUFACTURER’S DUTIES – PLANT

- 85 1) Manufacturer must ensure plant is manufactured and tested according to designer instructions, and any hazard identified is not incorporated into the manufacture, and designer notified in writing of any hazard
- 2) Manufacturer not to manufacture plant until designer revises instructions
- 86 a) Ensure the person supplied with the plant is provided the information provided to the manufacturer e.g. operation & maintenance manual
- 87 Manufacturer must keep record for 7 years from date of manufacturer of any published technical standard and designer information

SUPPLIER DUTIES – PLANT

- 88 This section does not apply to persons who sell plant as an agent of a supplier
- 89/90 Ensure the person supplied with new/used plant is provided the information provided to the supplier e.g. operation & maintenance manual, or inform in writing absence of information.
- 93 Supplier who hires or leases plant must that between use it is inspected & maintained in safe working order
- 94 Supplier of hire equipment to keep records of inspections & maintenance
- 95 Agents of suppliers who sell plant must obtain information & provide it to purchaser

EMPLOYER DUTIES – PLANT

- 97 Employer must “SFARP” ***identify all hazards (e.g. risk assessment)*** associated with installation, (de-) commissioning, dismantling, erection or use of plant
- 98 Employer must control plant risks by;

- 1) **Eliminate** or if not possible
 - 2) a) **Substitute safer plant** or
 - b) **Engineering controls** or
 - c) **Isolating plant** e.g. safety fence or
 - 3) **Administrative controls** or
 - 4) **PPE**
- 99 2) If guarding is used, the **guarding must prevent access to the danger point**
- 3) a) **Fixed guarding** if access not required during operation or
 - b) **Interlocked guards** if access required during operation
 - c) **Physical barrier requiring tool to remove** if a) or b) not possible or
 - d) **Presence sensing** safeguarding system
 - 4) Safeguards to be durable & “tamper proof” “SFARP”
 - 5) Guarding to contain any items that may be ejected
- 100 Hot or cold pipes to be insulated or guarded, “SFARP”
- 101 1) Employer must ensure **operator’s controls** are;
 - a) Clearly labelled
 - b) Readily accessible by each operator
 - c) Located or guarded to prevent unintentional activation
 - d) Able to be locked OFF
- 2) If plant needs to be operated during maintenance or cleaning controls must;
 - b) Only operated by the operator carrying out the works; and
 - c) Allows safe maintenance or cleaning “SFARP”
- 102 **Emergency STOPS**
- 1) Multiple stops are to be “stop & lock-off” type
 - 2) If used, Emergency Stops to be;
 - a) Prominently & durably marked & immediately accessible to each operator
 - b) Coloured RED, including trip bars
 - c) Fail safe in event of malfunction
- 103 Warning Devices, if used, must be positioned for best affect
- 104 a) Plant to be installed with sufficient clear working space for safe operation
 - b) Layout not to affect access or aggress to or from the workplace
 - c) Plant not to be commissioned until employer confirms safe to use
 - e) Inspections to ensure installation, commissioning & dismantling is safe
- 105 Employer must ensure that;
 - a) Plant is monitored & inspected and
 - b) Measures prevent unauthorised alterations or interference with the plant
- 106 Registered plant (e.g. pressure vessels, lifts) to have records of inspections
- 107 Employer to secure plant not in use
- 109 1) Employer must control risk of;
 - a) Powered Mobile Plant overturning or
 - b) Objects falling on operator or

- c) Operator being ejected from plant e.g. wear seat belt
 - d) Mobile plant does not collide with pedestrians or other powered mobile plant
- 4) Only correctly seated & protected people to ride on mobile plant
- 110 If collision risks exist, warning devices to be provided
- 111 Tractors to have roll over protection, unless no risk or impractical e.g. orchard
- 112
 - 1) Industrial lift trucks to;
 - a) Have lifting attachments appropriate for load and
 - b) Used in manner that is safe e.g. work area and systems of work
 - 2) Passengers must be in a proper seat, with seat restraints in protected zone
- 113 Warning devices must be fitted on industrial lift trucks to warn people
- 114 Electrical hazards to be controlled;
 - a) Damaged plant posing electrical hazard to be disconnected & not used
 - b) Plant not used under conditions which cause electrical hazards
 - c) Permit system in place to prevent inadvertent energising of isolated plant
- 115 Plant used to lift or suspend loads, except theatrical performance or stunt work;
 - 3)
 - a) All attachments appropriate for the load and within SWL
 - b) No loads suspended over people
 - c) Suspended loads are controlled
 - d) No load is lifted by more than 1 piece of plant “SFARP”
 - 4) If lifting people with plant not designed for purpose;
 - a) Risk to be no higher
 - b)
 - i) People work box to be secured to plant e.g. pedestrian cage chained to forklift
 - ii) People to remain within the confines of work cage while lifted
 - iii) If fall risk, safety harness to provided and worn
 - iv) Safe egress provided in event of equipment failure while people elevated
- 118 Scaffolds;
 - a) No working from scaffold unless complete
 - b) Scaffolding is secure and capable of supporting the work
 - c) If become unsafe repaired prior to use
 - d) If scaffold unattended, unauthorised access prevented
- 121 Employer to review & revise control measures;
 - a) Before plant used for first time
 - b) Before any alteration or change of system of work
 - c) If additional information becomes available
 - d) After any incident occurs
 - e) If control measures do not adequately control the risks
 - f) After request, on reasonable grounds, from HSR
- 122 Information, Instruction & Training
 - 2) Any employees likely to be exposed to plant risks and person supervising employees must be trained in;
 - a) Processes for hazard identification & control and
 - b) Safety precautions for plant
 - c) Use, fit, testing and storage of PPE

- 123 2) Any person involved with any plant activity to be provided with information and training
- 126 Employer to notify the Authority immediately after becoming aware of the collapse, overturning, failure or malfunction of, or damage to any plant with exposes a person to risk to their health and safety.

Part 3.6 – HIGH RISK WORK

- 128 Requirement to hold a licence
- 1) People must hold a licence to carry out high risk work, per Schedule 3:
- Scaffolding
 - Rigging
 - Boom elevating work platform*
 - Lifts*
 - Forklift*
 - Dogging
 - Cranes*
 - Hoist*
 - Concrete placing boom*
 - Order Picking Fork Truck*
- *UNLESS only working with plant for the purpose of testing, installing, commissioning, maintaining or preparing that plant for use (HRW License still required for operating machinery to load/unload plant onto transport vehicles).
- 129 Employer must not use unlicensed employees to do high risk work
- 130 Exceptions include person undertaking training to obtain licence
- 131 Interstate licences recognised
- 132 Direct supervision by qualified person for trainee, unless impractical and safety assured
- 133 Person conducting training to provide supervision

CHAPTER 4 – HAZARDOUS SUBSTANCES AND MATERIALS

Part 4.1 – HAZARDOUS SUBSTANCES (haz subs)

Manufacturer & Supplier Duties:

- 143 Must determine if a substance a haz sub before it is first supplied.
- 144 SDS's must be prepared by manufacturer or supplier before supply
Note: an SDS prepared in accordance with equivalent Australian legislation (e.g. WHS) ok.
- 145 SDS must include: GHS classification, Australian manufacturer or importing supplier contact details, incl. phone number, etc..
- 146 Review and update SDS to be current, at least every 5 years.
- 148 Provide revised SDS.
- 147 Provide current SDS on or before 1st supply or if user requests.
- 149 Must label all containers, inc. bulk size.
- 150 Exempt from 149 if labelled per other requirements with signal words or Agvet, Therapeutic Goods, Poisons (for consumer use).

Employer Duties – Haz subs

- 153 Must not use prohibited haz subs per Schedule 6.
- 155 Must obtain current SDS.

- 156 SDS must be readily accessible.
- 158 Containers to be labelled with original label. Decanted chemical to have name or other ID.
- 159 Containers to retain labels until emptied and cleaned.
- 160 Piping & vessels to be identified.
- 161 Waste containers to be identified.
- 162 Register to include name & SDS for of haz subs.
- 163 Employer eliminate risks or reduce “SFARP” per hierarchy.
- 164 Controls to be reviewed; before alteration, if receive advice of illness, after incident, if controls inadequate or if reasonable request from HSR.
- 165 Exposure standard must not be exceeded.
- 166 Atmospheric monitoring must be conducted if any uncertain if exposure standard exceeded or to determine risk to health.
- 167 Monitoring results to be provided to affected employees.
- 168 Records of atmospheric monitoring must be held for 30 years unless WorkSafe allows less.
- 169 Health monitoring to be provided for employees exposed to schedule 9 substances and substances likely to adversely affect health.
- 170 Copy of health report to authority if Dr recommends employee cease exposure.
- 171 Health monitoring records to be retained for 30 years

Part 4.2- Carcinogens

Part 4.3 – Lead incl. dust, fumes, spraying or casting > 5% lead and temp. molten metal >450°C & exposure standard <0.05mg/m³ 8hrs and 40hr average.

Part 4.4- Asbestos

Part 4.5 Crystalline Silica (commenced Aug 2019)

- 319C (1) Power tools not to be used to cut, grind or polish engineered stone unless controlled.
- (2) Power tools are controlled if
- i) Integrated continuous flow water system; or
 - ii) Commercially available on tool extraction system with Dust Class H Vacuum; or
 - iii) If above not reasonably practicable local exhaust and person provided PPE respirator to AS 1716.
- (3) Employer to ensure dust controls are properly designed, installed and maintained.

CHAPTER 5 – Part 5.1 – CONSTRUCTION

- 321 Construction includes; construction of buildings or structures, alteration, fitting out, renovation, (de)commissioning or demolition of any building or structure.
- Construction does not include;** routine or minor testing, maintenance or repair work, or work conducted on domestic premises (Reg 320).

- 322 High Risk Construction Work (HRCW) includes; >2m fall risk, towers, demolition, asbestos removal, structural work, trench depth > 1.5m, tunnel, explosives, pressured gas lines, chemical fuel or refrigerant lines, energised electrical installation, flammable atmosphere, adjacent roadways, powered mobile equipment or in or over water with drowning risk.
- 324 SWMS to ID; HRCW tasks, hazards, controls, be readily accessible & comprehensible to users.
- 325 Employer must eliminate risks or reduce “SFARP”.
- 326 Review controls; before change, additional information, incident or HSR request.
- 327 1) Safe Work Method Statement (SWMS) must be prepared for HRCW.
2) Work must be stopped if non-compliance with SWMS.
- 328 SWMS to be reviewed; changes, inadequate controls, or incident.
- 329 Copy of safe work method statement to be retained for duration of work.
- 330 Site specific training to be provided at construction sites.
- 331 If there is risk of engulfment by soil or other material, emergency procedures to be established prior to commencing work and carried out immediately.
- 333 Owner is the principal contractor (PC), unless appoints a PC (over \$350k).
- 334 PC signage to be displayed o/s construction with name and Tel for PC.
- 335 PC is to ensure a H&S Co-ord’n Plan is prepared prior to work and maintained.
- 336 H&S Co-ord’n Plan to contain: a) Names & OHS roles, b) How OHS is co-ordinated, c) Incident mgt, and d) Site safety rules (to be included in inductions).
- 337 H&S Co-ord’n plan to be retained for duration of project and all employees aware.
- 338 Induction & training to be provided to all persons except; visitors accompanied at all times by a trained person and persons temporarily onsite for deliveries.
- 339 Induction training to be provided unless person registered to perform construction work or if person has not performed construction work in preceding 2 years.
- 340 Workers must be registered to perform construction work eg white card.
- 341 Employer must not allow unregistered workers to perform construction work.
- 342 Registration exempt for 28 consecutive days, if employer ensures direct supervision.
- 347 Construction induction cards unlimited duration.
- 349 If a person does not perform construction work for 2 consecutive years, the registration and induction (white) card lapses.
- 355 Employer must notify Authority in writing of intention to perform construction excavation work 3 days prior eg if excavation sufficient size to allow entry to a person or pose a risk to H&S.

Part 5.2 – Major Hazard Facilities

Part 5.3- Mines

Part 6.1 – Licences

- 457 Licences to be renewed every 5 years.
- 476 Licence holder to keep licence available for inspection.

Part 6.2 – Registrations

- 522 Evidence of registrations to be kept available for inspection.

Schedule 2

Part 2 – Plant Requiring Registration

- Boilers per AS 4343 Pressure Equipment
- Pressure vessels per AS 4343 incl. LPG for vehicles, except gas cylinders per AS 2030
- Tower & self-erecting tower cranes
- Lifts
- Amusement structures per AS 3533.1
- Concrete placing units (truck mounted with boom)
- Mobile cranes SWL > 10 tonnes

CAUTION: *This checklist only provides a selected summary of the Victorian OHS Regulations 2017, particularly focused on the needs of employers. The full legislation should be consulted or seek professional advice if any doubt exists about compliance or if a serious incident occurs.*

Section 3: Employment Procedures

3.1 Purpose

3.2 Key Requirements

3.3 Conditions of Employment

3.4 Induction Checklist – WorkSafe Tas

3.5 Sample Code of Practice

3.6 Disciplinary Procedures and Warnings

3.7 Visitor Control Fact Sheet

3. Employer Procedures

3.1 Purpose

This section covers information on employment procedure and checks for staff to ensure safe work practices in the workplace.

3.2 Key Requirements

- 1) Manager or Supervisor to induct new employee at the commencement of employment.
- 2) An induction checklist is used for all inductions, and relevant fields filed and signed by both manager / supervisor and new employee and documented.
- 3) Information on how work and safety is managed in the workplace
- 4) Introduce worker to safety policies and safe work procedures
- 5) Incident Management process including the process of reporting hazards, incidents and near misses injury management including return to work.
- 6) Information on who the safety representatives and first aiders are
- 7) Emergency procedures and equipment, first aid facilities and exits.
- 8) Workers are shown around the worksite and shown the facilities
- 9) Information on work hours, required PPE as per task or area of site.
- 10) Introduced to other staff and employees

3.3 Conditions of Employment

- 1) Position description: These should include information such as:
 - Information on the key task
 - Required skill and experience required for role
 - Information of how performance appraisal will be conducted
- 2) Awards – This will be given in writing and include:
 - Worker is informed on awards that apply to them
 - Information on grade or classification
 - Rate of pay
 - Whether their full, per time or casual

3.4 Sample Induction Checklist (WorkSafe Tasmania)

.....
 (Company Name)

Worker's name:

Employment start date:

Position/job

Manager/supervisor:

Department/Section:

Explain your business:

- The structure
- The type of work

List and introduce your key people and their roles:

- Manager/owner
- Supervisor(s)
- Co-workers
- Health and safety representative(s)
- Fire/emergency warden(s)

Explain their employment conditions:

- Name of award or agreement (if relevant) and award conditions
- Job description and responsibilities
- Leave entitlements
- Notification of sick leave or absences
- Out of hours enquiries and emergency procedures
- Time recording procedures
- Work times and meal breaks

Explain their pay:

- Pay arrangements
- Rates of pay and allowances
- Superannuation
- Taxation and any other deductions (including completing the required forms)
- Union membership and award conditions.

Explain your work health and safety administration:

- Consultative and communication processes, including employee health and safety representatives
- Hazard reporting, including where to find forms
- Incident /accident reporting procedures, including where to find reporting forms
- Hazards of work
- Policy and procedures
- Roles and responsibilities
- Employee assistance program (EAP)
- Workers compensation claims

Show your work health and safety environment:

Safe work procedures (SWPs) List:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

- Emergency plan, procedures, exits and fire extinguishers
- First aid facilities such as the first aid kit and room
- Information on workplace hazards and controls

Explain your security:

- Cash
- For each worker and for their personal belongings

Show your work environment:

- Car parking
- Eating facilities
- Locker and change rooms
- Phone calls and message collecting system
- Washing and toilet facilities
- Work station, tools, machinery and equipment used for job
- Procedures for the workplace buildings

Explain your training:

- First aid, fire safety and emergency procedures training
- Hazard-specific training (for example, manual handling, hazardous substances)
- On the job training in safe work procedures
- Job-specific training (for example, if a license or permit is required)

Conduct a follow-up review:

- Repeat any training required or provide additional training if needed
- Review work practices and procedures with the worker
- Ask and answer questions

Comments/follow up action

.....

.....

.....

.....

.....

.....

Induction Acknowledgment

Conducted by (Name): Date:

Signature: Date:

Position/Job: Worker's Signature:

Notes:

.....

Induction review date: Review comments:

Conducted by (Name): Date:

Signature: Date:

Position/Job: Worker's Signature:

Notes:

.....

3.5 Sample Code of Conduct

KEY REQUIREMENTS

1. Reviewed and approved by senior management.
2. Communicated to all staff, including regular reminders
3. Enforced by management team

Prohibited behaviours at **Company** include but not limited to;

- Serious and wilful misconduct;
- Unsafe actions/behaviours;
- Drug and Alcohol use;
- Smoking in the workplace;
- Harassment including sexual harassment;
- Bullying;
- Discrimination; and
- Victimisation.

Company Cardinal Safety Rules are a set of non-negotiable safety rules which if deliberately broken could result in dismissal or disciplinary action.

Company cardinal safety rules include;

- Workers must only perform work they are trained, capable and authorised to do.
- Follow agreed work procedures (SOPs, SWMS, JSA) at all times.
- Never operate or allow another person to operate unsafe equipment.
- Never work on “live” electrical equipment, always apply Lock-Out-Tag-Out
- Never remove or tamper with devices installed for safety e.g. guarding or someone else’s LOTO
- Do not operate any vehicle, or mobile plant unless you are licensed and authorised.
- Always wear seat belt in vehicles/ mobile plant.
- Obey all safety signage.
- Report any incident to supervisor/ manager as soon as possible.
- If concerned about safety or unable to perform a job safely STOP and escalate to supervisor/ manager.

