



**OCCUPATIONAL
HEALTH, SAFETY AND
WELFARE MANUAL**

8.2021

INDEX

OCCUPATIONAL HEALTH, SAFETY & WELFARE MANUAL AMENDMENT STATUS

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FOREWORD

MAINTENANCE OF THIS MANUAL

This Manual reflects Logical Labour Solutions Occupational Health, Safety and Welfare policy as detailed under Section 1, Commitment and Policy.

It is clear that over time the content of the Manual will need to be modified in order to remain effective and relevant to the needs of end users.

Potential catalysts for change include:

1. Changes or additions in Government Legislation
2. Changes in organisational responsibility
3. Introduction of new technologies

Accordingly, the Manual is designed as a “live” document and is structured and dated to allow periodic changes as required.

Review sheets are provided in the Manual to facilitate end user input to on-going improvements. Any potential improvements should be discussed with the Plant OHSW Co-ordinator. If agreed, these must be forwarded to the OHSW Co-ordinator, Logical Labour Solutions.

1. SECTION ONE

COMMITMENT & POLICY

- 1.1 Occupational Health Safety & Welfare Policy
- 1.2 Injury Management Policy
 - 1.2.1 Rehabilitation
 - 1.2.2 Workers' Compensation Claims Management

1.1 Occupational Health, Safety and Welfare Policy

Commitment

Logical Labour Solutions recognises its moral and legal responsibilities, in particular to the Occupational Health and Safety legislation, to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the organisation's operations do not place the local community at risk of injury or illness.

Objectives

The policy aims to:

- provide safe plant and systems of work
- provide written procedures and instructions to ensure safe systems of work are implemented
- ensure compliance with legislative requirements and current "state of knowledge" standards and/or codes of practice
- provide employees, contractors and customers with regular information, instruction, training and supervision to ensure their safety
- provide support mechanisms which will assist employees with maintaining or improving their psychological and physical health
- provide a framework for continual improvement in performance
- ensure a hazard management approach is taken to occupational health, safety and welfare
- ensure that site OHSW, rehabilitation and claims performance meets or exceeds Company performance standards and industry benchmarks.

Responsibilities

Logical Labour Solutions recognises that management have the overall responsibility to provide a safe workplace. Each management representative will be held accountable for implementing this policy in their area of responsibility via their annual performance reviews. These responsibilities broadly encompass:

- facilitating a culture that enables continuous improvement in OHSW performance
- providing and maintaining the workplace in a safe condition
- ensuring all OHSW policies and procedures are implemented
- actively promoting and being involved in those policies and procedures
- providing the resources to meet their OHSW commitment, including the provision of external resources when required.

Employees will ensure that they:

- follow all OHSW policies and procedures
- report all hazards to their supervisor
- ensure their own safety, the safety of fellow employees and all persons on the worksite.

Consultation

The organisation has total commitment to encouraging consultation and co-operation between management and employees. It will formally involve elected employee health and safety representatives in any workplace change which will affect the health and safety of employees in any workplace.

Authorisation

The General Manager will personally sign the policy.

Review

The policy will be reviewed regularly.

This policy is signed by me so that you will be aware that I am personally committed to Occupational Health, Safety and Welfare. I expect your co-operation and compliance with this policy to ensure continuous improvement in OHSW performance and a safer working environment for all employees.

.....
General Manager

1.2 Injury Management Policy

1.2.1 Rehabilitation

Aim

Rehabilitation may be defined as “the restoration of a person suffering occupational ill health or injury to the fullest physical, mental, social, vocational and economic usefulness of which he or she is capable”.

Objectives

1. To provide support and facilities to injured workers to facilitate a return to work that is as expedient as possible with due consideration for the worker’s condition and the safety of the workers and others.
2. To ensure that the duties selected to facilitate a graded return to optimal function provide a meaningful and satisfying participation in Logical Labour Solutions operations.
3. To co-ordinate and liaise with the providers of medical, para-medical and rehabilitation services in order to monitor progress toward resumption of normal duties.

Commitment

1. Preventing injury and illness by providing a safe and healthy work environment. This commitment is covered under our Occupational Health, Safety and Welfare Policy.
2. Ensuring that the occupational rehabilitation process is commenced as soon as possible after an injury/work related illness consistent with advice of the treating medical practitioner, and as per legislative requirements.
3. Ensuring that return to work as soon as possible by an injured worker is a normal practice and expectation.
4. Consulting with workers to ensure that our rehabilitation programs operate effectively.
5. Ensuring that workers participating in a rehabilitation program are fairly treated by other employees and supervisors, and are provided with equal resources and facilities.
6. Providing and opportunity for an injured worker to participate in early return to work programs performing those duties within Logical Labour Solutions field of operations which are suitable to that worker’s current medical condition. It should be noted that Logical Labour Solutions cannot undertake to create special employment categories or operations to facilitate rehabilitation.
7. Continually striving to provide more effective and efficient rehabilitation services to injured employees by keeping abreast of current developments in industry, and by monitoring and benchmarking performance.

Rehabilitee Responsibilities include:

- communicating regularly with Rehabilitation Co-ordinator
- taking an active part in your rehabilitation.

The name of the appointed Rehabilitation Co-ordinator is on the noticeboard.

Ref: Work Instruction: Injury Management Procedures

1.2 Injury Management Policy *cont'd*

1.2.2 Workers Compensation Claims

Logical Labour Solutions recognises both its legal obligations and the mutual benefits arising from fair and equitable workers compensation claims management practices.

In order to ensure fair and equitable workers compensation claims management practices, Logical Labour Solutions is committed to providing appropriate resources, maintaining confidentiality of records and ensuring all possible steps are taken to maximise the benefit arising from best practice claims management on the organisation and the individual. Claims management practices will be reviewed periodically to ensure they are kept up to date with latest developments and the performance will be monitored and benchmarked.

Ref: Work Instruction: Claims Management Procedures
Policy: Workers Compensation

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SECTION TWO

PLANNING

- 2.1 Planning Identification of Hazards, Assessment and Control of Risks
- 2.2 Legal and Other Requirements
- 2.3 Occupational Health Safety & Welfare Objectives and Targets
- 2.4 Occupational Health Safety & Welfare Management Plan and Plant
Occupational Health Safety & Welfare Action Plan

2.1 Planning Identification of Hazards, Assessment and Control of Risks

Introduction

As per 1.1 Occupational Health, Safety and Welfare (OHSW) Policy, Logical Labour Solutions aims to ensure a hazard management approach is taken to OHSW. This entails identifying hazards in the workplace, conducting an assessment of the risk associated with those hazards and then controlling as far as is practicable the exposure of personnel to that risk. In all cases, the control measures adapted will follow the requirements of AS 4804 - Occupational Health and Safety Management Systems, Section 4.3.4.4 - Risk Control.

Major hazard groups identified as having impact upon the operations of Logical Labour Solutions are:

- Plant and equipment hazards
- Manual handling hazards
- Hazardous substances exposure hazards
- Occupational noise exposure hazards
- Electrical hazards
- Housekeeping hazards
- Hazards arising from work at heights
- Hot and cold temperature hazards
- Hazards arising from the management of OHSW by contractors
- Hazards arising from visitors on site
- Hazards arising from work in confined spaces
- Miscellaneous Hazards.

Standard Requirements

General identification, risk assessment and control of these and other hazards is covered in Section 3 - Implementation.

Managers

1. Ensure that Work Instructions are referenced in this manual are prepared, collated and disseminated to all relevant personnel.
Ref: Risk Management Policy

2.2 Legal and Other Requirements

Introduction

For the effective implementation of OHSW and injury management policies, it is critical that all parties have access to, and are aware of, current OHSW, rehabilitation and claims management legislation.

Standard Requirements

Operations Manager

1. Ensure a library of current legislation and guidance material is maintained.
2. Promote the use of this material in day-to-day operations and consultative structures.
3. Arrange regular reviews of currency and updating as required with Plant OHSW Co-ordinator.

