

100%

RISK MANAGEMENT




# WHS (OCCUPATIONAL) MANAGEMENT SYSTEM



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Any changes to either work processes, procedures, or legislative requirements are to be reflected in the workplace health and safety management manual and the revision details are to be recorded below.



# 1. INTRODUCTION

**Insert Your Company** acknowledges that the workplace health and safety law requires employers to ensure, so far as is reasonably practicable, the workplace health and safety of both employees and non-employees (inclusive of contractors, visitors and members of the public).

**Insert Your Company** is committed to being on the offensive to search for, detect and eliminate, so far as is reasonably practicable, all foreseeable areas of risk to health and safety.

To determine what is reasonably practicable, all relevant matters will be considered and evaluated. This shall encompass an assessment of:

- The seriousness of the risk.
- The availability and suitability of ways to eliminate, or minimise the risk.
- The efforts, time and cost of eliminating, or reducing the risk to the lowest reasonably practicable level.

## 1.1. Company Details

Company Name:	
ABN:	
Head Office Address:	
Postal Address:	
Phone:	
Fax :	
Email:	
Website:	

## 1.2. Company Safety Mission Statement

**Insert Your Company** is a strong, professional corporate business with family values. One of our core business objectives is to provide a high-level service that sets the benchmark for the industry in Australia, with the intention of being the industry leader in a wide range of services.

Our health and safety objectives include:

• Implementing effective processes and procedures to identify hazards, assess risks and eliminate or control risks to the lowest reasonably practicable level.

- Providing mechanisms for communication and consultation with workers.
- Developing and implementing systems of work that are safe and without risk, or minimizing risk to a reasonably practicable level.
- Providing plant, equipment, chemicals and substances etc that are safe and without risk when properly used.
- Providing adequate information, instruction, training and supervision to workers and providing adequate facilities for the welfare of workers.



- Monitoring conditions at the workplace to prevent incidents, illness and injuries.
- Providing a prompt and professional service, that consistently meets or exceeds our client's expectations.
- Developing a strong culture of health and safety across the organization, where key processes are measured and interested parties' needs and expectations are understood and achieved.
- Striving for continual improvement in health and safety.
- Attaining health and safety objectives by controlling the way our organization's products and services are **designed**, manufactured, distributed, stored and disposed of.

### 1.1. Our Safety Strategy

This workplace health and safety management manual is a document that will be adopted by **Insert Your Company**. The manual details the responsibilities, methods and requirements to enable a workplace to operate safely and in line with a benchmark standard.

This manual and strategy rely on consultation, cooperation and the assistance of employees, contractors and any third parties involved in the process for its full implementation and the subsequent success that will be achieved.

It is a mandatory requirement of **Insert Your Company** that no person shall undertake work activities before having been inducted into the workplace health and safety management manual and any project-specific induction requirements.

All workers, contractors and third-party persons must be advised of any changes in workplace safety and the location of the workplace health safety management manual.

## 2. DEFINITIONS

Term	Definition
<b>Acceptable Level of Risk</b>	<p>For a risk to a person or property to be at an 'acceptable level', activities must be carried out so that the level of risk for the activities —</p> <ul style="list-style-type: none"> <li>• Is within acceptable safety limits, having regard for each relevant safety requirement; and</li> <li>• Is as low as is reasonably practicable.</li> </ul> <p>To decide whether the level of risk is within acceptable safety limits and as low as reasonably practicable, regard must be made to —</p> <ul style="list-style-type: none"> <li>• The likelihood of injury or illness to a person, or of property damage from the risk; and</li> <li>• The probable severity of the injury, illness or damage; and</li> <li>• Whether or not the risk is avoidable by reasonable means.</li> </ul>
<b>Appropriately Qualified</b>	<p>For the performance of a function or exercise of a power, includes having the qualifications, experience and competence to perform the function or exercise the power.</p>