Serious and wilful misconduct/ Unsafe acts

The following are examples of behaviours which are regarded as serious and wilful misconduct, resulting in potential immediate dismissal, pending verification of the facts, without notice or any payment in lieu of notice:

- Safety breaches (which have/could have serious consequences)
- Theft, fraud or illegal transaction
- Discrimination, bullying or harassment against co-workers
- Being under the influence of illegal drugs or alcohol during working hours
- Breach of duty regarding non-disclosure of confidential information
- Deliberate damage to company property or that of other workers
- Deliberate contamination of products
- Serious neglect or breach of company safety standards
- Serious act of insubordination
- Fighting on company premises or threatening physical violence.

Any other deliberate act which jeopardizes the company's reputation or places other workers at risk.

Drugs & Alcohol

As a minimum ***“no person shall enter or remain at the workplace if adversely affected by any medication, drugs or alcohol, whether the substance is legal or illicit”.***

Where promotional or staff events involve alcohol, this should be in accordance with “responsible serving of alcohol” and consideration given to appropriate controls e.g. provision of designated drivers or a taxi home to minimise travel risks.

No person is to enter company premises or carry out work on behalf of the **<Company>** whilst affected by drugs or alcohol. Affected by drugs or alcohol shall mean:

- in contravention of any legislative requirements (in your jurisdiction) e.g. *in excess of the maximum legally permissible blood alcohol level when driving.*
or
- ability to perform normal duties in an efficient and safe manner is impaired e.g. *person may lack mental alertness, clear vision, good co-ordination or ability to react appropriately to situation.*

Any person who suspects someone may be affected by alcohol or drugs is to immediately report the circumstances to the supervisor or manager for the area or activity.

Affected Persons

Any worker suspected of being affected by alcohol or drugs will be interviewed immediately and a preliminary assessment made by the supervisor / manager of any action required to ensure safe operation. If there is any doubt about compliance with the policy or safe operation, the person is to be referred to an appropriate medical centre for a formal assessment e.g. blood alcohol and drug test.

Any visitor(s) suspected of being affected by alcohol or drugs, is to be asked to leave the premises. The area supervisor/manager is to ensure they are safely escorted off the premises and appropriate support provided (e.g. medical assistance or taxi) if required.

Notes:

- 1. Drugs may include over the counter medication, prescription or illicit drugs or mixtures with other medication, which causes impaired performance or judgement.*
- 2. The Company maintains the right to conduct random tests for workers in any areas where legislation requires zero alcohol, 0.05 alcohol for normal driving, or drug levels.*
- 3. The Company maintains the right to interview and make initial assessments where the supervisor or manager has a reasonable belief that a worker or contractor is affected by alcohol or drugs. If the initial assessment suggests a problem, the affected worker or contractor may be referred to an appropriate health centre for a drug and alcohol test.*
- 4. Any person refusing either an interview and initial assessment or formal test is to be stood down immediately (for safety) and the matter referred to the relevant Manager.*
- 5. Any employee refusing reasonable request for assessment will result in an investigation and be subject to possible disciplinary action.*
- 6. Any contractor refusing reasonable requests for assessment may have their contract cancelled and be removed from Company premises immediately. The contract and future use of that person / firm will be reviewed.*

Breaches of the Code of Conduct

If you see or suspect a breach of the code of conduct report to your supervisor/manager as soon as possible.

Where it is found a breach has occurred the companies disciplinary process will be enacted.

3.6 Disciplinary Procedures & Warnings

To demonstrate it has acted fairly and in accordance with legislative and company requirements, <the company> must have agreed disciplinary and warning process which is communicated to all staff.

KEY REQUIREMENTS

1. Reviewed and approved by senior management.
2. Communicated to all staff, including regular reminders
3. Enforced by management team

When to apply disciplinary process for safety

In regard to workplace safety, these procedures will be enacted upon when there is a breach in;

- Breach of the Code of Conduct
- Negligent behaviour resulting in the risk to their or other persons health and safety
- Disregard of safety rules, procedures and reasonable directions and
- Serious and wilful misconduct

What to do

Whenever disciplinary action is proposed, the employee is to be offered an opportunity to nominate a support person or representation be present. Human Resource (HR) manager or representative can be requested to support the business with any formal disciplinary interview.

The key steps in the procedure should include:

- Agreed grievance process, and appeal process
- Counselling by manager/supervisor who has direct report of the worker. Utilise counselling form – see attached.
- Initial and written warnings, to support counselling and improvement plan.
- Record keeping e.g. full history file
- Termination of employment for high risks or failure to meet improvement plan.

Note: Consider seeking legal advice before termination of employment.

Contractor Management

4.1 Purpose

4.2 Key Requirements

4.3 Procedure for Engaging & Approval of Contractors

4.4 Supervision & Review

4.5 Contractor Approval Questionnaire

4.6 Contractor Review

4.7 Approved Contractor List

Section 4: Contractor Management

4.1 PURPOSE

This section outlines how contractors performing work for <Company> will be selected, inducted and supervised.

4.2 KEY REQUIREMENTS

- 4) All contractors must complete a site induction.
- 5) Contractors must have a safe system of work
- 6) Relevant <Company> representatives will ensure relevant permits to work where applicable are issued, and contractors work is supervised.

4.3 PROCEDURE FOR ENGAGING & APPROVAL OF CONTRACTORS

1. Only contractors with the ability to demonstrate a safe system of carrying out work will be allowed on site.
2. Prior to engaging contractors, a pre-approval process should be completed, including verification of relevant insurances like public liability and workers compensation insurance.
3. Contractors will be drawn from a poll of approved contractors list, who are mostly contractor that can demonstrate safe system of work
4. Where a contractor is required immediately, and they are not approved contractor list, < Company > representative may approve their use under the conditions that they complete relevant SWMS/JSA/permit and are directly supervised.

4.4 Supervision & Review

- Supervision of contractor works will occur based on the work risks/ knowledge of contractor by the nominated person overseeing the work. As a minimum contact with contractors performing work at start of the day/ tasks including discussion and approval to begin works. In addition, some task like high risk work will include ad hoc spot checks to verify contractor's adherence to site rules.
- Annually (for regularly used contractors) or once per project (for once off contractors) contractors will be reviewed for their safe performance. If their performance has been poor and it is deemed, they should not be used again, this shall be noted on the supplier list and their status changed to inactive.

4.5 Contractor Approval Questionnaire

Contractor Details			
Contractor Company:		Single Project / Annual Review	
Job Reference:		Assessed by:	
Location:		Date of Evaluation:	
Insurance Documents – attach copy			
Workers compensation information *			
Name of insurer:		Period of insurance:	
Policy number:		Sum insured:	
Public liability information *			
Name of insurer:		Period of insurance:	
Policy number:		Sum insured:	
Professional indemnity information * * Attach copies of all relevant certificates			
Name of insurer:		Period of insurance:	
Policy number:		Sum insured:	

WHS Review	YES/NO
1. Will you be performing physical works for <Company> ? <i>If YES, proceed to 2. If NO stop.</i>	YES/NO
2. Will you be undertaking any high-risk tasks?	YES/NO
3. Do you have safe work procedures for your work tasks? E.g. JSA/SWMS If NO, detail how you ensure your work is conducted safely?	YES/NO
4. Do you have a safety management system?	YES/NO
5. Have you been issued any government safety inspector notices e.g. Prohibition or improvement notices in the last 12 mths. <i>If YES detail how you have rectified this issue</i>	YES/NO
6. Are you staff adequately trained for their job? <i>Please provide copy of necessary licenses/certificates at induction</i>	YES/NO

4.6 Contractor Review

Contractor Performance Evaluation			
Company:		Project/ Works:	
Assessed by:		Date:	
Safety Performance			
Any work injuries during the period of the contract / last 12 months? <i>If YES, details.</i>		YES / NO	
Where any Corrective Actions required <i>If YES, details. Were all corrective actions completed within given timeframe?</i>		YES/NO	
Was the contractor involved in any safety, environmental or other incidents? <i>If YES, give details.</i>		YES / NO	
System & Safe Work			Rate (out of 5)
Contractor's ability to prevent injuries & align with safety vision			
Contractor's physical safety performance			
How good was the housekeeping and orderliness?			
Safety attitude and co-operation of the contractor's supervisors			
Safety attitude and co-operation of the contractor's employees <i>e.g. wearing PPE, barricading work areas properly etc</i>			
Planning of safety during the contract. Was it positive and proactive?			
Quality of the contractor risk assessments /JSA/ SWMS/ work procedures			
Work performance			Rate (out of 5)
How well were requirements understood, including safety			
How responsive was the contractor to requests?			
How easy was communication (fax, email, etc.) with the contractor?			
Was all the work completed on time?			

How prompt & complete was the work doc'n?	
Did the finished work meet the contract specific'ns?	
How well was the contract 'self-managed'?	
COMMENTS	
Overall, would you like to use this contractor again?	
Do you recommend they stay on the approved register? <input type="checkbox"/> Or be removed from the approved list? <input type="checkbox"/>	YES/NO

4.7 Approved Contractor List

Company	Task/ Works typically engage for.	Date of Insurance Expiry			Date of Approval/Last Evaluation	List of Workers	Date Worker Inducted
		Public Liability	Workers Compensation	Professional Indemnity			

Visitor Controls

1 Issue:

Visitors in the workplace are less likely to be familiar with the safety rules making them more vulnerable to workplace hazards. This fact sheet relates to visitors, delivery and courier personnel entering the workplace.



2 Legislation

Employers have a duty of care to ensure that everyone including visitor to their premises are safe.

3 Procedure

a) Visitors

1. Ensure all visitors are safely guided to Reception to sign in. If necessary, phone the intended person being visited, to confirm the visitor's arrival.
2. Maintain a log of all incidents involving visitors and report any serious issues.
3. Provided with relevant safety information
Entry Instructions: Reception or security are to ensure visitors are:



1. Signed in
2. Given a pass to wear if applicable
3. Given a copy of the site rules/map if applicable
4. Shown the safe marked route to their destination.

b) Deliveries and Couriers.

1. All delivery personnel and couriers are to report to Reception.
2. If not a "known regular or scheduled delivery", phone the relevant area to confirm the delivery.
3. Provide a copy of the site safety & traffic rules / map and give instructions on safe route and parking where applicable.
4. Employees observing any delivery personnel or courier not following the established site traffic or safety rules are to immediately correct, if possible and safe to do so, and or report the situation immediately.
5. The area receiving the delivery are to ensure appropriate personnel are available to supervise visitors and the safe operation of the purpose of the visit.
6. Visitor should never be unaccompanied without a site employee except determined safe.



For more information on this topic contact Safety Action

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Section 5: Chemical Safety

- 5.1 Required Documentation / Systems
- 5.2 Introducing new chemicals in the workplace
- 5.3 General Chemical Management Procedures
- 5.4 Dangerous Goods Management (Ethanol) - TBA
- 5.5 Hazardous Area Classification – TBA
- 5.6 Chemical Register Template
- 5.7 Storage of Flammable and Combustible Liquid e.g. Ethanol
- 5.8 Office Chemical Factsheet

5. Chemical Management

5.1 Required Documentation / Systems

1. Safety Audit report of premises
2. Manifest
3. Appropriately designed and fire protection systems
4. Systems to manage and control spills and leaks e.g., bunding
5. Emergency plan and procedure
6. Fire protection report
7. Chemical Register including quantity
8. Risk Assessment for Chemicals
9. Safe Work procedure for Chemical handling as per risk assessment and information in SWMS
10. SWMS for all for all chemicals stored in premises (updated within) 5 years).
11. Written advice from emergency services authority

5.2 Introducing new chemicals in the workplace

The following key requirements will be meet:

1. SDS of the new chemical reviewed and stored in a known and accessible location to the worker.
2. The criteria of chemical selected considers the safest option for purpose
3. Prior to use workers are trained on proper and safe use of chemicals. This training should include the chemicals hazard, risk controls, use, storage, handling, safe work procedure and required PPE.

5.3 General Chemical Management Procedures

1. The appropriate HAZCHEM signage is displayed at the sites entrance where placarding quantity is exceeded.
2. Relevant Dangerous Goods placards displayed in recommended areas of the building.
3. All workers have been trained on emergency plans and procedures
4. Workers are adequately trained on the use of emergency equipment like fire extinguisher and spill kit
5. Bunding where applicable meets the legal requirement
6. Spill containment procedure in place and adequate a per legal requirements
7. Signage to warn of chemical hazard displayed.
8. Storage areas are appropriate for chemicals and housekeeping maintained.
9. Chemicals are appropriately segregated in storage areas
10. First aid kits contain appropriate supplies as per risk in premises

Spirits Victoria Association – Safety Resource Folder

11. Workers are trained in first aid, their certificates current and records documented
12. Chemical storage areas are protected from vehicular or mobile plant impact
13. Scheduled and regular inspections of storage areas like racking, storage cabinets and spill kits conducted
14. All chemical waste is disposed appropriately
15. All chemical containers must be clearly labelled including decanted chemicals.
16. Food and drinks not consumed in areas where chemicals are handled or stored.
17. Chemical storage areas are adequately ventilated

5.4 Dangerous Goods Management (Ethanol) – TBA

For Guidance see - *Code of Practice: The storage and handling of dangerous goods June 2021*

<https://www.worksafe.vic.gov.au/resources/code-practice-storage-and-handling-dangerous-goods>

5.5 Hazardous Area Classification - TBA

5.6 Chemical Register

Product Name	Location Stored & Used <i>(Department & specific location)</i>	SDS Issue Date	SDS Expiry (issue +5yrs)	Hazardous/ Dangerous (Class)	Packaging Group	UN Number	Max quantity held on site (kg/L)

5.7 Storage of Flammable and Combustible Liquid e.g. Ethanol

<Company> will implement strategies and processes to identify and control risk associated with the use, handling and storage of flammable liquids.

The process of controlling hazards associated with chemicals like flammable liquids with take into consideration the following:

- Classification of flammable liquids. Recommended documents for classification of chemicals include:
 - The United Nations Globally Harmonised System of Classification and Labelling of Chemicals (GHS),
 - The Australian Dangerous Goods Code (ADG Code)
 - Australian Standard AS1940: The storage and handling of flammable and combustible liquids
 - Applicable State and Territory Legislation and Code of Practices
- Properties of the flammable and combustible chemical
- Potential reactions to other chemicals and items on site
- Nature of work involving the flammable or combustible liquid
- Site structure including plant or systems used in workplace

As part of the process of storing flammable and combustible liquid the following will be implemented:

- A documented emergency plans
- Provision of appropriate PPE for chemical use handling and storage
- As far as practicable, keep the amount of flammable liquid kept or stored on site to a minimum practicable limit.
- Ignition sources controlled
- If quantity of flammable liquid exceeds manifest quantity ensure that a manifest and site plan is developed.
- Storage areas are appropriately placarded
- Fire protection plan
- System in place to manage spills and leaks e.g. chemicals stored in bunded area and appropriate spill kits provided.

Office Chemical Safety Requirements

Issue:

This fact sheet outlines the key legal requirements for chemical safety in offices.



Legislation:

Victoria	<i>Occupational Health and Safety Regulations 2017</i> <i>Dangerous Goods (Storage and Handling) Regulations 2012</i>
Western Australia	<i>Occupational Safety and Health Regulation 1996</i> <i>Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007</i>
Other States <i>excluding ACT</i>	<i>Model Workplace Health and Safety Regulations 2011.</i> <i>Compulsory from 1 January 2017.</i>

Definitions:

Dangerous Good (DG): A substance with dangerous physical properties, capable of causing harm to people and/or property.

Hazardous substance: A substance whose exposure may result in immediate or long term detrimental health effects e.g. inhalations can cause dizziness.

Hazardous chemical: A substance which may be hazardous or dangerous according to the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

Safety Data Sheets (SDS)

WHS States Australia (excluding Victoria, WA and ACT) & New Zealand:

SDS not required for "consumer" chemicals i.e. those that are: in their original container, available at supermarkets and are used in the same manner as in the home. For example, SDS are not needed for cleaning chemicals used in the staff kitchenette or office stationery items (glues, liquid paper etc).

Victoria & Western Australia:

SDS must be obtained for all hazardous substances and DGs. The current SDS (e.g. less than 5 years old) must be available to employees that handle the substance.

Common hazardous substances and DGs in offices include: dish wash tablets, liquid paper, fly spray, heavy duty glues, some window cleaners, oven cleaner.

Tip for Victoria and WA: Avoid the need for SDSs by purchasing safer, environmentally friendly products that are NOT hazardous substances or DGs.

Note: where you do require an SDS, ensure that the document includes the Australian classification information and supplier emergency contact information.

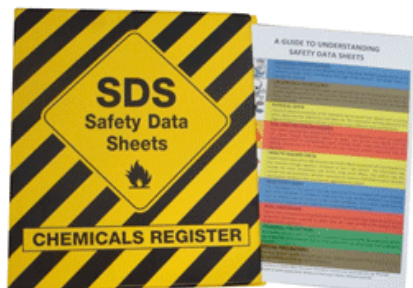
Chemical Register

WHS States Australia (excluding Victoria, WA and ACT):

Offices- Register not required for consumer chemicals.

Victoria & Western Australia:

Chemical register must list all hazardous substances and DGs. Keep the current SDSs with the register.



Example Chemical Register & SDS folder

Training:

Employees to be trained in SDS, hazards, controls, use, and personnel protective equipment (PPE) handling & maintenance for all relevant hazardous chemicals with records of training kept.