2.3 Occupational Health, Safety and Welfare Objectives and Targets

Introduction

Objectives and targets provide the overall goals for OHSW and Injury Management performance as set out in the OHSW&IM policies, and provide a means of evaluating OHSW&IM performance.

Standard Requirements

1. The General Manager will set overall OHSW&IM objectives and targets.
2. General/Operations Manager shall approve as required short term goals for improvements to be made to the safety and health program and set targets.
3. All objectives will be reviewed annually by the Group General Manager/General Manager.
4. Objectives, goals and targets approved by the General Manager shall be distributed to all facilities and sections.
5. Performance against objectives will be reported in the monthly report.

2.4 Occupational Health, Safety and Welfare Management Plan and Facility OHSW Action Plan

Introduction

It is imperative that each Site within Logical Labour Solutions has a central action plan that captures the state of progress on each hazard or observation raised in relation to OHSW, rehabilitation and claims management.

Similarly, there must be an overall Logical Labour Solutions OHSW Management Plan setting out longer-term objectives and targets and allocating responsibilities and time frames for completion.

The plans will be reviewed regularly to ensure progress on items raised.

Standard Requirements

General Manager

1. Maintain and control the Logical Labour Solutions OHSW Management Plan.
2. Set longer-term objectives and targets.
3. Review the progress on items in the Logical Labour Solutions OHSW Management Plan at least once per year.

General/Operations Manager

1. Establish, maintain and control the Plant OHSW Action Plan.
2. Set plant specific objectives and targets as required.
3. Review monthly the progress on items in the Plant OHSW Action Plan.

SECTION THREE

IMPLEMENTATION

- 3.1 Resources – Human, Physical & Financial
- 3.2 Accountability and Responsibility
 - 3.2.1 General/Operations Managers
 - 3.2.2 Supervisors
 - 3.2.3 Commercial Manager/Workers Compensation Manager
 - 3.2.4 Employee responsibilities
 - 3.2.5 Specialist Occupational Health Safety & Welfare Services
 - 3.2.6 Company Preferred Medical Practitioner
 - 3.2.7 Occupational Health Safety & Welfare Coordinator
 - 3.2.8 Rehabilitation Coordinator
- 3.3 Consultation, Motivation and Awareness
 - 3.3.1 Consultation
 - 3.3.2 Motivation
 - 3.3.3 Awareness
 - 3.3.3.1 Toolbox Meetings
- 3.4 Training and Competency
 - 3.4.1 Manager & Supervisor Training
 - 3.4.2 Employee Training
 - 3.4.3 Specialist Training
 - 3.4.4 Induction of New Employees
- 3.5 Supplying Goods and Services
- 3.6 Reporting
- 3.7 Records and Information Management
- 3.8 Hazard Identification, Risk Assessment & Control of Risks
 - 3.8.1 Hazard Identification & Job Safety Analysis/ Safe Work Method Statements.

Hazard Groups Identified

- 3.8.1.1 Plant & Equipment Hazards
 - 3.8.1.1.1 Vehicles & Mobile Equipment
 - 3.8.1.1.2 Slings, Chains and Lifting Equipment
 - 3.8.1.1.3 Machinery and Tools
 - 3.8.1.1.4 Lockout and Tag Procedures
- 3.8.1.2 Manual Handling Hazards
- 3.8.1.3 Hazardous Substances Exposure Hazards
 - 3.8.1.3.1 Hazardous Substances
 - 3.8.1.3.2 Biological Hazards
- 3.8.1.4 Occupational Noise Exposure Hazards
 - 3.8.1.4.1 Noise and Vibration
 - 3.8.1.4.2 Hearing Tests
- 3.8.1.5 Electrical Hazards
 - 3.8.1.5.1 Standard isolation Procedures
 - 3.8.1.5.2 Earth Leakage Equipment
 - 3.8.1.5.3 Inspection and Testing of Electrical Equipment
- 3.8.1.6 Housekeeping Hazards
 - 3.8.1.6.1 Workplace Inspections
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- 3.8.1.9 Hazards arising from the Management of OHSW by Contractors.
- 3.8.1.10 Hazards arising from visitors on site.
- 3.8.1.11 Compressed Gas Bottles
- 3.8.1.12 Alcohol and Drugs
- 3.8.1.13 Smoking
- 3.8.1.14 Hazards arising from work at isolated field sites.

- 3.8.1.15 Personal Protective Equipment (PPE) Requirements
- 3.8.1.16 Hazards arising from hot work
- 3.8.1.17 Bullying & harassment
- 3.8.2 Risk Assessment
- 3.8.3 Risk Control
- 3.8.4 Design, Fabrication, Installation & Commissioning
- 3.8.5 Administrative (procedural) Control
- 3.8.6 Purchasing, Goods & Services
- 3.9 Contingency Planning
 - 3.9.1 Fire
 - 3.9.2 Other Emergencies
 - 3.9.3 Security Emergencies
 - 3.9.4 First Aid Requirements

3.1 Resources - Human, Physical and Financial

Introduction

In order to ensure the implementation of the Logical Labour Solutions OHSW Policy and Injury Management Policy, appropriate resources must be provided. It is intended to capture within the budgetary system both the costs of OHSW and injury management and the benefits that arise from effective management of these areas.

Standard Requirements

General Manager

1. Provide appropriate human resources to facilitate meeting policy objectives and targets.
2. Provide external resources as required to assist in meeting policy objectives.
3. Provide appropriate and readily accessible facilities such as training facilities, OHSW reference libraries, and storage space and so on.
4. Inclusion in budgets an OHSW component appropriate to the size of the URSON CONTRACTING PTY.LTD facilities under their control.
5. Allocate cost codes to capture costs associated with OHSW training, meetings, inspections, reference materials, rehabilitation and claims management costs.
6. Review and disseminate information on benefits accruing from OHSW and Injury Management Program.
7. Instigate and monitor negotiations with providers such as insurers and other suppliers for training assistance.

3.2 Accountability and Responsibility

Introduction

The following responsibilities are assigned to the levels of management as shown and are based on those outlined in the Occupational Health, Safety and Welfare Legislation and Workers Compensation Legislation. These responsibilities elaborate on the broad statement contained in each individual's position description. Attached is a listing of individuals responsible for meeting specific OHSW & Injury Management legislative requirements.

Standard Requirements

3.2.1. Senior Management (General/Operations Manager)

- 1.1 Formally approve the OHSW Policy, Injury Management Policy and procedures
- 1.2 Review overall organisational OHSW & IM performance
- 1.3 Review serious accidents/incidents
- 1.4 Review OHSW performance of middle management
- 1.5 Ensure organisational compliance to OHSW legislation & IM Legislation.
- 1.6 Approve, adequately resource, implement, actively support and review Logical Labour Solutions Occupational Health, Safety and Welfare Program and Policies and the Injury Management Policy.
- 1.7 Make sure that OHSW Program and Policies and the IM Policy, are operating in all areas under their control by assigning and delegating responsibilities

3.2.2. Middle Management (Supervisors)

- 2.1 Ensure all appropriate actions are taken to implement OHSW Policy, IM Policy, OHSW procedures and legislative requirements
- 2.2 Monitor OHSW performance within area of responsibility
- 2.3 Visibly show commitments to OHSW through participation in formal and informal discussions, workplace visits and hazard inspections, etc
- 2.4 Investigate all accidents/incidents and prepare reports if appropriate
- 2.5 Review of any OHSW related reports
- 2.6 Be an active member of the OHSW Committee where required
- 2.7 Ensure consultation with employee health and safety representatives, particularly on any workplace changes which have an OHSW component
- 2.8 Initiate actions to improve OHSW & IM.
- 2.9 Conduct workplace inspections as required
- 2.10 Facilitate rehabilitation of injured workers.