Term	Definition
<b>Authority</b>	Means the regulator established by legislation prevailing within the State where work is undertaken.
<b>Competent Person</b>	Is a person who has acquired, through a combination of training, qualification or experience, the knowledge and skill necessary to undertake their work safely or discharge their functions in accordance with company expectations.
<b>Contractor</b>	Shall mean the vendor upon which the order contract has been placed for the performance of the work, all levels of sub-contractor and consultant/s as engaged by the contractor for works in conjunction with the contract order.
<b>Control Measures</b>	Are measures put in place to eliminate or manage exposure to identified risks.
<b>Electrical Work</b>	Is the manufacturing, constructing, installing, repairing, maintaining, repairing, testing, moving, or removing of electrical equipment.
<b>Hazard</b>	Is anything or any dangerous substance or condition in the work environment that has the potential to cause injury, illness or harm.
<b>Incident</b>	Is an unplanned event resulting in or having a potential for injury, ill health or damage or other loss.
<b>Notifiable Incident</b>	Means an incident that results in or has the potential to result in: <ul style="list-style-type: none"> <li>• The death of a person.</li> <li>• A serious injury or illness of a person, (refer to section 36 of the WHS Act).</li> <li>• A dangerous goods incident, (refer to section 37 of the WHS Act).</li> </ul>
<b>Person Conducting a Business or Undertaking (PCBU)</b>	Means an individual, entity, partnership or unincorporated association as defined in the WHS Act section 5 who have the primary duty of care to ensure, so far as is reasonably practicable: <ul style="list-style-type: none"> <li>• The health and safety of its workers while they are at work.</li> <li>• That the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU.</li> </ul>
<b>Personal Protective Equipment (PPE)</b>	Includes any clothing, equipment and substance designed to be worn by a person, and to protect the person from risks of injury or illness.
<b>Risk</b>	Is the possibility that harm (death, injury, illness, or damage) might occur when exposed to a hazard or unplanned event.
<b>Risk Assessment</b>	is the process involving the identification of hazards, assessment of the risks imposed by the hazard, engagement of strategies to control the risk and monitoring and reviewing the effectiveness of the controls put in place.

Term	Definition
<b>Risk Control</b>	Means acting to eliminate, or control health and safety risks so far as is reasonably practicable.
<b>Safe/Safety</b>	Relates to a state in which the risk of harm, or damage is eliminated or controlled to an acceptable level.
<b>Worker</b>	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour-hire company who has been assigned work, an apprentice or trainee or a student gaining work experience. May also be referred to as 'personnel'.

## 2.1. Workplace Health and Safety Management Manual Convention

The following terms in this document apply:

**Will, shall or must** indicate a mandatory course of action.

**Should** indicate a recommended course of action.

**May or can** indicate a possible course of action or capability.

## 3. STATUTORY LEGISLATION

This workplace health and safety management manual has been prepared with consideration to:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Electrical Safety Act 2011
- Electrical Safety Regulation 2017
- Environmental Protection Act 2017
- Environmental Protection Regulation 2017
- ISO 45001 Occupational Health and Safety Management System along with other relevant Acts, Regulations, Standards and Codes of Practices as identified under **section 27 References.**

Specific references to legislation are identified in sections of the workplace health and safety management manual, it is the full responsibility of the worker to ensure that all legal obligations are known and complied with.

Further information and advice on legal obligations can be sought from Department of Labour and Industrial Relations.

## HEALTH AND SAFETY POLICY

**Insert Your Company** aims to ensure that health and safety is integrated into all our activities and we consider this to be of fundamental importance in continually improving our services. We are committed to our legal duty of care to safeguard the health and safety of employees, contractors, visitors and any other person who may be exposed to our business operations.

Our continued success is intrinsically linked to achieving and maintaining high standards with workplace health and safety performance. Accordingly, the management of **Insert Your Company** is dedicated to implementing and maintaining safe work practices and procedures to provide the highest level of protection practicable against harm from hazards and risks.