Tip for office chemicals:

Instruction in use of the chemical per the original label is adequate.

Plant and Equipment Safety

6.1 Purpose

6.2 Key Requirements

6.3 Risk Assessment

6.4 Operating Machine or Equipment

6.5 Inspections

6.6 Fault / Out of Service Machine and Equipment

6.7 Mobile Plant Key Requirements

6.8 Forklift Safety

6.9 Walkie Stacker

6.10 Machine Guarding e.g. bottling machine

6.11 Pressure Vessels

6.12 Pedestrian Operated Forklift - WorkSafe

Section 6: Plant and Equipment Safety

6.1 Purpose

The purpose of this section is to ensure that all plant and equipment are safe and operated as intended for use in a safe manner

6.2 KEY REQUIREMENTS

- 1) Plant / Equipment will be purchase to Australian Standards and relevant standard
- 2) Risk assessment conducted for all equipment pre-use and in case of modification.
- 3) Machines and equipment serviced and maintained as per manufactures recommendations
- 4) Users to conduct regular inspections of machine and equipment
- 5) Only authorised and trained persons to use any plant and equipment in the premises
- 6) Safe work procedure and manuals of machine and equipment accessible

6.3 Risk Assessment

To ensure all items are innately as safe as reasonably possible a risk assessment should be conducted on obtaining the item and reviewed with changes to the item or it's use.

6.4 Operating Machine or Equipment

The following should be considered to ensure safe operation of any plant or equipment on site:

- a) Only persons trained, competent and authorised may operate any plant or equipment.
- b) If operating for the first time refer to the items Operations Manual or/and SWP / SOP before use and seek approval from your supervisor manager.
- c) Record of licences/ training as applicable will be maintained within a **Training Matrix**

6.5 Inspections

The following are recommended as general inspections for all plant and equipment.

- Pre-use visual inspection should be conducted daily by operator of safety critical items and general condition.
- Pre-use function test of critical operations prior to loading, of specific equipment should occur e.g. per manufactures or code of practice recommendations.
- Weekly/monthly comprehensive inspection by operators.

6.6 Fault / Out of Service Machine and Equipment

When any person identifies a fault with any machine or equipment:

- a) An out of service tag should be applied. If safe, turn off power and unplug (if an outlet powered item). If possible, lock out item or isolate to prevent re-start.

- b) Complete "Out of Service" tag. Fix to item.
- c) Notify supervisor/ manager of defect and item been tagged and hand over lock key.
- d) Supervisor/ Manager arranges for item repair by qualified person (service agent/ repairer)
- e) Supervisor / manager informs staff if item is safe and returned to use.

6.7 Mobile Plant Key Requirements

1. Documentation to include:
 - Manufacturer's manuals,
 - Worker licences and tickets register
 - Maintenance and service records,
 - Safe operating procedures
 - Risk assessment
 - Pre use checklist
2. Training and Competency: These should include documentation that included but not limited to
 - Site Traffic Rules
 - Records of worker site specific training per mobile used by worker including safe and correct operation of plant.
 - Records of refresher course undertaken
 - Documented evidence of passed competency test of plant

6.8 Forklift Safety

Guidance

- Developing a forklift traffic management plan
<https://www.worksafe.vic.gov.au/developing-forklift-traffic-management-plan>
- Forklift safety – reducing the risk WorkSafe QLD
https://www.worksafe.qld.gov.au/_data/assets/pdf_file/0021/21459/forklift-safety-reducing-risks-guide.pdf
- Forklifts Checklist
<https://www.commerce.wa.gov.au/sites/default/files/atoms/files/forklift.pdf>

6.9 Walkie Stacker

Guidance

Pedestrian operated forklifts (POFs)

<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/dangers-in-your-workplace/forklifts/pedestrian-operated-forklifts-pofs>

6.10 Machine Guarding e.g. bottling machine

Key Principles for Machine Guarding

1. Access must be prevented to all hazardous machinery parts *e.g. mechanical & electrical.*
2. Guards must be secured in place and require a tool to remove them OR be interlocked.
3. Guarding & interlocks to be durable and tamper proof
4. All control buttons and levers must be clearly & durably labelled
5. Emergency stops must be coloured RED, labelled and, where practical, have a YELLOW background and if shrouded operable by palm of hand.

6. Where parts come close together the gap should be (e.g. per EN and ISO and AS 4024.1803);
 - a) > 25mm to prevent crushing finger
 - b) > 100mm to prevent crushing hand
 - c) > 180mm to prevent crushing leg
 - d) > 300mm to prevent crushing of head
 - e) > 500mm to prevent body being crushed

7. Avoid scissor type shear hazards by ensuring the gap between moving parts is;
< 4mm or > 120mm

- 8. Where access is required around machinery provide at least 1m wide walkway. If 1m not possible, provide at least 600mm wide access.

- 9. Unguarded hazards on top of machinery must be out of reach *e.g. at least 2.7m access*.
- 10. Safety fences to be at least 1.6m high (no foot holds), or RA to prove lower is safe.
- 11. Gaps under safety fences or barriers to be < 180mm to prevent person access.
- 12. If aperture capable of (e.g. per EN and ISO and AS 4024.1801&2);
 - a) Finger-tip entry (gap up to 6mm) then hazards must be > 10mm away.
 - b) Finger access (gap up to 12mm) then hazards must be > 100mm away.
 - c) Hand access (gap up to 20mm) then hazard must be > 120mm away.
 - d) Arm entry (gap up to 120mm) then hazards must be > 850mm away e.g. arms reach.
 - e) Leg entry (gap up to 180mm) then hazards must be > 1.1m away.
 - f) Person gaining entry (gap > 180mm) then reduce gap < 180mm or install tunnel *e.g. provide tunnel over in-feed or out-feed conveyors*.

Notes: 1. Key reference Australian Standard AS 4024 – Safeguarding Machinery and EN and ISO standards
 2. Also consider any reasonably foreseeable abnormal conditions eg clearing machine jam

3. The machine safety principles listed above is a selective list only of the most common safeguarding issues, and is not intended to be comprehensive or complete

6.11 Pressure Vessels

There are various health and safety hazards associated with pressure vessels such as air poisoning, fire and explosions. This could be as a result of leaks or damages to the vessel that could result in damage to property and serious injuries to workers.

It is recommended that **an expert in pressure vessels** be consulted in determining the most effective way to manage the health and safety risk associated with pressure vessels in the distilleries.

6.12 Pedestrian operated forklifts (POFs)

“Walkie Stacker”

Pedestrian operated forklifts (POFs) differ from forklift trucks because they are not intended to be controlled by an operator riding on the vehicle.

While similar safe operating and maintenance procedures apply to all types of forklifts, the following control measures relate specifically to POFs.

A licence/certificate is not required to operate POFs but all operators need to be trained and authorised.

How to operate POFs safely

1. Only trained and competent operators may operate a POF.
2. Conduct pre-start or daily safety checks.
3. Ensure the POF is suitable for the slopes and ramps intended to be travelled.
4. Wear appropriate personal protective equipment, such as high visibility vest and steel capped footwear.
5. Do not operate a POF if hands or footwear are greasy.
6. Check the work area for damaged flooring, overhead obstructions, ramps and docks. Do not work too close to the edges of ramps or docks.
7. When travelling in reverse take care not to bump into objects, run over loose objects or trip over objects. Do not use a POF in an unauthorised area or explosive atmospheres.
8. Keep arms, hands, legs and feet away from the lifting mechanism and wheels.
9. Sound the horn when approaching blind corners.
10. When operating a POF on grades, ramps or inclines, face the load uphill, do not make turns. If it is necessary to park the POF on an incline, make sure the wheels are securely chocked.
11. Do not ride on the POF or allow another person to ride on it.

12. Do not exceed the safe lift limit of the POF when handling a load. These limits are specified on the data plate.
13. The forklift arm blades (tyres) should be a sufficient length to support at least 75% of the load (see figure below).
14. The load should be stable and evenly distributed on both fork arms prior to lifting and when travelling. Fork arms should be sufficient distance apart to ensure the stability of the load.
15. Tilt the POF forward only when it is over a stack, rack or vehicle. Tilt the POF backwards only enough to stabilise the load.
16. Secure attachments as per the manufacturer's instructions, and remember that attachments may affect the load centre of gravity.
17. When parking:
 - use the handbrake
 - lower forks to the ground
 - tilt forward if possible
 - do not leave key in the ignition if unattended.

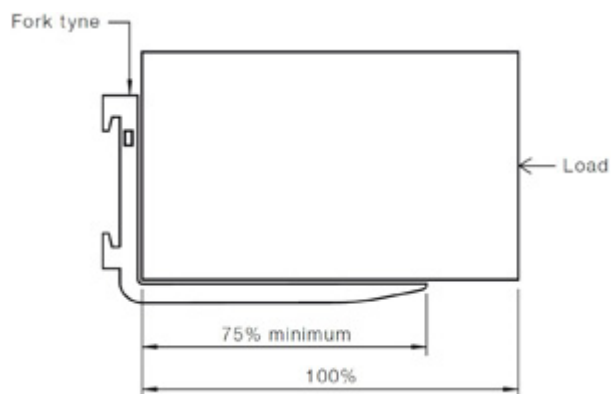


Figure: Reference - Australian Standard 2359.2-2013. Part 3.7 - 'Handling and placing loads'

(Copied from WorkSafe QLD website)

Section 7: Incident and Injury Management

7.1 Key Requirements

7.2 Hazard Reporting to Incident investigation and Corrective Actions flowchart;

7.3 Incident and Hazard Report Form – Physical and Psychosocial

7.4 Notifiable Incident

7.5 Sample Return to Work Policy

7.6 This Poster Must Be Displayed at Work

7.7 Risk Register

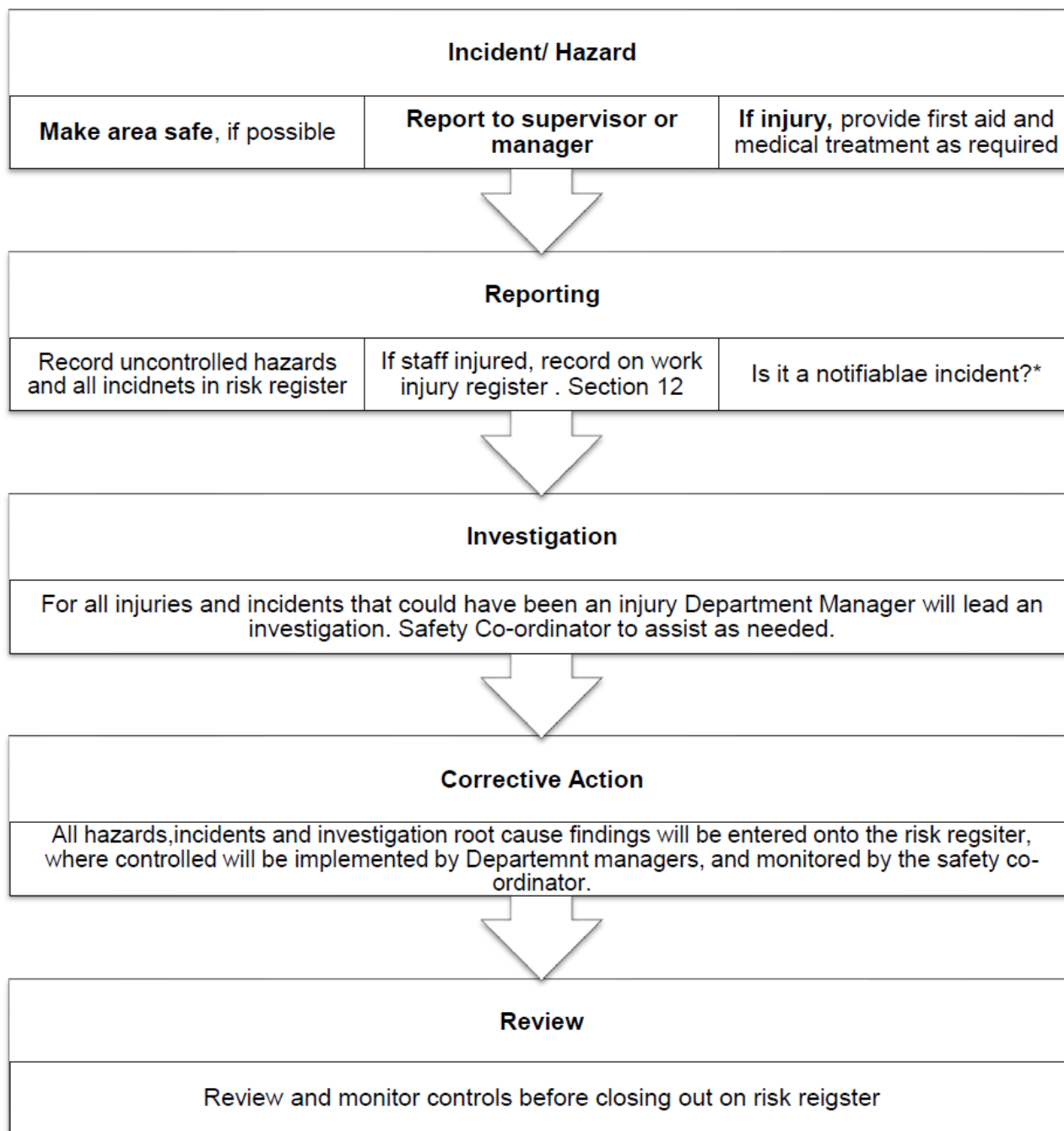
7. Incident and Injury Management

Everyone is responsible for reporting identified hazards, near misses, incidents, and injury.

7.1 KEY REQUIREMENTS

1. Train workers on incident / hazard reporting procedure
2. Appoint someone to manage incidents and hazards in the workplace
3. All staff, contractor and visitor shall report near misses, incidents, hazards (e.g. faulty or damaged plant and equipment) in the workplace to their supervisor or site safety representative.
4. Workers are encouraged to report hazard and incident
5. Have an incident or hazard register
6. After an incident or identifying a hazard complete a hazard / incident report and submit them to the site supervisor or safety representative.
7. Manager / Supervisors will ensure corrective actions are taken and if necessary, add to risk register.
8. Communicate findings, controls, improvements or adjustments to all stake holders likely to be affected by the incident or hazard.
9. Manager / Supervisor/ Safety representative will monitor and follow up outstanding items on the risk register.
10. Communicate and train workers on notifiable incidents procedures
11. Business has a trained first aid personnel and first aid kit
12. There is a return-to-work process

7.2 Hazard Reporting to Incident investigation and Corrective Actions flowchart;



*If notifiable incident, is there a likely prosecution? If yes, seek investigation under legal privilege.

7.3 Incident and Hazard Report Form – Physical and Psychosocial

Date of incident: ____ / ____ / ____ Time: ____ : ____ (am/pm)

Name of person reporting incident/hazard: _____

Date reported: ____ / ____ / ____

Witnesses _____

3.1 INJURED PARTY

Name of person injured (if applicable) _____

Activity in which the person was engaged at time of accident, near-miss or injury

Nature of injury – includes physical and psychosocial

Part of body injured (N/A if psychosocial)

3.2 TYPE OF INCIDENT OR HAZARD

- | | | |
|---|---|---|
| <input type="checkbox"/> Accident – personal injury | <input type="checkbox"/> Psychological injury | <input type="checkbox"/> Hazard |
| <input type="checkbox"/> First aid | <input type="checkbox"/> Near-miss | <input type="checkbox"/> Notifiable incident to SafeWork SA |
| <input type="checkbox"/> Medical treatment | <input type="checkbox"/> Accident - property | |

Accident: an unplanned incident that results in personal injury or property damage

Hazard: a situation or thing that has the potential to harm a person, the environment or property

Incident: an unplanned event resulting in, or having the potential for injury, ill health, damage or other loss. Accidents and near misses are specific types of incidents.

Injury: any physical or psychological damage caused by exposure to a hazard

Near-miss: an incident that could have resulted in personal injury and / or damage to property

Notifiable to SafeWork SA: an employer must notify SafeWork SA of [fatalities](#), serious injuries/illnesses or dangerous incidents that occur at work as a result of conducting the business

3.3 INCIDENT DETAILS

Location of the incident or hazard

Description of incident or hazard

What factors contributed to the incident or hazard?

1.

2.

3.

4.

5.

6.

3.4 CORRECTIVE ACTIONS

What needs to happen?	By when?	Person responsible?

SIGN-OFF

_____ / _____ / _____

Name of person reporting

Signature

Date

_____ / _____ / _____

Supervisor's name

Signature

Date

_____ / _____ / _____

Manager's name

Signature

Date

(Template adapted from SafeWork SA)

7.4 Notifiable Incident

According to the Vic OHS Act a notifiable incident is one that results in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person requiring immediate treatment as an in-patient in a hospital
- a person requiring immediate medical treatment for injuries, including but not limited to a serious head or eye injury, amputation of any body part, separation of skin, or electric shock

Employers must also notify WorkSafe where a person in the immediate vicinity of an incident is exposed to an immediate risk to their health or safety as a result of:

- damage to any licensed or registered plant or collapse, overturning, failure or malfunction of such plant
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building or structure
- implosion, explosion or fire
- escape, spillage or leakage of any substance including dangerous goods
- plant, substances or objects falling from high places
- in relation to a mine:
 - the overturning or collapse of any plant
 - the inrush of water, mud or gas
 - the interruption of the main system of ventilation
 - any other event or circumstance prescribed by the *Occupational Health and Safety Regulations 2017* (Vic).