3.2.3 Commercial Manager/Workers Compensation Manager

- 3.2.3.1 Ensure all Plants have adequate and appropriate Worker's Compensation insurance for the work to be conducted at each Plant.
- 3.2.3.2 Authorise and ensure prompt payment of all Workers' compensation policy premiums.

3.2.4. Employee Responsibilities

All employees are responsible for their own health and safety and for the health and safety of any other person around them. They have a further responsibility to comply with all our health and safety rules and practices and must therefore:

- 4.1 Read and understand all our health and safety rules applying to their position as set out in our Employee OHSW Handbook and any Plant procedures and rules.
- 4.2 Set an example to fellow employees in observance of health and safety programmes and procedures.
- 4.3 Correct where possible, or report any unsafe situation immediately, including "near miss" incidents.
- 4.4 Operate in a safe manner so as not to cause injury to self or fellow workers. Follow all verbal or written safe work procedures, practices and directions.
- 4.5 Report all personal injuries immediately to the First Aider and to the supervisor as soon as possible.
- 4.6 Co-operate with and participate in all programmes to make the work environment safer and healthier.
- 4.7 Maintain good housekeeping and hygiene standards at all times.
- 4.8 Observe all warning signs and notices.
- 4.9 Ask for specific instruction regarding the hazards associated with performing tasks with which they may not be completely familiar.
- 4.10 Wear clothing and footwear appropriate to their job and use all personal protective devices specified for the job.

- 4.11 Participate in any rehabilitation programme if injured or sick.
- 4.12 Assist in the rehabilitation of other employees as required.

3.2.5 Specialist Occupational Health & Safety & Injury Management Services

Introduction

Logical Labour Solutions as a large enterprise committed to a safe and healthy workplace for its employees, provides, as required specialist Occupational Health, Safety and Welfare Services to coordinate risk management and the design and implementation of the Occupational Health, Safety and Welfare program, as well as providing advice and assistance in Injury Management.

Standard Requirements

The functions of a safety specialist include:

- 3.2.5.1 The identification and appraisal of injury and health exposures, loss producing conditions and practices, and evaluation of the severity of the accident problems. This will include detailed studies and analysis of work systems, injuries, provision of advice and counsel concerning compliance with applicable laws, regulations and standards; and the determination of the need for surveys by allied occupational health and safety professionals.
- 3.2.5.2 Assistance with the development of accident prevention and loss control procedures and programs. This will range from developing policies, codes and safety standards for an organisation; incorporating essential safety and health requirements in purchasing and contracting specifications; to advising on the application of safety principles in design and manufacture to achieve maximum work place safety
- 3.2.5.3 Assistance with the development and maintenance of Injury Management procedures which ensure that work related injuries or illnesses are managed in the most effective manner to facilitate an early return to pre-injury duties.
- 3.2.5.4 Communication of accident and loss control information to personnel at all levels of the organisation.
- 3.2.5.5 Measurement and evaluation of accident and loss control systems and instigating appropriate modification.

3.2.6. Company Preferred Medical Practitioner

Introduction

All work areas require access to the services and advice from the Company Preferred Medical Practitioner.

This access is necessary for the effective development and implementation of:

- (i) Medical status examinations prior to and during employment.
- (ii) Monitoring medical examinations
- (iii) Pre-vocational change medical examinations
- (iv) Rehabilitation programmes

Company Preferred Medical Practitioner duties include:

- 3.2.6.1 Visit the operation as required to become accustomed to employees and their work.
- 3.2.6.2 Conduct medical status examinations as required.

- 3.2.6.3 Assist with the identification of tasks that can be used for meaningful rehabilitation.
- 3.2.6.4 Monitor the recovery of injured/ill employees and their rehabilitation in the workplace.
- 3.2.6.5 Contact treating practitioners as required to confirm medical constraints and to obtain agreement on the sustainability of proposed duties.

Although the Company strongly recommends employees take advantage of the Company preferred medical practitioner due to his or her knowledge of the workplace and the Company's policies, employees are free to seek treatment and advice from the practitioner of their choice. Consultation with the Company preferred medical practitioner is not compulsory.

3.2.7 Occupational Health Safety & Welfare Coordinator

3.2.7.1 General

The Occupational Health & Safety Coordinator is a resource to the organisation responsible for

- 3.2.7.1.1 Ensuring that the organisation's Occupational Health & Safety Management System functions effectively to minimize the risk of injury to employees, contractors and visitors.
- 3.2.7.1.2 Reporting back to management any deficiencies in the Occupational Health & Safety Management System or the implementation thereof.
- 3.2.7.1.3 Verifying of the effectiveness of the various functions within the Occupational Health & Safety Management System through independent monitoring, analysis and inspection.
- 3.2.7.1.4 Discharging any statutory responsibilities placed upon him or her by State Legislation

3.2.7.2 Specific Responsibilities

- 3.2.7.2.1 Maintain Occupational Health & Safety Management System.
- 3.2.7.2.2 Maintain Occupational Health & Safety system filing.
- 3.2.7.2.3 Maintain and update with management site Occupational Health & Safety Action Plan.
- 3.2.7.2.4 Provide Occupational Health & Safety Management System training to line management personnel.
- 3.2.7.2.5 Write Work Instructions as required and disseminate.
- 3.2.7.2.6 Set Occupational Health & Safety Management System internal audit schedule and ensure completed.
- 3.2.7.2.7 Provide monthly report to site management on system elements.
- 3.2.7.2.8 Advise management of any new legislation and obtain copies.
- 3.2.7.2.9 Maintain site safety statistics.
- 3.2.7.2.10 Carry out research on various issues as required.
- 3.2.7.2.11 Monitor and assist as required with any incident investigations.
- 3.2.7.2.12 Ensure Workplace Inspections completed by line management.
- 3.2.7.2.13 Verify effectiveness of inspections by independent inspection.
- 3.2.7.2.14 Ensure Toolbox Meetings completed by line management.
- 3.2.7.2.15 Prepare information for Toolbox Meetings.
- 3.2.7.2.16 Maintain training needs analysis.
- 3.2.7.2.17 Arrange training as required.
- 3.2.7.2.18 Assist in Risk Assessment work and Job Safety Analysis/ Safe Work Method Statements
- 3.2.7.2.19 Assist Safety Committee and ensure appropriate format as required.
- 3.2.7.2.20 Liaise with authorities as required.
- 3.2.7.2.21 Arrange external resources as required.

- 3.2.7.2.22 Report any Occupational Health & Safety matters to management.
- 3.2.7.2.23 Liaise with site personnel on Occupational Health & Safety matters as required.
- 3.2.7.2.24 Assist in the resolution of Occupational Health & Safety matters as required.
- 3.2.7.2.25 Any other statutory responsibilities as required by State Legislation.
- 3.2.7.2.26 Any other duties as advised by site management.
- 3.2.7.2.27 Write Work Instructions as required and disseminate.

3.2.7.3 Reporting

- 3.2.7.3.1 The position reports directly to the senior manager on site.

3.2.7.4 Training

- 3.2.7.4.1 Minimum training is State Occupational Health & Safety Representatives course.
- 3.2.7.4.2 Full training in the elements and format of the organisation's Occupational Health & Safety Management System is to be provided.

3.2.8 Rehabilitation Coordinator

3.2.8.1 General

The Rehabilitation Coordinator is a resource to the organisation responsible for

- 3.2.8.1.1 Ensuring that the organisation's Injury Management System functions effectively to reduce the cost of Workers' Compensation to the organisation and to ensure that effective rehabilitation practices are followed to facilitate the return of injured workers to the workplace.
- 3.2.8.1.2 Reporting back to management any deficiencies in the Injury Management System or the implementation thereof.
- 3.2.8.1.3 Verifying of the effectiveness of the various functions within the Injury Management System through independent monitoring, analysis and inspection.
- 3.2.8.1.4 Discharging any statutory responsibilities placed upon him/her by State Legislation.