To achieve the aim of this health and safety policy, and to continually improve, **Insert Your Company** will work in consultation with all persons affected by our services:

- Ensure they are aware of the company's health and safety policies, procedures, management systems and reporting requirements.
- Develop and maintain a safe work environment and a system of safe work practices within the scope and objectives of current legislative requirements.
- Establish, monitor and regularly review health and safety objectives and targets.
- Ensure employee participation in all health and safety programs and meetings.
- Clearly demonstrate, through personal actions and participation, a responsible commitment to the company's health and safety policy and supportive programs, systems and procedures.
- Provide appropriate instruction, training and supervision of work practices and emergency procedures.
- Communicate and disseminate workplace health and safety information to the employees and work practices.
- Conduct personal and/or systematic audits to identify, eliminate and/or control the conditions or activities that may be potentially harmful.
- Investigate all incidents and injuries to identify root causes and implement corrective and preventive actions.
- Provide appropriate personal protective equipment to protect employees from the hazards that cannot otherwise be eliminated or controlled at higher levels.

**Insert Your Company** will ensure a high level of safety conformance, adherence and compliance by all participants within the company.

**Insert Your Company** recognises that the achievement of an effective health and safety policy demands the active and positive ongoing involvement of all levels of management and the full participation and support of all workers.

All workers are required to comply with our safety rules and report any unsafe behaviour and hazardous conditions, as personal health and safety is the responsibility of all workers and must be an integral part of every activity we perform.

**Manager:**

**Reviewed:** **Insert Date**



## 4. RESPONSIBILITIES AND ACCOUNTABILITIES

### 4.1. Health and Safety Policy and Manual Implementation

**Insert Your Company's** health and safety policy is included within this manual and clearly articulates our commitment, intentions and the overarching principles concerning the management of health and safety.

The policy is given substance and effect through the implementation of this workplace health and safety management manual and by our management systems, resources, processes and methodologies.

**Management** is responsible and accountable for the following:

- Exercising due diligence to enable compliance with legal duties and obligations.
- Implementing the workplace health and safety management manual and the company's workplace health and safety strategy.
- Applying the principles of the hierarchy of control with activities to ensure or minimise the risks to all personnel in the workplace.
- Communicating with clients, the public and other entities to manage and reduce risks.
- Contributing resources to safety in the planning and design of projects.
- Deciding when training on workplace safety is required.
- Assisting in the identification and prevention of potential hazards.
- Leading by example and promoting safe workplace safety practices.
- Ensuring safe plant and equipment is provided and maintained.
- Reviewing workplace safety records and recommendations and following up on recommendations.
- Coordinating incident investigation and reporting to relevant authorities, if required.
- Coordinating workplace safety training and programs.
- Monitoring compliance with the workplace health and safety management manual.
- Assisting employees to return to their pre-injury duties as soon as practicable following a workplace injury.

**Supervisors** are responsible and accountable for the following:

- Implementing the workplace health and safety management plan and the company's workplace health and safety strategy.
- Obtaining assessments and other relevant information from contractors.
- Observing and following all workplace safety rules and regulations.
- Ensuring that safeguards and appropriate personal protective equipment are used by persons under their supervision.
- Making sure that work activities are carried out in a safe and environmentally friendly manner.
- Planning to do all work safely including any interfaces with other work activities.
- Providing advice and assistance on workplace safety matters to workers.

- integrating the planning and design stages of activities.
- Deciding when training on workplace safety is required.
- Actioning safety reports and carrying out workplace inspections.
- Coordinating safety meetings and programs.
- Investigating hazard reports and ensuring that corrective actions are undertaken.
- Organising or carrying out inductions and team meetings.
- Assisting with incident investigations.
- Leading by example and promoting effective safe work practices.
- Undertaking inspections of the planned works to ensure that control measures are implemented and effective.
- Conducting regular audits and safety checks of the work environment.
- Ensuring that hazardous chemicals do not enter the workplace without a safety data sheet.
- Conducting regular safety talks and ensure discipline is required.
- Monitoring the safe use of plant and equipment.
- Other workplace safety duties as directed by a manager.