7.5 Sample Return to Work Policy - Adapted from Thor Insurance & Registries Ltd – Manufacturer Safety Manual

Purpose

This policy is in place to ensure Company provides meaningful work activity for employees who are temporarily unable to perform all, or portions, of their regular work assignments or duties. This policy applies to employees suffering from either work- or non-work-related injury or illness. The goal is to allow injured company employees to return to productive, regular work as quickly as possible. By providing temporary transitional or modified work activity, injured employees remain an active and vital part of the company. Studies show that a well-constructed return to work policy reduces lost time away from work, allows workers to recover more quickly and makes for a more positive work environment.

Scope

All active employees who become temporarily unable to perform their regular job due to a work-related or non-work-related injury or illness may be eligible for transitory work duties within the provisions of this program. Return to work tasks may be in the form of:

Changed duties within the scope of the employee's current position

Other available jobs for which the employee qualifies outside the scope of his or her current position

An altered schedule of work hours

Definitions

Transitional duty is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though permits multiple 90-day assignments back-to-back if it is medically warranted.

Alternate duty is a part of 's return to work policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

Applicability

Length of Duty

If work is available that meets the limitations or restrictions set forth by the employee's attending practitioner, that employee may be assigned transitional or modified work for a period not to exceed 90 days. Transitional or light-duty work is a temporary program, and an employee's eligibility in these reduced assignments will be based strictly on medical documentation and recovery progress.

Daily Application

An employee's limitations and restrictions are effective 24 hours a day. Any employee who fails to follow his or her restrictions may cause a delay in healing or may further aggravate the condition. Employees who disregard their established restrictions, whether they are at work or not, may be subject to disciplinary action up to and including termination.

Qualification

Transitional or modified duty will be available to all employees on a fair and equitable basis with temporary assignments based on skill and abilities. Eligibility will be based upon completion of the return to work evaluation form by the employee's attending medical professional. An employee on modified duty will be considered part of the regular shift staffing, with recognition of the employee's limitations within the department.

Responsibilities

The following responsibilities apply to various levels within the company.

Senior management will ensure the policy's enforcement among all levels and will actively promote and support this policy and the return to work program as a whole.

Supervisors will support the employee's return to work by identifying appropriate modified assignments and ensuring the employee does not exceed the physician's set restrictions. Supervisors will also stay in regular contact with absent employees and communicate 's attendance expectations clearly. They are also responsible for reporting any problems with employees and this policy to the return to work manager or program supervisor.

Injured or ill workers will notify their supervisors in a timely manner when their condition requires an absence. They will closely follow their physician's medical treatment plan and actively participate in 's return to work program, which includes following all of the guidelines of this policy. Injured employees will also help supervisors identify potential options for transitional duties that they discover. While supervisors are responsible for maintaining constant communication with the injured employee, the worker also has the obligation to maintain contact with about their condition and status. The injured worker will complete all the required paperwork in a timely manner.

The return to work program manager will be trained in understanding the physical and psychosocial aspects of disability and will also understand the nuances of 's return to work program, policies and all associated forms. This individual will be able to testify in court as a vocational expert if necessary. He or she will provide program leadership by facilitating communication between union officials, employees, managers and medical providers. This manager will own the responsibility of creating the job bank and will assist supervisors with on-site problem solving.

Work Schedule

Company will do everything in its power to tailor the restricted work schedule to the injured employee's normal, precondition work schedule. However, depending on the job limitations, it may be necessary for the employee to take on a specifically designed, temporary schedule to accommodate these restrictions.

Communication Expectations

If an employee is unable to work in any capacity, the employee must stay in constant communication with the return to work program manager and the direct supervisor. Each must receive an update of the employee's medical status on at least a weekly basis.

Medical Appointments

Company does not allow employees to schedule medical appointments that interfere with working hours. Employees may use time off for medical appointments if they have it available and if they coordinate the absence in advance with their supervisor. Nonemergency medical appointments that are not scheduled in advance may result in time off being denied.

The employee's physician must complete the return to work evaluation form for each visit to evaluate the impairment. It is the employee's responsibility to inform of his or her medical status after each doctor visit. This applies to both work-related and non-work-related injuries and illnesses that interfere with assigned duties.

Employee Procedures

In the event an injury or illness is work-related, report it to your supervisor immediately, or no later than the end of the shift on which the injury occurs.

Complete and sign a report of injury form.

Let your supervisor know that you are seeking medical treatment and obtain a return to work evaluation form. The return to work evaluation form must be completed for each practitioner visit regardless of your choice of physician and regardless whether the condition is work-related.

Participate in the return to work program on temporary transitional work for up to 90 days while your physician and supervisor continuously review your condition.

Refusal to Participate

If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Employees who choose not to participate in the return to work program or follow all regulations in this return to work policy may become ineligible for provincial workers' compensation benefits, and, in some cases, refusal to participate may be a basis for termination.

7.6 This Poster Must Be Displayed at Work

THIS POSTER MUST BE DISPLAYED AT WORKPLACES

If you are injured at work

Seek medical treatment

The most important thing to do if you have a work-related injury or illness is seek appropriate medical treatment from a provider of your choice.

Tell your employer

You (or someone on your behalf) must notify your employer in writing of any work-related injury or illness as soon as possible. You need to ensure that your injury is reported within 30 days otherwise you may not be entitled to compensation.

You or your employer must then record the details of your injury in the Register of Injuries at your workplace.

Fill in and lodge a Claim Form

To claim entitlements for a work-related injury or illness you must complete a WorkSafe Victoria (WorkSafe) approved Claim Form as soon as possible and give it to your employer. If you have an incapacity for work you must also obtain a Certificate of Capacity from a medical practitioner. Your employer can't refuse your claim, and can't dismiss you for making one.

You can download a Worker's Injury Claim Form from the WorkSafe website or get one from Post Offices, WorkSafe branches or your employer's WorkSafe Agent.

If your claim includes a mental injury, the employer must provide early notification of the claim to WorkSafe within three business days.

If your claim is for weekly payments, your employer is required to forward your claim and any certificates of capacity to your WorkSafe Agent within 10 calendar days of receiving them. The Agent then has up to 28 days to accept or reject your claim.

If you disagree with a decision relating to your claim, your employer, union, WorkCover Assist or Union Assist may be able to help. You can also contact the Accident Compensation Conciliation Service on freecall 1800 635 960 or (03) 9940 1111 or conciliation.vic.gov.au

Support for mental injury

Victorian workers who have suffered from a work-related mental injury can access early treatment and support while they await the outcome of their claim. If your claim includes a mental injury, the Agent will decide if you are entitled to receive provisional payments. This decision will usually be made within five business days of you providing your claim form to your employer. If you are entitled, the reasonable costs of treatment for your claimed mental injury can be paid. If your claim is then accepted WorkSafe will continue to cover these costs in accordance with Victorian workers' compensation legislation. If your claim is rejected, we will continue to cover these costs for up to 13 weeks.

Benefits and support

If your claim is accepted, you may be entitled to:

- ▶ reasonable costs for medical and like services
- ▶ weekly payments if you lose income or require time off work
- ▶ a lump sum payment if you have a permanent impairment
- ▶ sue for damages at common law

If your mental injury claim is rejected, your entitlement to the provisional payment of reasonable medical and like treatment costs will continue for a maximum of 13 weeks.

If you have an incapacity for work your employer must:

- ▶ appoint a Return to Work Coordinator
- ▶ make information about return to work available and plan the return to work
- ▶ provide suitable or pre-injury employment
- ▶ consult with you, your treating health practitioner and occupational rehabilitation provider.


You have a right to be represented, assisted and supported in the return to work process.

Returning to work

Getting back to work after an injury isn't always easy, but it's an important step on the road to recovery. You don't have to be 100 per cent recovered to get back to work.

Focus on what you can do, rather than what you can't. Talk to your doctor and your employer about how they can help you get back.



To find out more about your rights and obligations as an injured worker, visit Claims and recovery at worksafe.vic.gov.au or call WorkSafe's advisory service on freecall 1800 136 089 or contact your union.

 For translated information and resources visit worksafe.vic.gov.au/choose-your-language, or call 131 450 to speak to WorkSafe with an interpreter.

Your employer contact:

Phone:

PO6001/02/05.21

Section 8: Emergency Management

8.1 Purpose

8.2 Outcomes / Key Requirements

8.3 Assessment

8.4 Emergency Response Plans Key Requirements

8.5 Attachment 1 - Emergency Response Plans

8.6 Attachment 2 - Emergency Contacts Poster

8.7 Evacuation Plan – TBA

8.8 Fire Safety

8.9 Spills – TBA

8.10 Evacuation Diagram Factsheet

8. Emergency Management

8.1 PURPOSE

How **COMPANY NAME** will identify potential emergency situations, and adequately respond thus.

8.2 OUTCOMES / KEY REQUIREMENTS

- 1) Management Team will ensure relevant risks to the business are identified and develop appropriate response plans.
- 2) Emergency Response Plans will be communicated to all staff, with relevant training provided as required to allow staff to enact the response plans.
- 3) Emergency Response Plans will be visible to visitors.

8.3 ASSESSMENT

Assessment of risks likely to occur will be conducted by the Management Team, and reviewed with changes occur to any known risk, staffing or physical environment.

8.4 EMERGENCY RESPONSE PLANS KEY REQUIREMENTS

- | | |
|---------------|---|
| Step 1 | Develop plans to respond to each identified scenario in the Emergency Risk Assessment. Template Response Plans Attachment 1 |
| Step 2 | Confirm workers able to undertake these plans and appoint responsibilities, and train if required, including location of building services e.g. gas shut off point. |
| Step 3 | Communicate with staff e.g. on noticeboards and within induction. |
| Step 4 | Test plans and scenarios regularly, annual at least conduct an evacuation drill. Record of drill to be kept see Attachment 8.3 & 8.5 (epidemic) |

8.5 Attachment 1 - Emergency Response Plans

General Emergencies	Serious Injury
<ul style="list-style-type: none"> • Stay Calm • Raise the Alarm <p><i>If immediate danger remove persons from area.</i></p> <ul style="list-style-type: none"> • Contact warden or manager. <p><i>If no response call emergency services on 000</i></p> <ul style="list-style-type: none"> • Move unessential personnel from area • Use fire extinguisher, if trained. • Leave area; <ul style="list-style-type: none"> • Turn off power to area • Close door • Evacuate to safe area 	<ul style="list-style-type: none"> • Stay Calm • Get Help <p><i>Call for First Aider, or manager.</i></p> <ul style="list-style-type: none"> • Contact Emergency Service <ul style="list-style-type: none"> ○ Where emergency is ○ What has happened ○ What is being done ○ Who is calling • Wait to hear instructions • Ensure person is not in danger <ul style="list-style-type: none"> • Make comfortable Render assistance within your capacity
Violence or Threat	Serious Storm
<ul style="list-style-type: none"> • Stay Calm • Provide assistance if possible, note details of individual or voice. • Raise the Alarm – subtly indicate need for help to manager/ nearby person. • Manager or other persons to contact police 000 	<ul style="list-style-type: none"> • Inform staff of risks • Monitor radio and emergency services advice. • If timing allows evacuate building, close store. • Turn off electricity, gas and water at meters. • If remaining, stay indoors, away from windows.
Service Failure-Power out/Water supply	Service Failure – Gas Leak
<ul style="list-style-type: none"> • Stop work. • Turn all devices off at switch • Check supply point –turn off. • If safe, check building – note any faulty emergency lighting • Contact provider. • Keep staff updated on time to fix. 	<ul style="list-style-type: none"> • Stop work. • If leak suspected, evacuate. • If safe, turn off at supply, if possible. • Call emergency services.

8.6 Attachment 2 - Emergency Contacts Poster

Ambulance: 000

Police: 000

Fire: 000

First Aid: _____ **Name:** _____

Local Doctor: [list title, address and number]

Nearest Hospital [list title, address and number]

Utility	Site Shut Off Location	Contact
Electricity		Electrician [enter number]
Gas		Local Authority is: [enter name & number]
Water		Plumber [enter number] Local Authority is: [enter name & number]

Poisons Information Centre: 13 11 26

Insurer / Broker: _____

Site Manager: _____ **Mobile:** _____

(for after hours emergencies)

8.7 Evacuation Plan – TBA

8.8 Fire Safety

Consult a fire safety expert who can better understand, assess and mitigate the fire risk in the work premises.

8.9 Spills – TBA

Evacuation Diagrams

What is the issue?

Some people are confused about the legal requirements for displaying evacuation diagrams in buildings, and where they are required what is the; size, layout, location and content to be included.

This factsheet provides a summary of requirements by state for display of evacuation diagrams.

Legislation and Guidance

State	Reference	Requirement
Queensland	Building Fire Safety Regulation 2008	If the total building floor area > 300m ² evacuation diagram to be: <ul style="list-style-type: none"> – Located on each evacuation route in a visible location. – Oriented to show the actual direction to exit – Displayed on wall or internal side of door
NSW, NT, Queensland, SA and Tasmania	Adopted Model Code of Practice: Managing the Work Environment & Facilities	Display a site plan which includes: <ul style="list-style-type: none"> – location of fire protection equipment, – emergency exits and – assembly areas
ACT, Victoria & WA	Nil	Not prescribed by regulation or code

Australian Standard Guidance

Australian Standard AS 3745: 2010 - *Planning for emergencies in facilities* provides guidance for evacuation diagrams including where to display and what it should include:

Location and properties of diagram:

- + Titled "Evacuation Diagram"
- + Chart size at least 210mm x 297mm, with floor area at least 200mm x 150mm
- + Displayed in a conspicuous location
- + Oriented correctly showing direction from place of display to exit
- + Positioned at height between 1.2m and 1.6m

Diagrams should include the following:

- + "YOU ARE HERE" icon
- + Designated EXITS coloured green
- + Emergency communication & fire equipment coloured red
- + Fire indicator panel location
- + Location of assembly areas & any refuges
- + Validity date
- + Legend to explain the symbols used



Example diagram from Statcom Systems Pty Ltd
www.statcomsystems.com.au

Optional items include; north, first aid stations, hazardous chemical stores, spill response kits, warden details, paths of travel coloured green, emergency information e.g. telephone numbers, fire orders.

19 June 2019

Section 9: Work Environment

9.1 Lighting

9.2 Noise

9.3 Slip and Trips

9.4 House Keeping

9.5 Signage

9.6 Line marking

9.7 Heat Stress

9.8 Hot Surfaces

9.9 Hot Gases and Fluids - TBA

9. Work Environment

9.1 LIGHTING

Purpose

Adequate lighting in the workplace is needed to perform work task effectively and minimise accidents and injuries e.g., being hit by a forklift.

Requirement

<Company> will ensure that there is adequate lighting provided to perform all task in the workplace. If unsure that the lighting levels are adequate or upon receiving any complaints, a lighting assessment of the work area will be conducted by a competent person.

Type of Work Conducted	Recommended Lighting Level (lux)	Comments
General maintenance work <i>e.g. drilling, assembly.</i>	240	
Fine maintenance work <i>e.g. small parts, electronic components</i>	600	Can use task specific lighting to achieve adequate lighting level for task.
General areas <i>e.g. entrance and cafeteria</i>	160	
Facilities <i>e.g. change rooms and toilets</i>	80	
Internal walkways, corridors and stairways	80	
External walkways, stairs and parking lot	40	At night time.
General office work <i>e.g. typing, reading and writing</i>	320	
Fine office work <i>e.g. drawing</i>	600	Can use local lighting to achieve desired lighting level for task.
General production areas <i>e.g. packaging and processing areas</i>	160 240	Can use local lighting to achieve desired lighting level for task. Where label reading or mixing occurs.
Type of Work Conducted	Recommended Lighting Level (lux)	Comments
Inspection work; a) Rough; counting, rough checks b) Medium c) Fine; precision required d) Extra-fine; small and intricate parts e) Minute; very small instruments or parts	a) 160 b) 400 c) 600* d) 1200* e) 1600*	*Can use local lighting to achieve desired lighting level.
Storage areas; a) Rough storage b) Where labels must be read c) Intermittent work e.g. counting d) Sustained work e.g. counting	a) 40-80 b) 160 c) 240* d) 320*	*Can use local lighting to achieve desired lighting level.

9.2 NOISE

Purpose

<Company> is committed to ensure that all its employees are not exposed to harmful noise level. Various circumstances including the type of work and level of communication required for the team working in the area will affect what level of nuisance noise is acceptable.

Legislation

Workers cannot be exposed to noise levels above 85dB(A) for an 8-hour time period or impact noise levels greater than 140dB(C). As a rule of thumb if people have to raise their voice to speak with one another then the levels may be dangerous, and testing should be done.

Key Requirements

- Identify the hazard e.g. the noisy plant or equipment in the workplace
- To confirm if the level of noise in the workplace is within the acceptable limit a risk assessment will be conducted.
- Implement recommended controls as per noise assessment findings.

Controlling Noise Levels

When levels are not suitable to the work or above standard consider these methods:

1. Eliminate; Remove the source of the noise.
2. Substitute; Swap to a quieter plant/ process, this may also be achieved by servicing or adjusting equipment to produce less noise e.g. reduces torque in power tools will be quieter.
3. Isolate; Separate people from the noise, this can be achieved by insulating the equipment or improving sound insulation for the office.
4. Admin; Relocate quiet office works to another location and use the noisy space for activities not as noise sensitive, minimising workers exposure to noise e.g. by task rotation.
5. Personal Protective Equipment; Wearing of hearing protection.

9.3 SLIPS, TRIPS and FALLS

Purpose

Slip trips and falls hazard if not effectively managed can result in cuts, bruises, dislocations and fractures.