3.2.8.2 Specific Responsibilities

- 3.2.8.2.1 Maintain the Injury Management System.
- 3.2.8.2.2 Maintain injury management system and filing.
- 3.2.8.2.3 Write as required return to work plans and monitor compliance.
- 3.2.8.2.4 Ensure Supervisor personnel aware of return to work plans and restrictions.
- 3.2.8.2.5 Diarise and monitor expiry dates of certificates and ensure current certificates are in place.
- 3.2.8.2.6 Ensure clearance certificates are obtained when injured employees return to full duties.
- 3.2.8.2.7 Ensure cost & comments running sheets are maintained on Workers' Compensation files.
- 3.2.8.2.8 Contact medical practitioners to discuss return to work possibilities as required.
- 3.2.8.2.9 Provide Injury Management System training to line management personnel as required.
- 3.2.8.2.10 Write Work Instructions as required and disseminate.
- 3.2.8.2.11 Provide report to site management on claims management as required.
- 3.2.8.2.12 Advise management of any new legislation and obtain copies.

- 3.2.8.2.13 Review and interpret site safety statistics as required.
- 3.2.8.2.14 Carry out research on various issues as required.
- 3.2.8.2.15 Monitor and assist as required with any incident investigations.
- 3.2.8.2.16 Write any correspondence to insurers and authorities as required.
- 3.2.8.2.17 Renegotiate outstanding claims estimates as required.
- 3.2.8.2.18 Arrange training as required.
- 3.2.8.2.19 Attend claims review meetings as required.
- 3.2.8.2.20 Liaise with authorities as required.
- 3.2.8.2.21 Arrange external resources as required.
- 3.2.8.2.22 Report any Injury Management matters to management.
- 3.2.8.2.23 Liaise with site personnel on Injury Management matters as required.
- 3.2.8.2.24 Assist in the resolution of Injury Management matters as required.
- 3.2.8.2.25 Any other statutory responsibilities as required by State Legislation.
- 3.2.8.2.26 Any other duties as advised by site management from time to time
- 3.2.8.2.27 Assist Managers, as required, to complete claim forms.

3.2.8.3 Reporting

- 3.2.8.3.1 The position reports directly to the senior manager on site.

3.2.8.4 Training

- 3.2.8.4.1 Minimum training is State Rehabilitation Coordinator course.
- 3.2.8.4.2 Full training in the elements and format of the organisation's Injury Management System is to be provided.

3.3 Consultation, Motivation and Awareness

3.3.1 Consultation

Introduction

OHSW issues will be more readily solved by full co-operation and consultation in identifying hazards and control methods leading to prevention of unplanned incidents and related losses.

The formal consultative mechanism for OHSW within Logical Labour Solutions is the Toolbox Meeting System, however employees are involved at all stages via emails and other onsite discussions

Standard Requirements

General/Operations Manager

1. Ensure employees are consulted regarding changes to plant layout and work practices.
2. Ensure employees are involved in Hazard Identification Risk Assessment and Risk Control Procedures.

3.3.2 Motivation

Introduction

Management recognition of work group achievements in OHSW is an important component to a successful program.

Standard Requirements

General

1. Simple to understand worksite large size Performance Boards located in prominent positions are to be used. The following information should be displayed :
 - (i) Lost Time Injuries and Medically Treated Injuries this month per site
 - (ii) Lost Time Injuries and Medically Treated Injuries last 12 months, per site
 - (iii) Days since last Lost Time Injury and since last Medically Treated Injury.
 - (iv) Previous Record Number of Days
2. An occasional newsletter/ email and the Tool Box and OHSW Meetings can be used to promote and publicise:
 - where use of Personal Protective Equipment reduces the risk of injury
 - good work practices reducing the risk of injury
 - positive results

General/Operations Manager

1. Special efforts need to be made to ensure that promotional material and information on Occupational Health and Safety reaches employees in remote areas.
2. Consideration to be given to various incentive schemes from time to time.

General/Operations Manager

1. General/Operations Manager need to regularly identify winners amongst their work groups to be publicised for modelling.
2. Ensure the Safety Performance Board is updated regularly via mails or other means.

3.3.3 Awareness

Introduction

Information on various hazards likely to be encountered by employees during the course of their duties must be conveyed to those employees regularly and effectively. Solutions and control methods identified also need to be publicised to ensure risk is reduced for all employees.

OHSW awareness is promoted at Logical Labour Solutions via emails, posters, newsletters, awareness training and toolbox meetings.

Standard Requirements

General/Operations Manager

1. Ensure Emails are sent to employees.
2. Ensure a range of OHSW posters is rotated about various high visibility locations within the workplace.
3. Ensure the newsletter is distributed to employees.
4. Ensure Toolbox Meetings are held regularly. This can be via email

Supervisors

1. Conduct regular Toolbox meetings

3.3.3.1 Toolbox Meetings

Introduction

A toolbox meeting is a regular, brief, informal meeting held between supervisors and their employees to discuss topics including Safety, Production, Quality and other topics. From time to time, topic notes may be supplied by the OHSW Co-ordinator. Toolbox meetings are not mandatory in an office environment, but are recommended occasionally.

The intention of having regular toolbox meetings is to incorporate the management of Occupational Health and Safety issues into normal management practice, similar to the way that Quality or Operational issues are handled.

In addition, the toolbox meetings provide a valuable venue at which employees can raise safety matters and at which information and direction can be provided by management.

Standard Requirements

General

1. The meetings are intended to be interactive - general discussion, questions and especially suggestions are encouraged.
2. Regular emails will be sent to all employees
3. Issues raised should be resolved by the group if possible, with direction from the supervisor. If the solution requires further input, note accordingly and discuss with Operations Manager at debrief.
4. Following the toolbox meeting, debrief/ review of reply emails with the General/Operations Manager. He or she should incorporate unresolved problems into operational meetings or site OHSW plan.

5. A record of the meeting must be kept, signed by all present, but in very simple format, setting out issues raised.
6. Whilst the focus is on safety, other matters can be covered if necessary, such as expected jobs, production problems, and special requests.

Operations Managers

1. Periodically review toolbox meeting record forms.
2. Debrief Supervisors immediately following meetings.
3. Action outstanding items.
4. Provide periodically information on OHSW topics to be covered.

Supervisors

1. The meeting should aim to solve problems raised, or at least suggest remedies.
2. The Supervisors must debrief with his General/Operations Manager following the meeting so that actions required can be allocated.
3. The Manager should insist on sighting the record forms regularly.
Ref: Consultation Policy.

3.4 Training and Competency

3.4.1 Manager & Supervisor Training

Introduction

It is a fundamental requirement for the successful implementation of an OHSW Program that the organisation's managers and Supervisors are adequately equipped with general management skills.

Standard Requirements

General Managers

1. Ensure that a training plan is implemented, documented and demonstrates an appropriate level of commitment in (but not limited to) the following areas for General/Operations Managers and Supervisors:
 - OHSW&IM responsibilities under legislation and Company policies & procedures in detail.
 - Accident investigation
 - Hazard control
 - Hazard groups
 - Risk assessment procedures
2. Monitor and co-ordinate this development plan and annually review and adjust to suit changing organisational needs.

Ref: Work Instruction: Training and training Policy

3.4.2 Employee Training

Introduction

Site Managers are responsible for ensuring training needs within their sphere of operation are identified and addressed. An OHSW & IM training plan should be developed following this training - needs analysis.

Training needs will be identified in respect of both task and function and in terms of individual employees or groups of employees.

Standard Requirements

General

The range and scope of employee training given by the site will include, but not be limited to:

1. OHSW responsibilities under legislation and Company Policies.
2. Incident reporting.
3. Hazard identification and reporting.
4. Manual Handling techniques.
5. Personal Protective Equipment use, selection and care.
6. Emergency evacuation and fire equipment use.
7. Noise exposure.
8. Hazardous substances.
9. Electrical safety.
10. Hand Safety.
11. Site specific hazards
12. Office safety as required.
13. Vibration hazards.
14. Heat/cold hazards.
15. Job instruction and skills training including, where required, standard operating procedures.
16. Training for emergency situations e.g. fire.