**Workers are responsible and accountable for the following:**

- Ensuring that they comply with the company Health and Safety Policy.
- Ensuring the safety of themselves and others in the workplace.
- Ensuring that they can competently and safely perform work undertaken.
- Reading and understanding the safety rules and applying to their position.
- Complying with safe work practices and procedures.
- Participating in induction and safety talks and keeping the relevant documentation to verify this.
- Holding a current qualification certificate (for construction work) and being able to produce it upon request.
- Not performing any work that they are not licensed or authorised to perform.
- Obtaining a work permit (or authorisation) to perform hot work, confined space entry or excavation, etc.
- Immediately reporting any unsafe acts, practices or conditions whether resulting in an injury or not.

- Acting as competent investigators and assisting in identifying causes.
- Wearing appropriate protective equipment as required and directed.

**Supervisors are responsible and accountable for the following:**

- Conducting risk assessments on the work to be performed.
- Undertaking an induction.
- Following all safety directions of their own and **Insert Your Company** workplace health and safety management manual.
- Ensuring that their workers are trained and competent in the work they are performing.
- Ensuring that their workers are aware of the risks and control measures involved in the tasks to be undertaken.

- Reporting any incidents to the manager of **Insert Your Company**, regardless of how minor.
- Reporting any hazards and/or faulty equipment to **Insert Your Company**.
- Ensuring that their staff are mindful of the health and safety of others, inclusive of other workers and the general public.
- Controlling the actions of their employees.
- Following safety procedures, as directed.
- Supervising the safety of their workers and ensuring that they use work systems.
- Ensuring that all plant and equipment is inspected and maintained to specifications.

#### 4.2. Consequence Management

**Insert Your Company** shall uphold a consultative approach, which non-compliance with responsibilities and accountabilities, however, personnel who breach their legislative safety obligations or place the safety and health of themselves or others at risk, shall be subject to disciplinary action, which may include the removal from the workplace and/or termination of employment.

Breaches of law will be referred to relevant law enforcement agency, as applicable.

## 5. OBJECTIVES AND TARGETS

The purpose of our objectives and targets is to assist with compliance with our legal obligations and to support our continuous improvement strategy, which is closely aligned to our health and safety policy.

The WHS Act provides for several objectives for a PCBU to achieve. In the workplace, a primary objective of the Act is to secure the health and safety of workers and workplaces by protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimization of risks.

For further information refer to:

WHS Act Part 1, Division 2

#### 5.1. Process-Related Objectives

**Insert Your Company** recognises the importance of setting objectives and targets that are specific, measurable, attainable, relevant and time-bound (SMART).

Our objectives and targets include both process-related objectives and outcome-related objectives.

**Process-related objectives** include:

- Workplace health and safety management implementation.
- Development, issue and implementation of risk assessments and safe work instructions.

- Effective preventative and corrective actions.
- Workplace inspections.
- Hazards identified, and improvements suggested by personnel.

**Outcome-related objectives** include, as appropriate, the elimination, reduction and/or minimisation of the following areas:

- Lost time injuries.
- Medically treated injuries.
- First aid injuries.
- Property damage.
- Near misses.

## 5.2. Objectives and Targets Schedule

Planning	
Objective	Target
To conform to legislative requirements being the WHS Act, Regulation and Codes of Practices.	To have zero 'repetition type' incidents and no prohibition notices issued from the WorkSafe WA.
To conform to the health, safety and environmental policies and procedures and environmental requirements.	As above and to have zero environmental incidents.
To report and to comply with investigating all incidents within the required timeframes.	To have zero incident reports that missed the required timeframes.
To thoroughly investigate all incidents and injuries to identify root causes and implement corrective and preventive actions.	A reduction (year on year) with all incidents inclusive of first aid, medically treated and zero lost time injuries. To have zero 'repetition type' incidents.
Consultation and Communication	
	Target
Personnel regularly consulted on matters affecting workplace health and safety.	To have regular safety talks or other agreed methods of consultation and communication.
To provide personnel with regular and up-to-date information on workplace health and safety.	To consistently review the safety management system, to maintain the currency of the information provided to personnel.
Risk Management	
Objective	Target