Key Requirement in Managing Risk

1. Train workers to recognise slip and trip hazards (e.g. pallet in walkway) and to understand the importance of good housekeeping.
2. Slip and trip hazards should be identified via daily and routine inspections and ad hoc hazard reporting.
3. Implement required controls to eliminate or minimize the risk.

Common slip, trip and fall hazards include:

- spills of liquid or solid material
- wet cleaning methods
- foot traffic or wind-driven rain through doorways
- a sudden change in floor surface, for example joins between carpet and polished timber - void sudden transitions in floor surface texture if possible
- change from wet to dry surface
- dusty and sandy surfaces
- the incline of a ramp/ walkway - slope does not exceed 1:12
- loose or bumpy flooring
- low light levels
- use of unsuitable footwear.

Common trip hazards include:

- ridges in floors or carpets
- worn floor coverings or broken tiles
- potholes and cracks in floors
- changes in floor level
- thresholds and doorstops
- floor sockets and phone jacks
- cables from power extension units
- loads that obstruct vision
- obstacles in traffic areas.

9.4 HOUSEKEEPING RULES

Tip 1. EVERYTHING HAS A PLACE.

Store materials in an orderly manner and ensure everything has a place and is put back in its place

Tip 2. Keep only the necessary items on hand and in storage

Tip 3. Use correct containers for waste, chemicals etc.

Tip 4. CLEAN AS YOU GO Keep the area clean

Tip 5. Always be on the lookout for slip/trip hazards, report and fix. Report and clean up spills straight away

Tip 6. Do not block walk/ traffic ways

Tip 7. Ensure sufficient power sockets to prevent running cables

Tip 8. Separate non-essential people using signage etc.

Line marking can help allocation zones and no go zones – respect the trader yellow line and never obstruct walkways/ emergency equipment







(Adapted from **4S+1** in Toyota Manufacturing)



9.5 Signage

The key method of communicating with public is through signage.

Standard safety signs are used for:

- a. Accident prevention by signalling hazards
- b. To indicate the location of safety and fire equipment
- c. To provide guidance and instruction on procedures
- d. Other elements forming safety information systems

Sign type	Description		Purpose	Example
a) Regulatory Signs				
Prohibition	Circle: White background with red borders and cross bar; black symbol		Indicate that an action or activity is not permitted	
Mandatory	Circle: Blue background; white symbol		Indicates that an instruction must be carried out	
Limitation or restriction	Circle: White background with red borders; black symbol		Place a numerical or other defined limit on an activity	
b) Hazard Signs				
Danger	Oval: Black background with red oval with DANGER in white text. White background with message in black text. AS 1319 recommends no symbols		Warns of a particular hazard or conditions that are likely to be life-threatening	
Warning	Triangle: Yellow background with black border; black symbol		Signs warning of a hazard or hazardous conditions that are <u>not</u> likely to be life-threatening	
c) Emergency Information Signs	Rectangle: Green background; white symbol and/or text		Indicates location of, or directions to emergency related facilities, such as exits or first aid facilities	

d) Fire Signs	Rectangle: Red background; white symbol and/or text		Advises the location of fire alarms and fire-fighting facilities	
e) Other General information signs	Not referenced in AS 1319 Often text only		Communicate information of a general nature to avoid misunderstanding or confusion.	

9.6 LINE MARKING

Line marking is typically used for:

- Traffic Management
 - Indicating traffic flow to vehicles
 - Designating pedestrian walkways
- Designating areas for storage, parking or housekeeping standards
- Advising Clear Zones
- Warning of hazards/ hazardous area



Standards and Codes for Line marking AS 1318 SAA Industrial Safety Colour Code

This standard outlines the preferred use of four (4) main colours; Red, Yellow, Green, Blue in all safety controls. The described general uses of these colours, per the standard are;

- **RED** – **Danger**, Fire Protection Equipment & Emergency STOP buttons
- **YELLOW** – **Warning**; marking for projections, low doorways, travelling conveyors, overhead suspended items, posts or columns, location and width of aisle ways and traffic markings, other hazards
- **GREEN** – **Emergency**; First aid facilities, location of safety showers and respiratory or rescue equipment, safety instructions and Exit signs. Note: Various WorkSafe guides (eg Preventing Forklifts from Injuring People diagrams pages 10 & 11) use “green” for “safe zones”, so use of green for pedestrian ways is reasonable and used by some other companies as well
- **BLUE** – **Mandatory** (obligation) signage e.g. hearing protection must be worn, Information signs eg parking areas, equipment storage, entrances

AS1742 (series) manual of Uniform Traffic Control Devices

This standard is written to apply to public roads, but includes parking controls and standards for parking bays *e.g. shall be marked...white unbroken line 80mm to 100mm wide.*

Guidance Material

WorkSafe 2003 Guidebook of Industrial Traffic Management & Forklift Safety

WorkSafe 2002 Guide to Loading and Unloading Trucks

NSW WorkCover 2009 Traffic Management in Warehousing

9.7 Heat Stress

This will be minimized by:

1. Installing forced ventilation systems like air conditioners or extraction fans or natural ventilation via windows, doors and roof vents/louvres. So moving hot or humid air is replaced with cool drier air
2. Modify work process to be done in indoors in shaded areas
3. Provide areas / refuges for worker to escape the effect of hot environment that is located as close to the work area as possible.
4. Schedule hot work to be conducted at cooler parts of the day at night, early morning or late afternoon rather than midday.
5. Encourage workers to stay hydrated while doing hot work or work in hot environment and provide water as close as possible to the work area. This drinking of water and the replacement of electrolytes should be emphasised while doing task with high sweat scenarios.
6. Workers will be provided with the appropriate PPE while undertaker task capable of causing heat stress e.g.
 - Protective clothing (especially if made from natural fibre, will provide some protection against contact burns and radiation)
 - Wearing light coloured (especially white, and reflective clothing e.g. aluminised) which absorb comparatively little radiant heat energy
 - Wearing lightweight/cotton undergarments

9.8 Managing Risk Relating to Contact with Hot Surfaces

The following precautions will be considered when managing the hazard:

1. Follow safe working practices / procedures when working around hot surfaces.
2. Modify work area or move work areas so limited work is done around hot surfaces.
3. Worker working close to hot surfaces will be trained on the health and safety risks and controls of the task/.
4. Conduct a risk assessment of task that involve working around hot surfaces
5. Insulate hot surfaces to provide protection from contact burns where practicable
6. Prior to commencing work allow the temperature of the source of heat cool down
7. Clad or cover sources of radiant heat
8. Use radiant heat shields or barriers
9. Wear appropriate PPE such as long sleeve shirt and long pants and heat resistant gloves.
10. Install warning signs and stickers regarding hot equipment and surfaces

Safety Action Bulletin: Too Hot To Touch?

Concern

Many workplaces have “thermal hazards”. The typical sources of heat include heat elements, steam pipes and furnaces, and cold hazards including things like extremely cold freezers and subzero (cryogenic) chemicals. This Fact Sheet explains what temperatures present risk to workers if they make inadvertent contact.

Why is this important

For certain temperatures instant contact (less than two seconds) is sufficient to cause an injury (2nd degree burn or greater). If the temperature of an item is sufficiently hot or cold enough it is possible that with an accidental touch or brush for a person to receive an instantaneous burn. Figure 1 plots the temperature vs length of time in contact with the surface, plotted for three levels of damage.

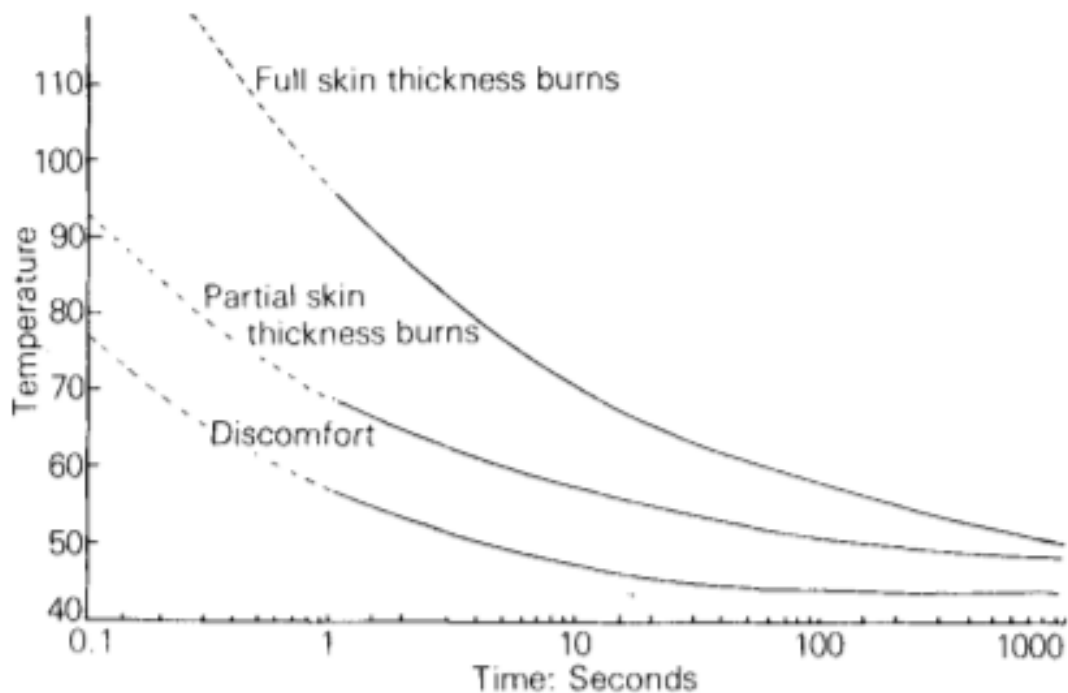





Figure 1: Degree of injury comparing temperature with contact duration [1]

Where the severity of injury is:

1st Degree: Thermal discomfort, e.g. reddening of the skin	 <p>First degree burn</p>
2nd Degree: Partial thickness injury e.g. blistering and haemorrhage	 <p>Second degree burn</p>
3rd Degree: Full-thickness injury extending down to the fat layer and no response to touch	 <p>Third degree burn</p>
4th Degree: Extreme injury which includes damage to the muscles and bone.	No image

However, it’s important to note that these damage levels are not just dependant on temperature but the length of contact time and the type of material which is heated. The table below [Figure 2] shows the changes in burn threshold vs contact periods for a series of common workplace materials, it can be seen that the short contact time (<1 min) burn threshold can vary as much as 10°C depending on the type of material.

Material and Conditions	Burn Thresholds contact periods:		
	1 min	10 min	8 hr+
Material:			
Uncoated metal	51 C	48 C	43 C
Coated metal	51 C	48 C	43 C
Ceramics, glass, etc.	56 C	48 C	43 C
Plastics	60 C	48 C	43 C
Wood	60 C	48 C	43 C

Figure 2: Table of burn threshold vs time for different materials

Pain vs Injury

Business should be mindful that pain threshold of workers exposure to hot surfaces is much lower. Research [3] shows pain threshold was reached at different temperatures depending on the body contact point with the lowest threshold in the chest (42°C), the highest in the foot (44.5°C) and the hand was 43.8°C. Though again these thresholds vary with temperature & exposure time. When planning your heat management strategies, you should keep these thresholds in mind to prevent workers from undue pain or discomfort.

Parts in operator access areas	Maximum	Temperature	(Tmax) °C
	Metal	Glass, porcelain and vitreous material	Plastic and rubber
Handles, knobs, grips, etc., held or touched for short periods only	60	70	85
Handles, knobs, grips, etc., continuously held in normal use	55	65	75
External surfaces of equipment which may be touched	70	80	95
Parts inside the equipment which may be touched	70	80	95

Figure 3: Guideline for maximum surface temperatures [4]

The above table outlines the recommended maximum temperature for common workplace elements and surfaces across a range of materials. Businesses should ensure their workplaces do not exceed these temperatures.

Cold

Similar to Hot surfaces, significant pain and injury can occur for material with extremely low temperatures.

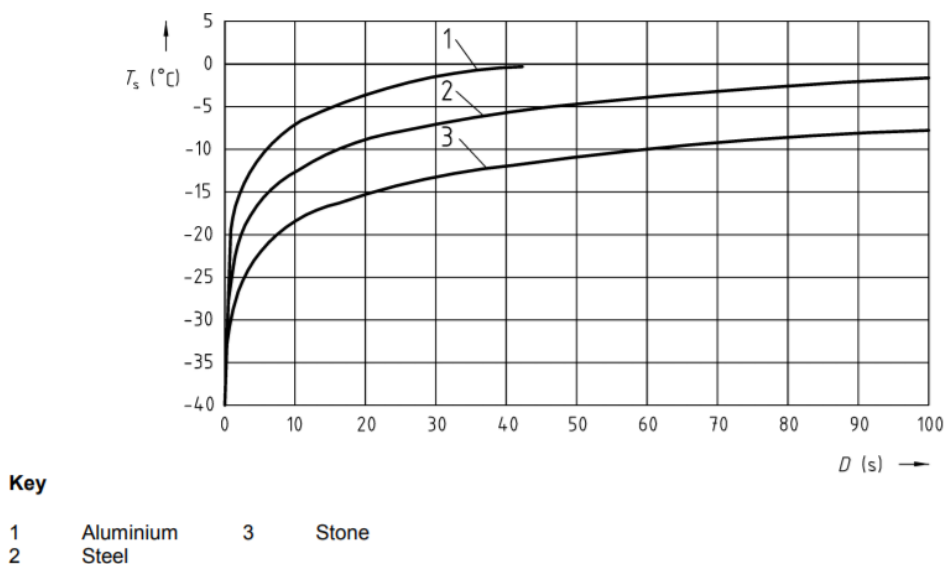


Figure 4: Cold burn threshold for 3 materials plotting temperature vs exposure time [5]

Research on human tolerance to cold has shown that onset of pain occurs at 15°C skin temperature [6], numbness occurs at 7°C [7] and risk of frostbite is risked at 0°C (for a contact duration of only 40 sec) [6]

What you need to do

Undertake a workplace assessment of potentially damaging hot or cold surfaces to determine workers exposure risks. First identify whether there is any exposed very hot or cold surfaces. Because we are more interested in safety e.g. hazards which cause instantaneous burns via the most common material i.e. metal, we recommend you shield:

a) Hot surfaces > 70 °C, and

b) Cold surfaces < -30 °C.

Where it is not practicable to shield the surfaces, ensure a warning sign is displayed and alternate precautions are put in place, including training, procedures, and personal protective equipment.



Reference

- f) J. C. Lawrence, J. P. Bull, IMechE, 1975, Vol 5, No. 3, Thermal conditions which cause skin burns
- g) SA Health (2013). Guidelines for the control of Legionella in manufactured water systems in South Australia, South Australian Government, Adelaide.
- h) Defrin, R., Shachal-Shiffer, M., Hadgadg, M., Peretz, C. Quantitative Somatosensory Testing of Warm and Heat-Pain Thresholds: The Effect of Body Region and Testing Method. Clin J Pain, Vol 22, No.2, February, 2006, pp. 130-136
- i) ISO 13732-1 Ergonomics of the thermal environment – Methods for the assessment of human responses to contact with surfaces – Part 1: Hot surfaces
- j) ISO 13732-1 Ergonomics of the thermal environment – Methods for the assessment of human responses to contact with surfaces – Part 3: Cold surfaces
- k) Havenith, G., van de Linde E.J.G., Heus, R. Pain, thermal sensation and cooling rates of hands while touching cold materials. Eur. J. Appl. Physiol.; 65:43-51 (1992).
- l) Provins, K.A. and Morton, R. Tactile discrimination and skin temperature. J. Appl. Physiol.; 15:155- 60 (1960)
- m) NASA, A New Approach to Defining Human Touch Temperature Standards

9.9 Managing Hot Gases and Fluids - **TBA**

Section 10: Selected OHS Resources

- 10.1 General Workplace Inspection Checklist
- 10.2 Confined Space Entry Permit
- 10.3 Racking Factsheet
- 10.4 Manual Handling - Back Care Card
- 10.5 Portable Ladder Checklist
- 10.6 Safe Use of Portable Ladder Fact sheet
- 10.7 Housekeeping Checklist
- 10.8 Traffic Management Checklist
- 10.9 Workstation Ergonomics Checklist
- 10.10 Working Alone Checklist

GENERAL WORKPLACE INSPECTION CHECKLIST

This should be conducted every month. Allow 20min to walk around and complete.

Location:		Status	
Date:		OK	✓
Assessed by:		Action Required	X

1. General Area

- 1.1 - Recent incidents and hazards have been followed up *e.g. reports completed and actions on hazard register.*
- 1.2 - Supervisor completed weekly area checks, operators completed daily equipment pre-starts *[sample equipment]*
- 1.3 - All exits kept clear and accessible *e.g. no rubbish or storage in walkways*
- 1.4 - Emergency exit signage is indicated, visible from all work locations,
- 1.5 - Facilities e.g. toilets area is clean *e.g. bins regularly emptied, no water on floor.*
- 1.6 - All lights functioning
- 1.7 - Emergency map and instructions displayed in area, up to date and in good condition *e.g. not damaged.*
- 1.8 - Fire extinguishers provided are maintained (within 6 mth service schedule) and accessible (1-meter clearance provided around extinguishers).
- 1.9 - First aid kit(s) provided & location clearly sign-posted
- 1.10 - General work areas clean & free from hazards *e.g. slip and trip hazards*
- 1.11 - Metal rubbish bin provided and used appropriately
- 1.12 - Rubbish not stored near flammable substances
- 1.13 - Safety Notice board: all material is up to date and relevant to the area.
- 1.14 - Tool box talks conducted regularly, staff attendance tracked.
- 1.15 - Any pedestrian/ travel routes through workshop are clearly indicated and obeyed.