Training within by the sites will be undertaken in both formal (lectures, courses, etc) and informal (discussions, on the job contacts, etc) formats.

Resources to be used in the program will come from both inside the Company and from external specialists, organisations or colleges as appropriate in the particular circumstances.

General/Operations Managers

1. Ensure that adequate training facilities and training equipment are available to meet the training needs of all work areas under his/her control.

This will involve an assessment of the need for white boards, screens, boards and audio-visual equipment including television, VCRs and projectors.
2. Ensure that training venues are appropriate to the type of training to be delivered.
3. Provide for portability of equipment to meet the demands of training presentations at Plant or remote locations.

The General/Operations Manager will be responsible for providing training requirements and details of training to a nominated person so that a system of planning and accurately recording the details of all training conducted within the Plant can be established and maintained.

Such records will include details of the type and purpose of the training course, duration of the course, who conducted the course, employees attending, information as to the course content and where relevant and to the extent appropriate, employee performance/results in the course.

Ref: Work Instruction: Training and Training Policy

3.4.3 Specialist Training

Introduction

Those employees with specific responsibilities will be provided with specialised knowledge and skills to enable them to effectively control workplace hazards, and to ensure the OHSW&IM programme is effectively implemented.

Standard Requirements

General

Specialist training topics may include, but are not limited to;

- Forklift operator
- Crane operator
- Slings & dogging techniques
- First Aid
- Emergency Response
- Occupational Health & Safety Representative
- Design & Purchasing Standards
- Rehabilitation Co-ordinator
- OHSW Co-ordinator

The training needs of those employees with specific responsibilities are set out in the OHSW&IM training plan.

Ref: Work Instruction: Training and Training Policy

3.4.4 Induction of New Employees

Introduction

Difference in work type, environment and experience make it imperative that thorough induction be the first phase of employment with the Company or transferring within the Company to a new task or job.

Good induction gives better, more productive, safer employees who are oriented to the Company's Occupational Health Safety & Welfare policy and programme.

The first days on a new job may be difficult and trying. The new member must become accustomed to a new supervisor, fit in with a new work team, be accepted by fellow workers, learn the details of a new job, probably learn a new work vocabulary, learn new sets or work rules, learn to find the way about and adjust to a new environment.

With good induction, an employee can quickly adjust and overcome feelings of awkwardness, inferiority, ignorance and nervousness that can otherwise lead to mistakes and accidents.

Standard Requirements

General

The aims of induction are to ensure:

- A complete knowledge of conditions of employment
- A feeling of belonging to a worthwhile organisation and of being accepted as a team member.
- A feeling of confidence
- An understanding of the value of safety and the importance of observance of safety rules.
- An efficient and safety conscious employee.

General/Operations Manager

For new employees, arrange and implement a schedule of training in general OHSW topics as per 3.4.2 Employee Training.

3.4.5 Pre-Placement and periodical medical examinations

Introduction

Pre-placement medical examinations maybe conducted on all full-time, part-time or casual job applicants as part of the overall selection process to ensure the applicant is capable of performing the required duties without becoming injured or aggravating an existing injury. Medical examinations may also be undertaken periodically, for instance for audiometric testing, lung function screening, heavy vehicle driver assessments and assessments for return to work after long absence off.

The intent is to ensure a high standard of medical fitness for the work to be performed.

Standard Requirements

General

1. Pre-placement medical examinations

Before any offer of employment is made, the candidate who best satisfies the selection criteria maybe required to attend a pre-placement health assessment. The following should be taken into consideration:

- all relevant employees should be tested - factors such as age should not be used to determine who should or should not be tested;
- where testing is for specific skills, it should be restricted to people who meet all other requirements of the job (short listed applicants);
- tests should relate exclusively and directly to the genuine and reasonable requirements of the job and not unfairly discriminate against people with a disability or impairments;
- the genuine and reasonable requirements of the job are the inherent requirements, that is, are essential for the position rather than imposed conditions,
- consideration has been given to accommodating people with disabilities/impairments and facilities or services reasonably required by these people if this can be reasonably achieved;
- assessment of person's ability to perform the inherent requirements of the job is made in conjunction with these facilities or services;
- the test only assesses current health status and does not attempt to predict any future deterioration unless it can be demonstrated that it is reasonable to do so;
- before any offer of employment is made, the candidate who best satisfies the selection criteria must attend a pre-employment medical examination;
- Allall medical reports will be treated as confidential and will be retained in the candidate's personal file.

2. Periodic Medicals

Periodically Logical Labour Solutions may require an employee to undergo a medical. The format of the medical is the same as the pre-placement medical.

3. Fitness for Duty Medical Checks

Occasionally, fitness for duty may be assessed. There may also be times such as returning to work after an injury or condition which requires an employee to provide a clearance or return to work advice outlining any restrictions if any.

General/Operations Manager

1. Ensure all candidates undertake a pre-placement health assessment prior to being offered a position.
2. Arrange periodic medical examinations as required.
3. Arrange Fitness for Duty examinations as required.

Plant Occupational Health Safety & Welfare Co-ordinator

1. Arrange as required filing of documentation

All Personnel

1. Complete medical examinations as requested by Logical Labour Solutions.

Ref: Work Instruction: Medical Examinations.

3.5 Supplying Goods and Services

Introduction

Logical Labour Solutions is required to take all reasonably practicable steps to ensure that at the time of supply to external persons, its products and services are safe and without risk to health.

Standard Requirements

General

1. Generally, in the design, construction and supply of plant equipment and substances, URSON CONTRACTING PTY.LTD is required to :
 - conduct appropriate risk assessments to discover, eliminate or minimise risks to health and safety that may arise from the condition or use of a product as per Section 3.8 Hazard Identification, Risk Assessment & Control of Risks.
 - make available to users' information on the condition of the products, any risks associated with the product's use, the means of avoiding those risks and the first aid and medical procedures to be followed if a user suffers an injury when using the product, e.g. Goods and services provided.

3.6 Reporting

Introduction

There are various legislative requirements to report accidents, incidents and near misses to statutory bodies such as OHSW Authorities, as well as reporting requirements for Workers Compensation claims. Within the Company there are reporting requirements in relation to accidents, illnesses and near misses as well as hazards. These requirements ensure that corrective actions are identified which will remove or reduce as far as is practicable the chance of a repeat occurrence. These reports provide important information that forms the basis for statistical analysis and essential feedback on performance.

Standard Requirements

General

1. Accident and Near-Miss and Hazard Reporting forms should be used when:
 - an employee is injured; or
 - an employee contracts an illness or disease which may be related to employment; or
 - a hazard condition exists or a near-miss incident occurs which could have resulted in injury or illness of an employee or another person.
2. Workers' Compensation Acts in each Australian State and Territory require that the Workers' Compensation insurer (or Government insuring body) be notified of a Workers' Compensation claim, normally within seven (7) days of the claim occurring. Normally a claim form and an employer's report of claim form must be forwarded. If in doubt, contact the Rehabilitation Co-ordinator.
3. State Government Authorities (WorkCover, Workplace Health and Safety, or WorkSafe require that accidents, normally "serious accidents" be reported on prescribed forms to the Authority.
4. Respective State requirements are similar, but forms and details differ. As a minimum, each Plant must hold a copy of the relevant OHSW legislative/regulatory requirements applying in the State or Territory in which operations are conducted.

Any relevant report should be faxed to other sites within the Company for their information.

Ref: Work Instruction: Statutory incident reporting requirements
Work Instruction: Incident, work related illness & near miss reporting and investigation procedures.
Work Instruction: Hazard Reporting and Issue Resolution procedures.

3.7 Records and Information Management

Introduction

Each State has various requirements in relation to keeping records. Within the Logical Labour Solutions OHSW&IM system there are some general requirements.