2. Tools and Equipment

- 2.1 - All tools and equipment serviced and maintained; *[sample at least 2 of each item including; pre-start checks, any scheduled maintenance overdue, any damage or concerns from staff]*
- List items examined:
- 2.2 - Signage on equipment in good condition e.g. not faded or scratched *[examine on sample items in 2.1]*
- 2.3 - Power tools and equipment inspected and serviced regularly and guards in place. *[examine on sample items in 2.1]*
- 2.4 - arts stored in appropriate areas *e.g. on designated rack or shelves*
- 2.5 - PPE provided and used *e.g. eye protection, welding screens*
- 2.6 - Electrical equipment not used in wet areas

- 2.7 - Lifting equipment in good condition *e.g. chains, and accessible for intended use*
- 2.8 - Tools clear off floor surfaces *e.g. air lines, hoses etc*
- 2.9 - Trolleys in good working order *e.g. wheels and draws all function smoothly, no complaints from staff*
- 2.10 - Danger tags and Lock-out (LOTO) available, and used correctly when in use *[examine any current use of tag/LOTO]*
- 2.11 - All persons in area are authorised, and persons only using equipment they are trained and authorised. *[Observe area]*

3. Chemicals

- 3.1 - All chemicals including dangerous goods and hazardous substances stored in designated location and labelled clearly.
- 3.2 - SDS available for chemicals, issue date within last 5 years *[sample 3 chemicals]*
- 3.3 - Chemical register available and maintained
- 3.4 - Spill containment equipment available in likely area of use, stocked, and clean.

4. Electrical Equipment

Portable electrical items are in good *condition e.g. no frayed leads or broken plugs, sockets or switches [sample at least 3 items throughout workshop]*

5. Work Tasks

- 5.1 - Task lighting clean and in good order *e.g. not broken or flickering*
- 5.2 - Seating & chairs in good *condition e.g. free from damage, cracks or signs of wear, and adjustable if required*
- 5.3 - Trolleys stored away when not in use
- 5.4 - Air conditioners, heaters or fans are working properly and positioned to provide comfort but do not obstruct work or present further risk
- 5.5 - Storage shelves are not overloaded *e.g. not bent or buckled*
- 5.6 - Is the general area ventilated
- 5.7 - Do any staff experiencing physical difficult with tasks or finding manual aids inadequate/ not available when needed. *Ask staff.*
- 5.8 - Contractors in area inducted with work procedure for tasks (e.g. JSA/SWMS/ required permit to work) *[check 1 contactors currently working, or records for 2 recent contactors]*
- 5.9 - Staff satisfied with task work procedures (SOPs) *[ask at least 2 staff]*

6. Mobile Plant and Equipment

- 6.1 - Pre-start check for mobile plant conducted daily, with records maintained
- 6.2 - Mobile plant in good condition *e.g. seat belt functions, no broken lights [check each forklift/ mobile plant]*
- 6.3 - Traffic routes not obstructed, damaged or contain substances that could become a hazard *e.g. oil or dust making slippery*

7. Storage & Racking

- 7.1 - Mezzanine area: Goods in mezzanine floor properly secured
- 7.2 - Racking check completed monthly per Section 23.
- 7.3 - Racking, pallets and shelving in good condition (no signs of damage, bowing or cracks) with goods properly stacked and secured when stored above shoulder height
- 7.4 - Racking signage in good condition and racks loaded within listed capacity
[sample at least 2 bays]

ACTIONS REQUIRED

Issues	Action Required	Person Responsible / Date to be completed by	Comment

10.2 Confined Space Entry Permit

Confined space entry permit

Date required from: _____ Time required from: _____ (am/pm)

Date required until: _____ Time required until: _____ (am/pm)

Description of work (reason for entry): _____

Location of work: _____

Name of competent person in direct control: _____

Names of person(s) (entrants) permitted to enter space (include name(s) of their department / business):

ISOLATION

Space needs to be isolated from (choose all that apply and indicate the isolation location and method):

Water / gas/ steam / chemicals _____

Mechanical / electrical drives _____

Auto fire extinguishing systems _____

Hydraulic / electric / gas / power _____

Sludge / deposits / wastes _____

Locks and / or tags have been affixed to isolation points Yes / No

ATMOSPHERE

The lower exposure limit (LEL) for any flammable gas, vapour or mist must be less than 5% of the (LEL). If this level is between 5% but less than 10% (not at or greater), the worker must be immediately removed from the space unless a continuous monitoring flammable gas detector is used in the space.

If the LEL is equal to or greater than 10% the worker must be removed from the space.

The atmosphere in the confined space had been tested Yes / No

Results of test:

Oxygen	Flammable gases	Other gases
_____ %	_____ %LEL	_____ ppm (less than _____ ppm)
_____ %	_____ %LEL	_____ ppm (less than _____ ppm)

Other airborne contaminants:

The conditions for entry are as marked below:

1. With supplied air breathing apparatus Yes / No
2. Without respiratory protection Yes / No
3. With escape unit Yes / No

HOT WORK

Area clear of all combustibles including atmosphere Yes / No

Type of appropriate fire prevention equipment available:

Suitable access and exit, allowing for emergency procedures Yes / No

Hot work permitted Yes / No

PERSONAL PROTECTIVE EQUIPMENT

Choose all that apply and describe the type of PPE:

Respiratory protection _____

Harness / lifelines _____

Eye protection _____

Hand protection _____

Footwear _____

Protective clothing _____

Hearing protection _____

Safety helmet _____

Communication method with entrants (circle): Voice Radio Mobile Visual Other (specify):

Other _____

OTHER PRECAUTIONS

Warning notices / signs / barricades Yes / No

All persons have been trained Yes / No

Continual air monitoring is required Yes / No

Notes:

EMERGENCY RESPONSE

Procedures / equipment _____

Note: The entry and exit to the confined space must be large enough to allow emergency access. Emergency plant and equipment must be in good working order

STANDBY PERSON

Name: _____

Procedures / equipment _____

AUTHORITY TO ENTER

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed (person in direct control) _____ Date: _____ Time: _____ (am/pm)

This written authority is valid until _____ Date: _____ Time: _____ (am/pm)

SIGN-OFF

This permit is revoked and all persons are out of the confined space and the confined space is secured

Signed (person in direct control) _____ Date: _____ Time: _____ (am/pm)

Note: this Confined space entry permit must be kept until the works is completed, unless there is a notifiable incident in which case it must be kept for 2 years.

Racking Inspections

Issue:

Racking accessed regularly can be easily damaged. When this is not reported or fixed it is common for racking to collapse, leading to serious damage or injuries.

Legislative & Code Requirements:

General duty to provide safe plant and equipment.

Why is This Important?

Most businesses use racking for storage of products, parts or various items of equipment.

Increasingly, thin-walled, high tensile steel pallet racking is being used.

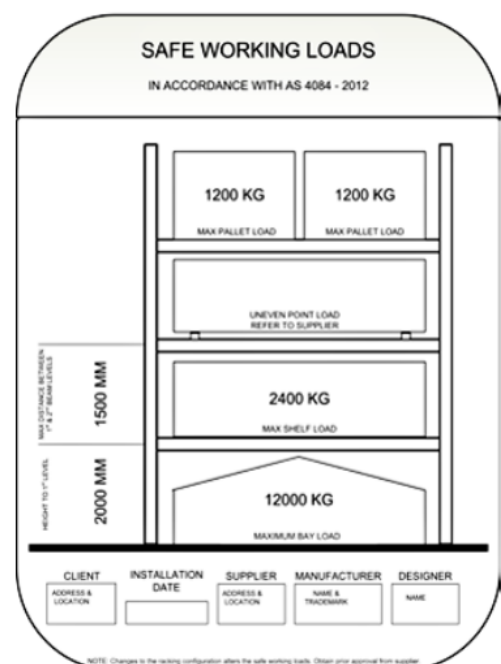
Many people are unaware the danger minor damage to racking can cause.

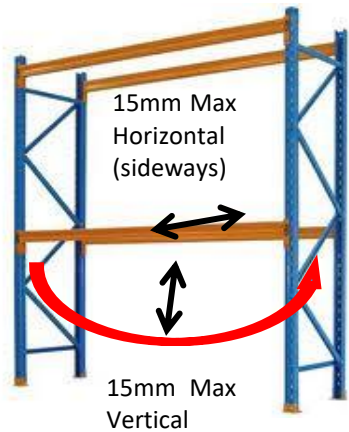


How to Control it?

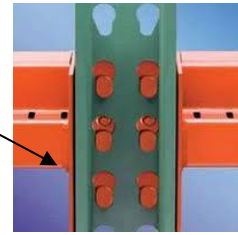
Regular inspections

1. Manufactures plaque displaying Safe Working Loads





2. Correctly Aligned – straight beam connects.
3. Beam connector safety clips in place
4. Not overloaded
5. Upright connection correctly connected.
 - a. Teeth in place
 - b. Aligned with upright
6. Rack Bracing is secure and not buckled



7. Base plates; at least two bolt per upright (where forklifts operate).
 - a. plate is not bent
 - b. no cracking or damage
 - c. bolts not sheared off or bent

8. Pallets and loads are placed correctly.
 - d. Stable and cannot fall
 - e. Placed correctly on beams
 - f. Pallets the correct type to ensure they lock into beams

9. Where regular forklift movement occurs or past damage, install upright protectors. Check these have not taken damage and are secure.

Tag out procedure.




When damage occur or is first identified the section of affected racking, and above area, should be immediately taped off and unloaded of any current stock.

Damage must be reported to manager and repairs organised by a competent person.

Ensure training and management enforcement.

10.4 Manual Handling Back Care Card



Principles for Safe Manual Handling

- 1. PLAN**
 - Assess the load and determine how it will be handled and where it will be placed e.g. weight, size, handles, safe travel path and set down area.
 - Guidance on safe lifting weights;
 - a) 20kg or less for fit healthy adults;
 - b) 5kg if sitting;
 - c) Never attempt manual lifting if 55kg or more.
 - Decide if a lifting device, trolley, or another person is needed to move the object safely, and what PPE is needed eg gloves.
 - Are you fit and healthy for the task? If not ask a friend to help.
- 2. SECURE GRIP**
 - Grip with the whole hand, not pinch grip with fingers only.
 - Maintain secure grip of load.
- 3. SAFE LIFTING**
 - Place feet and body for balance and avoid unnecessary bending, twisting and reaching.
 - Hold load close to your body and use the strongest muscles of the arms and legs to lift and hold the load.
 - Lift slowly, smoothly and without jerking.
 - Extra precautions if load; heavy, awkward or unstable.
- 4. VARY LIGHT & HEAVY TASKS**
 - The job/task should be designed so as to provide alternative tasks that do not heavily stress the same muscles.
 - Lighter tasks allow the active muscles to recover and should be alternated with heavier manual handling tasks throughout the shift.
- 5. TEAM LIFTING (when trained)**
 - Only use team lift if people involved are trained in team lifting.
 - Ideally lifting partners should be of similar strength, height and build.
 - Nominate a person as team leader to co-ordinate the lift.

SA/Resources/MH/Tools/Back Care Cardwww.safetyaction.com.auAug 2019

Good Posture Guide

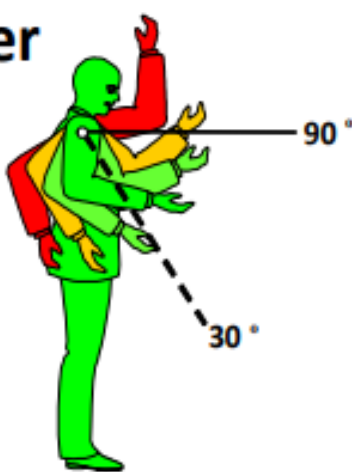
Reduces Injury & Fatigue

= OK

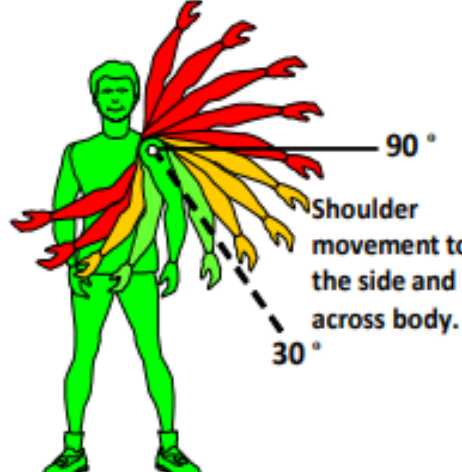
= Moderate Risk

= Risky

Shoulder




Shoulder movement in line with body.

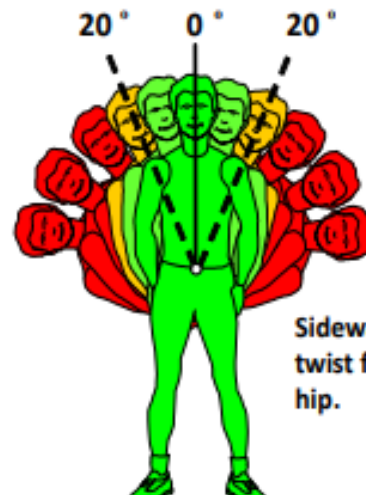


Shoulder movement to the side and across body.

Back




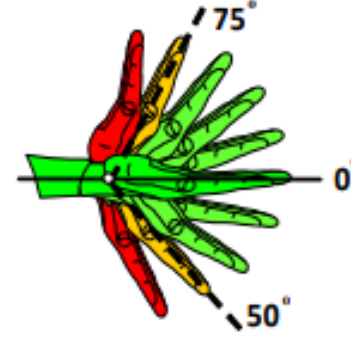
Forward bend from the hip.



Sideways bend or twist from the hip.

Wrist





Acknowledgement: Courtesy Toyota Australia "Green Man"

10.5 Portable Ladder Checklist

<h1>Portable Ladder Checklist</h1>	
Key	OK: <input checked="" type="checkbox"/>
	Action Required: X
	Not Applicable: N/A
Reference: AS 1892.5:2020	
PROCUREMENT OF LADDER;	
1.1 Consider the likely tasks and work environments e.g. is it tall enough for the job? is there an electrical risk? do we need a non-conductive ladder ?	
1.2 Inspect for defects when purchased	
1.3 Ladder instructions including information for use and load rating displayed	
1.4 Consider the duty rating e.g. industrial or domestic	
LADDER SET-UP	
2.1 Prior to daily use visually inspect for defects, damage, or presence of hazard. e.g. grease or mud on rungs or physical deformity or damaged stile or rungs. If unsafe, tag out of service and arrange repair or disposal.	
2.2 Ladder placed on a firm stable surface and secured to prevent movement e.g. use leveller and lashes where applicable.	
2.3 Ladder away or barricaded away from pedestrian or vehicular traffic, especially doorways. Put visible signage when using ladders in areas accessible to other workers or the public.	
2.4 Never leave ladder unattended in public areas	
2.5 Avoid using ladder during adverse weather conditions e.g. high winds or lightning	
2.6 Top of ladder should be evenly supported by its stiles and only leaned on a structure capable of supporting its weight	
2.7 Leaning on a vertical surface ladder should be pitched at an angle 4:1 ratio i.e. the base should be set 1m out for every 4m as it reaches up	
2.8 If leaning against a pole, tree or similar structure use a suitable device like pole chain, strap as advised by competent person to transfer weight to stile. Ladders should not be supported by rung.	
2.9 Ladder stiles extend at least 1m above access area surface.	
SAFE USE	
2.10 Face ladder while climbing or descending including maintaining a grip with both hands and at least one feet contact	
2.11 Use a tool pouch when carrying tools up a ladder	
2.12 Only one person should use a ladder at a time. The only exception is an emergency situation where the users have been trained for that purpose and the ladder certified to be used in such scenarios	
2.13 Double sided step and trestle ladders should be always used in a fully open position	
2.14 Extension and single ladders should not be used to support a plank used for work	
2.15 Fall arrest system confirmed as appropriate to be used with ladder by manufacturer should be used with in accordance with manufacturer's instructions	
2.16 Warning labels and instruction affixed to ladder must be maintained and not removed	
2.17 Temporary repairs must not be made to metal ladder	

2.18 Visually inspect area for electrical risks e.g. overhead power lines	
HANDLING, STORAGE & TRANSPORTING LADDER	
3.1 Manual handling risks assessed for carrying and for handling ladders. Use partner when ladder is long and heavy	
3.2 During transportation prevent ladder from sagging and limit overhang	
3.2 Mark ladders that overhang from vehicles with brightly coloured flags that is visible even in bad weather like foggy conditions	
3.3 Return ladder to storage after use	
3.4 Store ladders where they are protected from the weather	
3.5 Ladder should be easy to reach (e.g. not placed in high racks in storage) to prevent manual handling or stress and strain injury due to excessive stretching.	
3.6 Do not place items on ladders in storage and place away from foreign material like acids.	
3.8 Apply caution when carrying ladders through narrow corridors or areas where your view may be obstructed	
3.9 Racks where ladders are stored must have enough supporting to prevent sagging	

Caution: The information has been summarised to fit into this checklist and some important details may be missing. Seek professional advice if there is any doubt about safety or compliance.

10.6 Safe Use Of Portable Ladders Fact Sheet



FACT SHEET

Safe use of portable ladders

A portable ladder is primarily used for gaining access to areas above or below the ground, or other levels that are not provided with permanent access. The potential for injury in a fall is significant – you should only consider using a portable ladder if other alternatives, such as scaffolding or elevating work platforms, are not reasonably practicable.

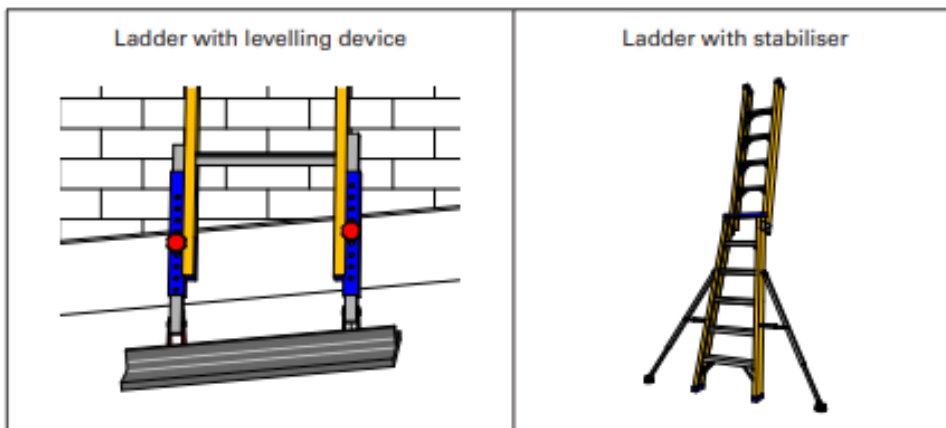
There are limits to the safe use of ladders and they should not be used for working at heights of 6 metres or more. Work done with ladders should be restricted to light duty work that’s performed for short periods of time. For heights above six metres, ladders should only be used for access purposes.

In your workplaces use regularly inspected and maintained industrial ladders that are designed to comply with Australian Standards. They must have a clearly displayed load rating of at least 120kg. Do not use domestic ladders.

Ladder placement

Portable ladders must be supported at the base and positioned on a stable surface. Straight and extension ladders should be secured at both the top and bottom to prevent movement. Avoid using ladders in wet or windy conditions, unless control measures account for these conditions.

For soft, uneven or sloping surfaces, use a support under the ladder feet for levelling and stability – eg planks or a proprietary ladder-levelling device. Be aware of the ground-to-first-rung distance to prevent tripping.



Metal ladders must be fitted with rubber feet, or a similar non-slip material. Do not erect a ladder on a slippery surface as stability depends on friction at the base.

Ladders used near powerlines should be non-conducting types, such as timber (without wire reinforcement or with the wire reinforcement recessed and insulated) or reinforced plastic (includes fibreglass), but not metal. Refer to the *Code of practice for work near overhead power lines* (catalogue no. WC01394). Keep metal or wire-reinforced ladders at least three metres clear of powerlines (or any electrical conductors). Beware of overhead powerlines when putting a ladder into position. Note: check with your workplace regulator for specific clearance distances.

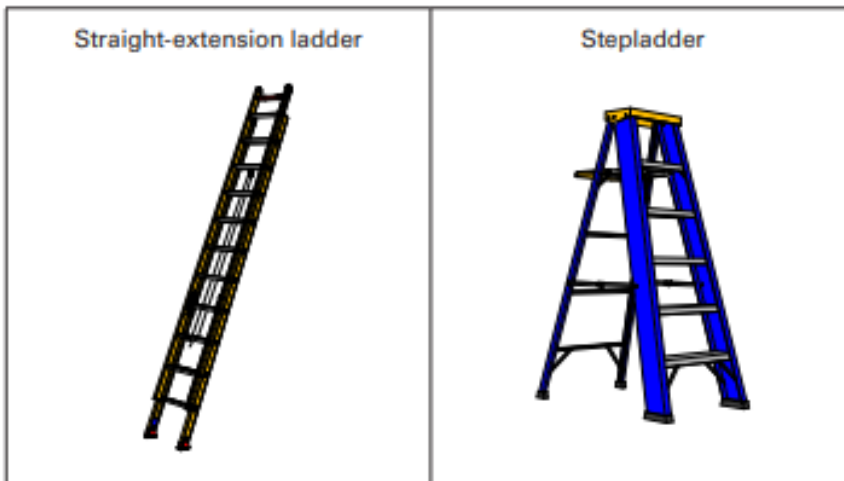
Place ladders away from areas where there are hazards such as sharp objects, machinery or chemicals. Other means of access, other than portable ladders, may be required above these hazardous areas.

Place ladders away from edges such as balconies and other raised surfaces.

When used near traffic areas, ensure that measures are taken to separate the public or other workers from the work activity – ie barriers, rerouting of pedestrian ways. Place ladders away from doors that could hit the ladder when opened, or lock or barricade the doors to avoid inadvertent opening.

Ladder use

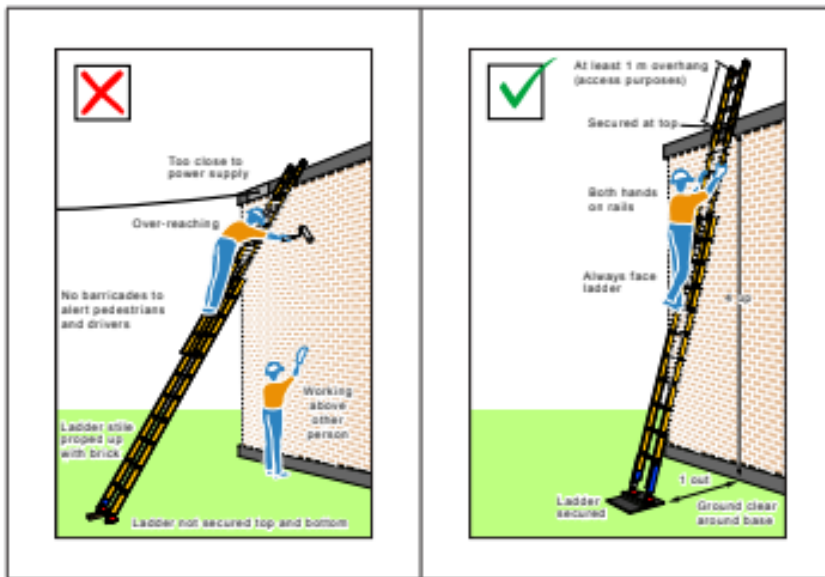
Incidents involving portable ladders frequently occur because the limits on their use and design are exceeded.



The base of a leaning (straight or extension) ladder should extend out one metre for every four metres of height – ie a height to base ratio of 4:1. This minimises the chance of the ladder falling backwards or the base sliding. It is the best slope for using a ladder.

Secure it or tie it off from the stiles (not the rungs) – if it can't be secured, it should be 'footed' by someone holding the stiles or suitable stabilisers to prevent movement.

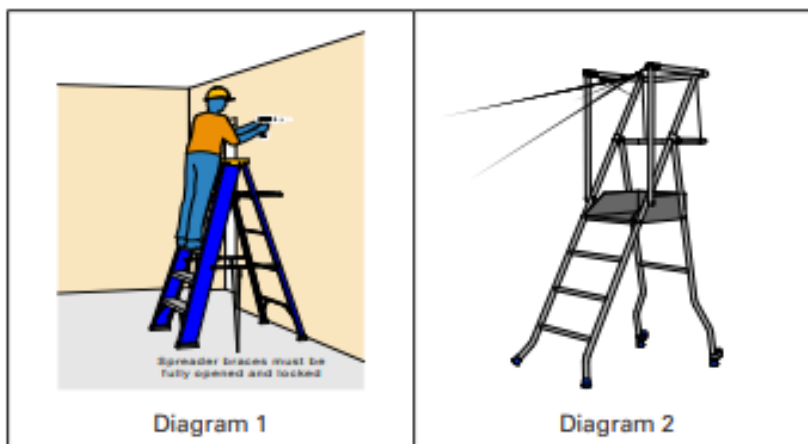
Ensure that the structure the ladder is leaning against is stable and will not break or move away when a person is on the ladder.



While on the ladder:

- Don't climb or place your feet higher than the third rung from the top. This allows you to grasp the ladder at waist height while working.
- Work within easy arm's reach of the ladder. Don't lean over the side of the ladder.
- Maintain three points of contact at all times.
 - Have two feet and one hand, or one foot and two hands, on the ladder when climbing it.
 - Have two feet and one other point of contact with the ladder while working from it, such as one hand or the upper torso leaning against the ladder.
- Wear fully-enclosed, slip-resistant footwear.
- Get off before moving the ladder. Don't walk while standing on it.
- Face the ladder when climbing or working on it.
- Do not work directly over other people. Barricade the area below if required.
- Use only lightweight hand tools on a ladder and ensure that:
 - Use is light-duty work for short durations.
 - They can be used in their normal operating position.
 - Guarding and other safety features on the tools are operational.
 - They can be carried in a tool belt or tool bag, and are not supported from the ladder. Don't attach tools to a ladder unless the ladder is designed for that purpose.
 - Your centre of gravity remains within the stiles.
- For straight and extension ladders:
 - When working from ladders, they should be long enough to provide at least one metre of solid support beyond the height of the task. Where this is not possible, consider using alternative methods, such as a mobile scaffold or elevating work platform.
 - When using ladders for access, they should extend at least one metre above the level being accessed, unless the structure provides adequate handholds.

- For extension ladders, such as the rope-and-pulley type, ensure:
 - They are placed into position, unextended. Extend a few rungs at a time using the rope.
 - Latching hooks are engaged after each extension.
 - Good manual handling practices are applied. Two people may be required to raise and lower, depending on the type of ladder, the location and weather conditions.
 - To apply adequate weight at the base when lowering to prevent it becoming uncontrollable.
- For stepladders:
 - Position with the treads facing the work activity with spreader braces fully opened and locked. See diagram 1 below.
- For stepladders with working platforms:
 - Some stepladders have a working platform on which to stand and these should only be used when the height of the work is compatible with the height of the platform. These platform ladders should have guardrails around the working platform, which should be inspected for damage prior to use, as they can be susceptible to damage in transport and storage. See diagram 2 below.
- For multi-purpose ladders:
 - These are portable ladders that have one or more pairs of articulation joints enabling the ladder to be configured for use relating to a variety of activities. Manufacturers instruction are required to be followed when they are configured.
 - When these are being used as portable ladders they should be used in accordance with the advice above that corresponds to the configuration in which they are being used – ie either as straight or stepladders.



Maintenance

Ladders must be regularly inspected and maintained by a competent person as per manufacturer's specifications, and their designs must comply with Australian Standards.

Follow manufacturers recommendations for maintenance and inspections.

A competent person must inspect ladders before each use. Don't paint wooden ladders. Use a transparent preservative to ensure that defects can be easily detected. If defects are detected on any type of ladder, repair it as per the manufacturer's instructions before further use or, if this is not possible, destroy it to prevent further use.

Repair or destroy ladders that have:

- Warped, splintered, cracked or bruised timber stiles and faults that are masked by paint.
- Twisted, bent, kinked, crushed or cracked metal stiles, or damaged feet.
- Missing, worn, damaged or loose rungs, steps, treads or top plates.
- Missing, broken or loose tie rods or damaged step ladder stays.
- Missing, broken or worn ropes, braces or brackets.

Checklist

Ensure that the ladder is:

- An industrial ladder complying with the relevant part of AS/NZS 1892 series – ie labelled as rated for 120kg or more.
- Appropriate for the task – used for light-duty and short duration work only.
- In good condition and not damaged.
- Positioned on firm, level ground or that appropriate supports are provided – eg ladder leveller, plank, stabilisers.
- The correct height to avoid reaching or stretching.
- Not too close or too far from the support structure.
- Secured (and has all locking devices secured).
- Not supported by the rungs.
- Used with three points of contact maintained.
- Slip resistant at the base and on the rungs.
- Non-conducting, if used near powerlines or a minimum of three metres from powerlines, if metallic.
- Only used if the area below is clear of people.
- Not used on scaffolding, unless specifically designed for scaffold use.
- Not used on elevating work platforms to get extra height.
- Not used in wet or windy conditions, unless using work practices that are developed for such conditions.
- Not used near traffic areas, unless the working area is isolated.

Further information

The *Occupational Health and Safety Act 2000* requires that employers and those in control of workplaces to take all necessary steps to ensure that safe systems of work are implemented, maintained and supervised, and that persons undertaking such systems are provided with adequate information and training to ensure their own safety.

Clause 56 of the *Occupational Health and Safety Regulation 2001* provides more specific obligations for preventing falls from heights.

The codes of practice *Safe work on roofs: Part 1 – commercial and industrial* (catalogue no. WC00304) and *Safe work on roofs: Part 2 – residential buildings* (catalogue no. WC00308.1) provide employers, self-employed people and workers with practical advice on preventing injury to people engaged in work on roofs, including the use of ladders.

See the following Australian and New Zealand standards:

- AS/NZS 1892.1 – 1996 *Portable Ladders Part 1: Metal*.
- AS 1892.2 – 1992 *Portable Ladders Part 2: Timber*.
- AS/NZS 1892.3 – 1996 *Portable Ladders Part 3: Reinforced Plastic*.
- AS/NZS 1892.5 – 2000 *Portable Ladders Part 5: Selection, Safe Use and Care*.

For information on trestle ladders, please refer to WorkCover NSW position paper *Requirements for trestle ladders in NSW* (catalogue no. WC04943).

For more information, call 13 10 50 or visit workcover.nsw.gov.au

Disclaimer

This publication may contain occupational health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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10.7 Housekeeping Checklist

Site housekeeping inspection checklist



Employers should regularly inspect the worksite to ensure employees follow the rules and are keeping the workplace tidy and organized.

Read guidance on Site housekeeping at www.worksafe.vic.gov.au/site-housekeeping-safety.

Complete this checklist to record your inspections. Record any required actions in the Actions table.

Inspector

Site inspector

Date

--	--

Ground/Flooring

Question	Yes	No	Action is required
Are there any trip hazards, including steps, potholes or uneven surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ramps adequately supported and stabilised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ground smooth, dry and free of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trenches covered or barricaded? (Work in trenches more than 1.5m deep is high risk construction work and will require a safe work method statement.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Delivery and storage of equipment and materials

Question	Yes	No	Action is required
Is there a designated area for deliveries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do deliveries block walkways or nearby footpaths?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the storage area orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are items stacked appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If racking is used, is it appropriate and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are deliveries scheduled 'just in time' to reduce quantity of materials needing storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Access and movement around the site

Question	Yes	No	Action is required
Are the site access and exit points clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are driveways and footpaths clear of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are scaffolds clear of debris and material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walkways wide enough for equipment and is access safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment stored in designated areas when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the site properly lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.8 Traffic Management Checklist

TRAFFIC CONTROL MEASURES CHECKLIST



This checklist can help you implement effective control measures in your workplace.

Using this checklist is not mandatory—you can use whatever means are most useful and practical to identify the traffic control measures to be used specific to your workplace.

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Separation			
Are separate entries and exits provided for vehicles and pedestrians including visitors?			
Do the entries and exits protect pedestrians from being struck by vehicles?			
Does the layout of the workplace effectively separate pedestrians, vehicles and powered mobile plant?			
Are systems in place to keep pedestrians and moving vehicles or plant apart like physical barriers, exclusion zones and safety zones?			
Vehicle routes			
Are the roads and pathways within the workplace suitable for the types and volumes of traffic?			
Are loading zones clearly marked?			
Do vehicle route designs take into account vehicle characteristics under all conditions, for example emergency braking, running out of fuel or adverse weather?			
Are there enough parking places for vehicles and are they used?			
Are traffic directions clearly marked and visible?			
If a one way system is provided for vehicle routes within the workplace is it properly designed, signposted and used?			
Are vehicle routes wide enough to separate vehicles and pedestrians and for the largest vehicle using them?			
Do vehicle routes have firm and even surfaces?			
Are vehicle routes kept clear from obstructions and other hazards?			
Are vehicle routes well maintained?			
Do vehicle routes avoid sharp or blind corners?			
Pedestrian routes			
Are pedestrian walkways separated from vehicles?			
Where necessary are there safe pedestrian crossings on vehicle routes?			
Is there a safe pedestrian route which allows visitors to access the site office and facilities?			
Are pedestrian walkways clearly marked?			
Are pedestrian walkways well maintained?			
Vehicle movement			
Have drive-through, one-way systems been used to reduce the need for reversing?			



Safe Work Australia Contact Information
 Phone 1300 551 832 | Email info@swa.gov.au | Web www.swa.gov.au



978-1-74361-675-8 [Multi-Vol. Set]

TRAFFIC CONTROL MEASURES CHECKLIST

2

CONSIDER THE FOLLOWING	Yes	No	Comments / Action
Are non-essential workers excluded from areas where reversing occurs?			
Are vehicles slowed to safe speeds, for example speed limiters on mobile plant or chicanes on vehicle routes?			
Do drivers use the correct routes, drive within the speed limit and follow site rules?			
Signs			
Are there speed limit signs?			
Are there clear warnings of powered mobile plant hazards?			
Is there clear signage of pedestrian and powered mobile plant exclusion zones?			
Is there enough lighting to ensure signs are visible, particularly at night?			
Warning devices			
Are flashing lights, sensors and reversing alarms installed on powered mobile plant?			
Information, training and supervision			
Do powered mobile plant operators have relevant high risk work licences? Are they trained in operating the particular model of plant being used?			
Have workers received site specific training and information on traffic hazards, speed limits, parking and loading areas?			
Is information and instruction about safe movement around the workplace provided to visitors and external delivery drivers?			
Is the level of supervision sufficient to check traffic movement and ensure safety of pedestrians and drivers?			
Personal Protective Equipment			
Is PPE like high visibility clothing provided and used where necessary?			
Vehicle safety			
Have vehicles and powered mobile plant been selected which are suitable for the tasks to be done?			
Do vehicles have direct visibility or devices for improving vision like external and side mirrors and reversing sensors?			
Are vehicles fitted with effective service and parking brakes?			
Do vehicles and powered mobile plant have seatbelts where necessary?			
Is there a regular maintenance program for all vehicles and powered mobile plant?			
Is there a system for reporting faults on all vehicles and powered mobile plant?			
Do drivers carry out basic safety checks before using vehicles?			
Are there any other control measures that should be implemented to manage risks at your workplace?			