Standard Requirements

General

1. Records to be kept for a minimum of 30 years include but are not limited to:-
 - Health surveillance records
 - Workers' compensation claim files including rehabilitation notes.
2. These records are to be maintained in confidence and any personal medical information may not be released without a signed authorisation from the employee or a written demand from a statutory body.
3. Records to be kept for a minimum of 10 years include but are not limited to:
 - Accident Investigation Records
 - Hazard Reports
 - Training Records
 - Safety Meeting Minutes
 - Risk Assessment Records
 - Corrective Action Records

General/Operations Managers

1. Ensure provision of facilities for centrally storing the required records.

OHSW Co-ordinator

1. Maintain and control the central storage of OHSW records.

Rehabilitation Co-ordinator

1. Maintain and control the central storage of IM records.

3.8 Hazard Identification, Risk Assessment & Control of Risks

Introduction

All hazards should be identified and assessed to determine the level of risk. Then, risks should be controlled as per hierarchy of controls i.e.

- (i) Elimination
- (ii) Substitution
- (iii) Engineering Controls
- (iv) Administration (procedural) controls
- (v) Personal Protective Equipment

More detail on the Hierarchy of Controls is given in Section 3.8.3 Risk Control. These steps are repeated as part of an ongoing process, especially when there are changes in the workplace, e.g. through the

use of new substances or new machinery, or the effectiveness of the control method is being evaluated, or there is new knowledge on hazards or changes in legislation.

HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL

For Generic Hazard Identification, Risk Assessment & Control procedure, refer Work Instruction: Job Safety Analysis/ Safe Work Method Statements. (JSA/SWMS)

For detailed Hazard Identification, Risk Assessment & Control procedure, refer following pages

3.8.1 Hazard Identification and Job Safety Analysis/ Safe Work Method Statements.

Introduction

Hazard identification is the process of finding all items, activities and situations, products and services that could give rise to injury or illness.

This would generally involve consideration of -

- (a) the type of injury or illness that is possible;
- (b) the situation or events, or combination of circumstances, that could give rise to injury or illness; and
- (c) the way work is organised and managed.

Tools used to assist in the identification of hazards include:

- (a) *Consultation* - People with experience in the job can indicate aspects that they believe are hazardous and incidents in the past that signal hazardous situations.
- (b) *Inspection* - A physical inspection of the work environment.
- (c) *Records* - Records and investigation of past incidents involving injury and illness highlight sources of potential harm.
- (d) *Information/specialist advice* - The identification of some hazards will require specialist advise, research and information.
- (e) *Task analysis* - By breaking a task down into its individual elements, hazards associated with the task can be identified.
- (f) Formal hazard analysis methods.
- (g) Informal hazard analysis, asking “what if . . . ?”

In many cases specific hazard identification checklists are available, for instance

Manual Handling Hazard Identification Risk Assessment & Control

Plant & Equipment Hazard Identification, Risk Assessment & Control.

A list and description of hazards identified as likely to be encountered during duties at Logical Labour Solutions follows.

The list is not exhaustive, and other hazards may be encountered. In the case of other hazards, Work Instruction Job Safety Analysis/ Safe Work Method Statements. should be followed.

Refer Work Instruction: Job Safety Analysis/ Safe Work Method Statements. (JSA/SWMS)

Work Instruction:	Manual Handling Hazard Identification Risk Assessment & Risk Control (MHRA)
Work Instruction:	Plant & Equipment Hazard Identification, Risk Assessment & Risk Control (PRA)
Work Instruction:	Hazardous Substances Risk Assessment & Risk Control (HSRA)
Policy:	Risk Management Policy

3.8.1.1 Plant & Equipment Hazards

Introduction

Hazard controls at the design stage are an excellent method of accident control since they eliminate hazards before workers is exposed - thus minimising the chance of accidental injury, illness, or property damage. Efforts to control hazards before processes are developed and buildings built are more cost effective than re-designing equipment, facilities, or machinery after they are in place.

Standard Requirements

General

1. These standard requirements extend to all plant & equipment including:
 - (i) second-hand acquisitions and,
 - (ii) transfers within Logical Labour Solutions
2. Logical Labour Solutions will, consistent with its Occupational Health and Safety Policy, strive to improve the standards of occupational health and safety in all workplaces and will take particular regard of existing standards, regulations and codes of practice and compliance, such as those produced by the National Occupational Health and Safety Commission.
3. At the design stage, engineering staff are to consult with Occupational Health & Safety Advisers and other specialists to identify and eliminate possible threats to health and safety.
4. All equipment or plant must be subjected to a Plant Risk Assessment to identify and correct possible threats to health and safety before commissioning. Employee participation in this process is to be encouraged.
5. Work Instruction plant & Equipment Hazard Identification, Risk Assessment & Risk Control details the process to be followed.

General/Operations Managers

1. Responsible for identifying, assigning and ensuring the use of relevant Occupational Health & Safety Standards in all:
 - (i) designs and design specifications
 - (ii) purchase specifications
 - (iii) changes to processes and work methods
2. Develop standards of design practice and purchase specifications in conjunction with all specialist resources such as Environmental, Fire, Medical, Occupational Health and Safety to ensure that all aspects related to health and safety are incorporated.
3. Responsible for ensuring the purchase and supply of equipment, plant and materials complies with the above standards.
4. Ensure that prior to final commissioning of any new plant equipment, processes, materials and work methods, Health and Safety aspects are fully satisfied. If not previously completed, a Plant Risk Assessment is required prior to commissioning.

5. Conduct a post-commissioning review of any new plant equipment and or work method installation in accordance with the plant Risk Assessment documentation.

This review shall include participation by both management and employee representatives.

Ref: Work Instruction: Plant and Equipment Hazard Identification, Risk Assessment & Risk Control Procedure (PRA)

3.8.1.1.1 Vehicles and Mobile Equipment

Introduction

Vehicles perform an important role across the entire spectrum of Logical Labour Solutions organisational activities.

This Element is concerned with vehicular energy and the hazards that exist to users and pedestrians through vehicles and mobile equipment.

Standard Requirements

General

1. This standard applies to all vehicles with the exception of Company cars, and includes buses, trucks, fork lifts, mobile cranes, gantry cranes, traversers, mobile plant, cherry pickers, mobile extendable work platforms, mobile drills, water carts, tow trucks, trailers, and light vehicles.
2. This equipment may only be operated by those personnel authorised by the Company to do so following appropriate training to ensure the operator is competent.
3. Vehicles have associated with them other types of possibly injurious energy such as:
 - (i) Power take offs for machinery and tools,
 - (ii) hydraulic and pneumatic energy systems, compressed air (tyres),
 - (iii) gravitational hazards in use such as slings, chains and hooks,
 - (iv) noise and vibration,
 - (v) electricity,
 - (vi) hazardous chemicals (fuel or load),
 - (vii) toxic or asphyxiant exhaust gases from engines
4. Careful consideration of user requirements for safe operation must be applied in the procurement of all vehicles and mobile equipment.

Ref: Work Instruction: Vehicles & Mobile Equipment

3.8.1.1.2 Slings, Chains & Lifting Equipment

Introduction

Slings, chains and lifting equipment are used regularly at Logical Labour Solutions, occasionally for heavy or complex lifting arrangements. As such, it is vital that this equipment is maintained in serviceable condition. Similarly it is critical that those personnel carrying out the lifting are authorised and competent to do so.

Standard Requirements

General

1. Lifting complex loads is the responsibility of a person with a Licence in Dogging/ High Risk work. If the load is difficult and you can't lift it with hooks, clamps or purpose-made jigs, ask a dogman to supervise the lift.
2. In the performance of lifting tasks with the use of slings, **the following practices are prohibited.**
 - (I) Use of a sling over sharp corners without protective padding.
 - (ii) Forcing of a sling into position.
 - (iii) Overloading of any sling.
 - (iv) Use of damaged or worn slings.
 - (v) Dragging of slings from under a load.
 - (vi) Allowing loads to pass over a sling laying on the ground.
 - (vii) The use of slings in conjunction with the forks of a forklift.

All Personnel

1. Only use:
 - Lifting equipment if authorised to do so.
 - Approved lifting gear supplied by the Company.
 - The right lifting equipment for the job.
2. Before using equipment:
 - Check slings and chains for the job.
 - Check that the equipment is safe.
 - Report any faults.
3. After using equipment:
 - Put it away in the right place.

Ref: Work Instruction: Slings, Chains and Lifting Equipment

3.8.1.1.3 Machinery and Tools

Introduction

This element covers the control of injury risks from both fixed and mobile items of machinery and equipment and from powered and non-powered hand tools.

Standard Requirements

General/Operations Managers

1. Ensure that all new machinery and tools purchased are effectively guarded and that guarding conforms to the appropriate standards. Powered plant must have a Plant Risk Assessment completed prior to commissioning as per Work Instruction - Plant & Equipment Hazard Identification, Risk Assessment & Risk Control procedure.

Supervisors

1. Ensure that no machinery or powered hand tool is operated without its guard(s) correctly in place.
2. Ensure that a survey of all machine guarding is conducted and that guarding requiring maintenance or adjustment is documented and actioned.

3. Conduct pre-commissioning and monthly routine physical checks in accordance with the workplace inspection checklist as per Work Instruction - Workplace Inspections
4. Ensure that appropriate operating manuals or reference standards are available to all employees at all work sites.
5. Ensure that only trained qualified/licensed operators undertake the use of explosive powered hand tools.
6. Ensure that only trained, qualified personnel undertake the use of machinery, powered or non powered hand tools.
7. Ensure that machine tool controls conform to the requirements as set out in the Plant Risk Assessment.

All Personnel

1. All operative personnel have a responsibility to ensure that they do not operate or assist in the operation of any machinery or powered hand tool without being trained or without its guard(s) correctly in place.
2. Ensure that all hand tools, powered hand tools (including air, hydraulic and explosive powered tools) are in good working condition before use.

Ref: Work Instruction: Workplace Inspections

3.8.1.1.4 Lockout and Tag Procedures

Introduction

These procedures are designed to ensure the safety of all employees while carrying out machinery or process repairs, maintenance work, cleaning, setting up equipment or construction work. They will also prevent the operation of any machinery or process where damage may occur due to the equipment being in an unserviceable condition.

Within the Company Workshops, Projects or Sites, two systems are used:

- Safety Lock and Danger Tag system
- Out of Service Tags

Locks prevent the use of unsafe or unserviceable equipment and must be used wherever possible.

Lockout Devices and Danger Tags protect people who maintain, repair or operate equipment and machinery.

Out of Service Tags protect equipment and people if the equipment is not safe to use.

Standard Requirements:

All Personnel

1. To isolate electrical equipment, refer to 3.8.5.1 and Work Instruction - Tagging & Lockout of Unsafe or Unserviceable Equipment.
2. Place a **DANGER tag** or **OUT OF SERVICE** tag on any faulty equipment as required
3. Notify the Supervisor providing the following details:
 - (i) the specific plant or equipment tagged
 - (ii) the reason for the tag
 - (iii) that a “**DANGER**” tag is in place, and that a lock is required, or
 - (iv) that an “**OUT OF SERVICE**” tag is in place and repairs are required

Supervisors

1. Report faulty equipment to the appropriate section for repairs.
2. Ensure that all tagging and lockout is carried out as per Work Instruction - Tagging and Lockout of Unsafe or Unserviceable Equipment.
3. Ensure that all personnel in his/her area of control are familiar with these lockout and tagging procedures.

Ref: Work Instruction - Tagging and Lockout of Unsafe or Unserviceable Equipment.

3.8.1.2 Manual Handling Hazards

Introduction

There are very few workplace activities that do not involve some form of Manual Handling.

Manual Handling can be described as “any activity requiring the use of force, exerted by a person, to lift, push, pull, carry or otherwise move or restrain any animate or inanimate object”.

Handling of any weight can represent a risk to an individual's health and safety. Accordingly, where heavier objects are handled, greater care is required. Weight is an important factor when assessing manual handling tasks; however, there are multiple other factors which must be taken into consideration.

Managing manual handling involves Hazard Identification Risk Assessment and Control,

- (a) identification of hazards in the workplace likely to cause manual handling injury:
- (b) detailed assessment of particular risk factors:
- (c) principles and examples of control measures to eliminate or reduce risk.

It is the policy of Logical Labour Solutions to minimise the number and the severity of Manual Handling Injuries. In order that this can be achieved the employer and its employees will:

- (a) Endeavour, initially to design or redesign tasks such that Manual Handling is reduced to the minimum practicable level.
- (b) Provide and encourage the use of mechanical assistance where practical and when the load or object is more than can be comfortably managed by one or a team lift.
- (c) Develop and implement team lifting when the load or object is more than can be comfortably managed by one employee.
- (d) Provide as a last resort to all employees training in the use of correct lifting and handling techniques as set out in the Manual Handling Code of Practice/ compliance.

Standard Requirements

General

1. “Ergonomics” is the study of people in their working environment. It recognises that people have size and shape that they think and have attitudes. The purpose of ergonomics is to design equipment, improve methods of doing work and laying out workshops, work areas, stores, etc in such a way as to **minimise fatigue**.

General/Operations Managers

1. Ensure all employers, work processes, tools and machinery are assessed and inspected to eliminate physical risks to personnel as per Work Instruction - Manual Handling, Hazard Identification Risk Assessment & Risk Control procedures.

Supervisors

1. Ensure control measures identified in Risk Assessments are appropriate and implemented.
2. **Ensure personnel exposed to Manual Handling Hazards are appropriately trained, and that competency is maintained by regular retraining.**
3. Ensure appropriate task reference standards and other materials are available to worksite personnel.
4. In the allocation of tasks, assess the capacity/capability of employee(s) to perform tasks, taking into account the individual's age, build and pre-existing medical history.
5. Ensure all injury/illness/hazards involving physical work are reported, causes investigated and workloads assessed. In each case of reported Manual Handling Injury, a Risk Assessment as set out in Work Instruction - Manual Handling Hazard Risk Assessment and Risk Control procedures must be completed with the injured party.

All Personnel

1. Ensure compliance with safe manual handling practices and procedures.

Ref: Work Instruction: Manual Handling Hazard Identification, Risk Assessment and Risk Control procedure (MHRA)
Policy: Manual Handling

3.8.1.3 Hazardous Substances Exposure Hazards

3.8.1.3.1 Hazardous Substances

Introduction

Logical Labour Solutions has obligations under Occupational Health and Safety Legislation to provide access to information for all employees on hazardous substances used, transported, stored and disposed of by the organisation.

A Hazardous Substance is defined as:-

“One specified as a Hazardous Substance according to the criteria of WorkSafe Australia and noted accordingly on the Safety Data Sheets”.

In Logical Labour Solutions, this information is supplied as Safety Data Sheets in the format approved by “WorkSafe Australia”. The S.D.S. shall be available at the point of use if practical, and in a master manual.

The Company will ensure all hazardous substances (e.g. caustic, corrosive, asphyxiant, toxic, narcotic, flammable and explosive) used, kept or produced on site are identified and the Company will ensure measures are taken to remove or reduce, as far as is practicable, the risk presented by hazardous substances.

Common substances are chemicals too and can be poisonous (toxic). These include:

fuels	lubricants	paints
solvents	detergents	disinfectants
adhesives		

We use many chemicals at Logical Labour Solutions. Some of these chemicals are classified as dangerous goods and so need special handling and storage methods.

Where required, the manifest of dangerous goods shall be in a prominently displayed box in a position where it is freely accessible to members of any State Emergency Service.