JULY 2014

10.9 Workstation Ergonomics Checklist

Workstation Risk Assessment

A well designed workstation can reduce the risk of injury. The following checklist is provided to assist in setting up and assessing your own workstation. The outcomes of this assessment should be discussed with your **Workplace Manager** and/or **Management OHS Nominee**. The **Workplace Manager** and/or **Management OHS Nominee** should be notified if there is pain or discomfort.

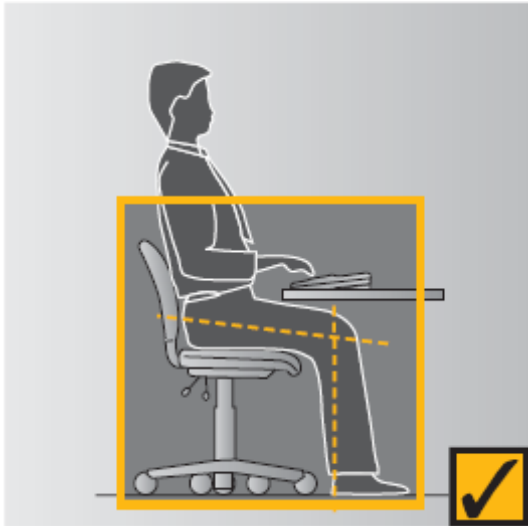
For further information contact the **OHS Advisory Service** on **1300 074 715**.

Assessment Details			
Employee name:			
Workplace Manager name:			
Location of workstation:			
Date of assessment:			
Expert assessor name: (if required) ¹			
Completed Ergonomics eLearning Module	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please proceed to the LearnED to complete the module and then proceed to complete this form.
1. Hazard Identification			
Nature of tasks undertaken on a daily basis List your main daily tasks: <hr/> Do you change your posture (e.g. move away from your workstation, stretching) at least every 30 minutes? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Are rest breaks and micro pauses taken regularly? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Do you vary and rotate the types of tasks you undertake? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Do you look away from the screen every 20 minutes for at least 20 seconds? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> Current issues/comments 			

¹ If required: When working from home, an expert assessor is not required.

Assessment Details

2. Chair
Refer to manufacturer's instructions that are provided with the chair.



Can you adjust your chair height so that your feet are flat on the floor and thighs are horizontal? Yes No



Can you adjust the seat tilt to be horizontal or slightly forward, to your own preference? *Refer to dotted lines on diagram?* Yes No

Can you raise the backrest until the lumbar support fits with the curve of your lower back? Yes No

N.B Whilst seated adjust the forward/backward lever on the chair until the position of the backrest exerts a comfortable pressure on the lower back

Is there a 2-3 finger-width gap between the front of the seat and the back of your knee? Yes No

Can you place your chair at a comfortable typing or viewing distance from the screen? Yes No

N.B Chair armrests should be positioned to fit under the desk.

Comments

3. Desk



Do you have an adjustable keyboard shelf, if yes, is it elevated to the desk height to ensure a level work surface? Yes No

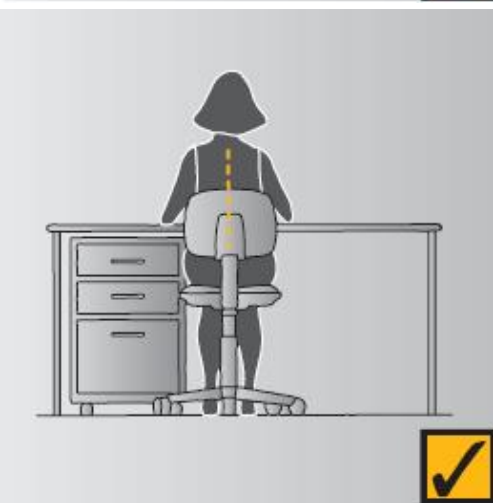
Is your desk at an appropriate height whereby your shoulders are relaxed and elbows are slightly above the level of the desk, bent at 90 degrees? Yes No

If the desk is too high and cannot be adjusted

Adjust the height of the chair and make use of a footrest, if required.

If the desk is too low

Consult with your Workplace Manager about modification or replacement if your desk is too high/too low.



Is there adequate clearance under your desk to accommodate your chair and legs? Yes No

Are objects such as rubbish bins, storage boxes, and bags stored under the desk? If yes, remove the objects to ensure you are positioned directly in front of your monitor to avoid twisting or awkward posture of the spine. Yes No

Are the frequently used items on the desk stored no more than an arm's length away? Yes No

Comments

4. Footrest



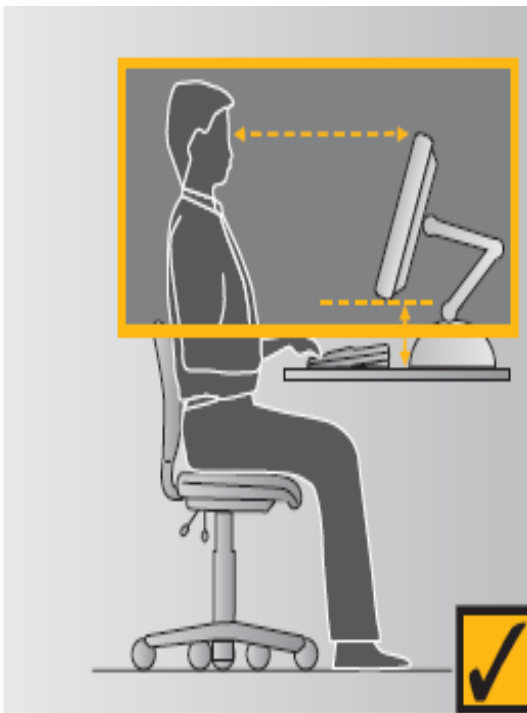
Can you comfortably place your feet flat on the floor after adjusting your chair, If no, you may require a footrest. Yes No N/A

Can you adjust the footrest? Yes No N/A

Is the footrest stable when your feet are resting on it? Yes No N/A

Comments

5. Single monitor set-up



Is the top of the monitor (including laptops positioned so that it is level with your eyes? Yes No

N.B: If you wear bi or trifocals, the monitors will usually be positioned lower so that you do not have to tilt your head up to view the screens.

Are you able to adjust your monitor to the correct height? If no, a monitor stand may be required. Yes No

Is your monitor approximately arm's length away from your seated position? Yes No

When looking at the screen, is your head upright (not bent forward or backward)? Yes No

Is the screen set to an appropriate brightness, size, colour and contrast? Yes No

Comments

6. Dual monitor set-up



Diagram 1



Diagram 2

Comments

Are both monitors the same size and height? Yes No

Are both monitors adjusted to the correct height, see section 5. Yes No

Can both monitors be placed at approximately arm's length away from your seated position? Yes No

Are both monitors set to the same resolution to minimise eyestrain? Yes No

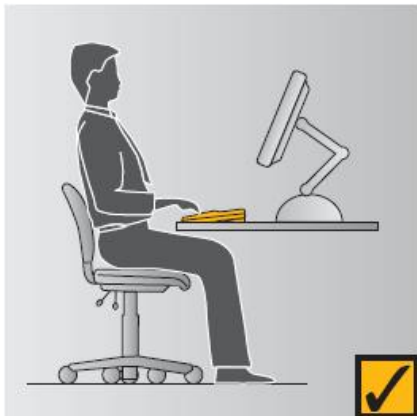
Do you use both monitors for an equal amount of time? Yes No N/A

If yes, set the monitors next to each other. The monitors should be positioned directly in front of the user in a slight outward "V" shape. *Refer to diagram 1*

Do you use one monitor as the primary monitor? Yes No N/A

If yes, position it directly in front of you and place the secondary monitor to the right or the left at about a 30-degree angle to the primary monitor. *Refer to Diagram 2*

7. Keyboard



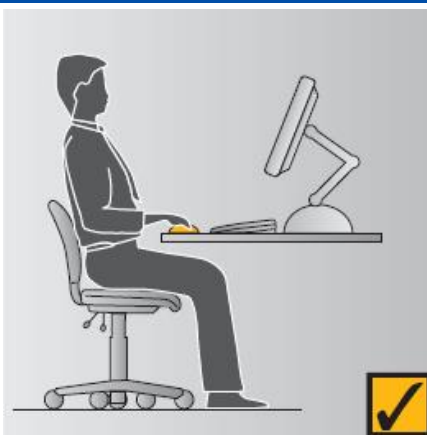
Is your keyboard aligned with the monitor and placed directly in front of you near the front edge of the desk? Yes No

Are the feet of the keyboard lowered to reduce the height and angle of the keyboard to prevent bending of the wrists? Yes No

Comments



8. Mouse



Is your mouse and keyboard on the same level and used as close to you as possible? Yes No

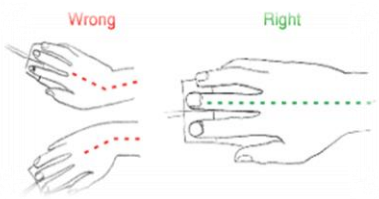
Do you use keys on the keyboard to reduce mouse use? Yes No

When using the mouse do you keep your wrist as straight as possible? Yes No

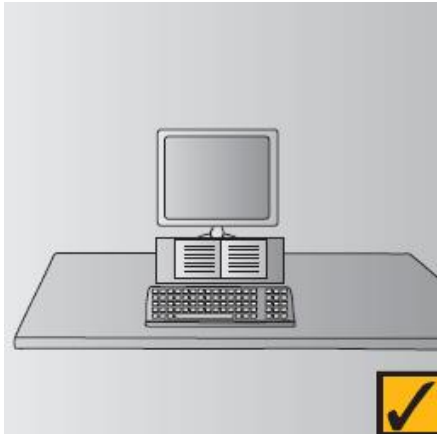
Is your mouse and keyboard close to one another? Yes No

Do you alternate between hands to reduce time spent using your dominant hand? Yes No

Comments



9. Referencing documents



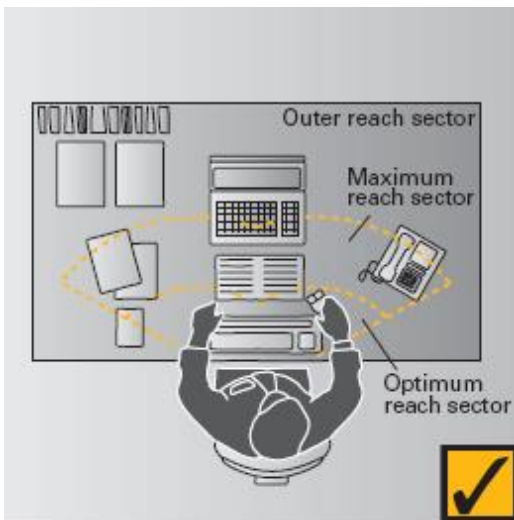
Do you regularly reference documents?

Yes No

If yes, you may require a document holder or should try to place the document directly between the keyboard and the computer monitor to reduce neck and back twisting.

Comments

10. Telephone



Is your telephone within your optimum reach sector?

Yes No

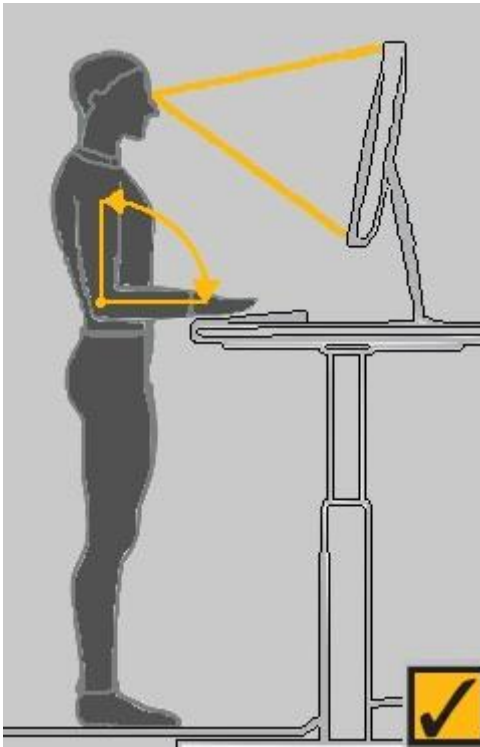
It should be placed so that you do not have to twist your back to reach or operate it. Try moving your chair if the telephone is not directly in front of you.

Can you maintain a comfortable, upright head posture when using the telephone? (E.g. not holding the phone between neck and shoulder).

Yes No

Comments

11. Standing workstation



Is the height of the desk just below elbow height? Yes No

N.B: Your shoulders should be relaxed and your elbows bent at approximately 90 degrees.

Is the top of monitor just below or at eye level? Yes No

When standing, are the head, neck, torso and legs should be in line Yes No

Is the keyboard and mouse on the same level? Yes No

Are alternated postures adopted (e.g. standing and sitting)? Yes No

N.B: To minimise leg fatigue, alternate between standing and sitting approximately every 20-30 minutes, or as needed and utilise an anti-fatigue mat.

Comments

12. Notebook or laptop computers



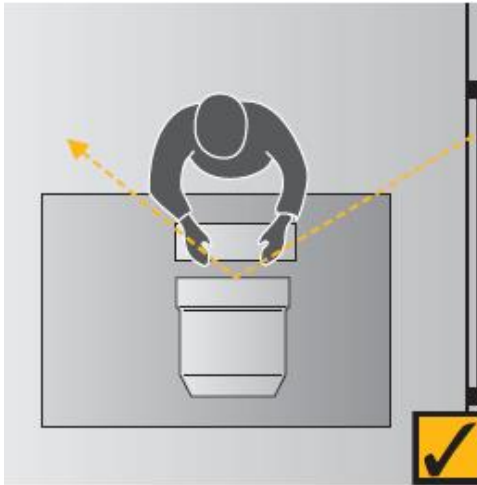
Can your laptop be placed on an adjustable stand or attached to a docking station? Yes No

Do you have an external monitor, keyboard and mouse? Yes No

Comments

13. Workstation Environment

Your office environment influences your personal comfort and plays a role in your productivity.



Is your computer monitor in a position so as to maximise light cast over your desk and to avoid reflections on the screen or glare behind the screen. **Yes** **No**

Is your working environment too loud? **Yes** **No**
Please provide comments below.

Is your working environment too hot / cold? **Yes** **No**
Please provide comments below.

Does your working environment have adequate ventilation? **Yes** **No**
Please provide comments below.

Is the electrical equipment in your working environment in good condition -no frayed cords, no double adaptors, adequate electrical equipment ventilation? **Yes** **No**
Please provide comments below.

Is there a Residual Current Device (RCD) installed at the workplace? **Yes** **No**
Please provide comments below.

Is there a smoke alarm installed and fire extinguisher available? **Yes** **No**
Please provide comments below.

Comments

The following section is to be completed by the **Workplace Manager** or **Management OHS Nominee** and in some instances an Expert Assessor in consultation with the employee. The controls implemented should be trialled for a week and if discomfort persists, please contact the OHS Advisory Service to arrange an Ergonomic Assessment. Please see risk matrix below for further guidance on conducting the risk assessment.

Risk Assessment and Controls						
Hazard identification (use references from previous sections)	C	L	Risk Level	Controls	Date Implemented	Date Reviewed

Review Controls in consultation with employee.	
Verification in consultation with employee and Workplace Manager and/or Management OHS Nominee that controls are effective.	
Workplace Manager and/or Management OHS Nominee <input type="radio"/> Effective <input type="radio"/> Not effective Date: / /	Name: Signature:
Employee <input type="radio"/> Effective <input type="radio"/> Not effective Date: / /	Name: Signature:

Workstation Risk Assessment

Using the Matrix

1. Evaluate the **consequences** of a risk occurring according to the ratings in the top row.
2. Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column.

Calculate the **level of risk** by finding the intersection between the likelihood and the consequences.

1. Consequence

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

2. Likelihood

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("Once in a life time / once in a hundred years")
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

3. Risk level

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Key

Descriptor	Definition
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification
Medium:	Notify Nominated employee, HSR / OHS Committee. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / OHS Committee. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time.

10.10 Working Alone Checklist



Government of Western Australia
Department of Commerce

Working alone

safety checklist

Check	yes	no	n/a
Risk assessment			
Has a risk assessment has been undertaken covering issues such as length of time the person is working alone, time of day, location and the nature of the work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have identified hazards been eliminated or adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information, instruction and training			
Has the person working alone been provided with adequate information and instruction to be able to work safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication			
Is there is a system in place for communication with workers working alone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the working alone system ensure that workers have means of communicating in the event of an emergency? For example mobile phones and/or duress alarms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the means of communication is vehicle based, do the working alone procedures cover the person when they are away from the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the system require regular contact to be maintained with workers to ensure safety and supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the employer have knowledge of the location of all workers at all times during work shifts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency supplies			
Is the worker provided with emergency supplies such as adequate drinking water and first aid equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance			
Are machinery and equipment regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Guidance note

- Working alone

Bulletin

- Travelling in remote locations

A6968736



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West Perth WA 6005
Telephone: 1300 307 877
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Email: safety@commerce.wa.gov.au