Standard Requirements

General

1. There are three main areas of control:
 - (i) establishing and maintaining a register of all hazardous substances on site, and their SDS.
 - (ii) assessing and controlling risks arising from the use of Hazardous Substances,
 - (iii) ensuring personnel exposed to or using Hazardous Substances have appropriate training.
2. **Any chemical substances not currently in the Safety Data Sheets Register must be approved by the Site Occupational Health Safety & Welfare Coordinator prior to use.**

General/Operations Managers

1. Ensure a register of all hazardous materials on site is maintained.
2. Ensure that site specific inspections are conducted at least once yearly to ensure compliance with this standard.
3. Ensure that operating procedures are prepared and issued for all operations involving the use and application of hazardous substances, following a Risk Assessment as per Work Instruction - Hazard Substances Risk Assessment and Risk Control procedures.
4. Ensure that appropriate placarding is placed at specific storage areas and at entrances to work sites to advise Emergency Services of the location and type of risk that may be encountered on site.

Site Co-ordinator

1. Maintain a register (listing) of all approved hazardous substances, their application and user locations.
2. Provide an assessment and approval system for all hazardous substances submitted for application(s) in Logical Labour Solutions as per Work Instruction - Hazardous Substances Risk Assessment and Risk Control procedures.
3. Issue Safety Data Sheets to approved users.
4. **It is mandatory that all of the following be satisfied to achieve approval by the Site OHSW Co-ordinator.**
 - (i) Availability of fully detailed Safety Data Sheets to users.
 - (ii) Appropriate application and use of the hazardous substance.

- (iii) Appropriate attention to all aspects of safety and health of end users in the workplace.
5. Ensure all Safety Data Sheets are checked regularly to ensure they are current (less than 5 years old).

Purchasing Officer

1. Ensure that the purchase of hazardous substances does not proceed without the hazardous substance being approved for the proposed application and user location by Site OHSW Co-ordinator.
2. Ensure that in the purchase and supply of approved hazardous substances, Safety Data Sheet for each product is supplied.
3. Ensure that for each approved hazardous substance purchased and supplied, the Safety Data Sheet is supplied to Site OHSW Co-ordinator.
4. Ensure that no hazardous substances are received or issued without being labelled and Safety Data Sheet supplied.
5. Ensure that in storage and handling, hazardous substances are segregated and appropriate signage placed in accordance with relevant standards.

Supervisors

1. Ensure that all employees involved in the application or use of hazardous substances have received training and comply with the specified safety requirements.

The Safety Data Sheets for the hazardous substance being used specify the “user” precautions necessary in relation to:
 - (i) Ventilation and Dust Control
 - (ii) Personal Hygiene
 - (iii) Personal Protective Equipment
 - (iv) Control of Static Electricity and other ignition sources for flammable and explosive substances.
 - (v) Storage and Handling
 - (vi) First Aid
2. Ensure that Safety Data Sheets for all hazardous substances used within his/her area of responsibility are readily available to all users at the work area for reference in an emergency.
3. Ensure that for the procurement of hazardous substances, the application and user location is specified to the Site OHSW Co-ordinator.
4. Refer all proposed new hazardous substance applications to the Site OHSW Co-ordinator for approval before use.
5. Ensure any hazardous substances decanted or removed into other packaging, as recommended and approved by the Site OHSW Co-ordinator, are clearly and durably labelled to ensure proper identification and safe handling information.
6. Conduct and document monthly physical checks of all chemical substances, used in his/her work area in accordance with Work Instruction: Workplace Inspections to ensure their application and use conforms to relevant safety procedures.
7. Ensure that disposal of waste chemical is conducted in accordance with the relevant requirements and that the safety procedures specified above are followed by all personnel involved.
8. If in doubt, seek the advice of the Site OHSW Co-ordinator for assistance and advice in ensuring safe use and application of the chemical substances.

9. Ensure that operating procedures for all operations involving the use and application of chemical are issued to all personnel.
10. Ensure appropriate emergency equipment such as showers and eyewash units are available where necessary.

All Personnel

1. Ensure that the application or use of chemical substances is not undertaken without Safety Data Sheets being available for reference in an emergency.
2. Ensure that when undertaking the application or use of chemical substances, the safety precautions specified on the Safety Data Sheets are complied with. Particularly in relation to:
 - (i) First Aid
 - (ii) Personal Protective Equipment
 - (iii) Personal Hygiene
 - (iv) Ventilation and Dust Control
3. Advise the Supervisor/Foremen of any adverse effects being experienced in the use of chemical substances.
4. Advise the Supervisor/Foremen of any spills or leakages.

Ref: Work Instruction: Hazard Substances Risk Assessment and Risk Control procedure

3.8.1.3.2 Biological Hazards

Introduction

Biological hazards may arise from:

- (I) Bacterial transmission through food or drinking water.
- (ii) Contamination of water used in air conditioning and heating systems (eg. Legionnaire's Disease).
- (iii) Exposure to diseased animals.
- (iv) Close physical contact between people (eg. HIV/AIDS risk to emergency crews and first aid practisers, Hepatitis risk to some employees).

Standard Requirements

General/Operations Managers

1. Ensure that all work areas, tasks and personnel to which exposure to biological hazards may occur are defined.
2. Establish and maintain suitable prevention practices.

Site OHSW Co-ordinator

1. Establish and monitor regular maintenance programmes on all air-conditioning systems, having water as a cooling or heating medium.
2. As required, arrange and liaise with Supervisors to ensure necessary monitoring of equipment, facilities and medical monitoring of employees.

Supervisors

1. Ensure that prevention practices and procedures aimed at biological hazards are compiled with.
2. Where required, provide employees with appropriate personal protective equipment and ensure that they are trained in its use.

Ref: Work Instructions; Response to Needle Stick Injuries

3.8.1.4 Occupational Noise Exposure Hazards

3.8.1.4.1 Noise & Vibration

Introduction

Loud continuous noise damages the sensitive hair cells of the cochlea inside the ear... A person with damaged or destroyed hair cells can suffer hearing loss, tinnitus, dizziness, headaches or permanent deafness.

In addition to hearing loss, noise can have other adverse effects such as fatigue and irritability and can consequently adversely affect health and safety in a less obvious manner.

Loud noise can also cause lack of concentration, poor performance, poor communication, inability to hearing warning signals and major accidents.

Noise level is measured in units of the decibel 'A' scale (the dBA).

Vibration is often closely associated with noise because the origin and control of both are similar. Vibration can have various effects on the human body.

Noise (and also vibration) control can often be carried out at the source by design/modification or by interrupting the transmission path between the source and the employee.

At Logical Labour Solutions you could be working in an environment where the noise exposure limit exceeds the current O.H. & S. (Noise) Regulations. The Company will ensure that workplace noise levels are tested, and that where possible, noise levels are tested. Training in noise exposure will be provided to employees likely to be exposed.

Standard Requirements

General/Operations Managers

1. **Ensure that surveys are carried out, at least annually, to identify unacceptable high noise or vibration levels and make appropriate recommendations. This is to be done at each site where possible**
2. Ensure that any identified high noise and/or vibration zones related to equipment and machines (fixed or mobile) are suitably and correctly signposted.
3. Ensure an up-to-date plan of work locations and/or mobile equipment items is maintained indicating areas/zones of high noise level or vibration hazards is completed by the employer
4. Ensure that every reasonable effort is made to:
 - (i) silence and/or muffle noisy plant and equipment (fixed or mobile)
 - (ii) Isolate vibration hazards wherever practical.
 - (iii) Separate personnel from the source of the noise or vibration where this is the better solution.

5. Ensure that all new plant equipment and work methods (including transferred or second-hand plant equipment) comply with appropriate noise and vibration standards.
6. Ensure all employees exposed to noise levels in excess of the level specified in the OHSW Legislation receive appropriate training on noise exposure hazards.

Site Supervisors

1. Ensure that all identified high noise and/or vibration zones related to equipment and machines (fixed or mobile) are suitably and correctly signposted.
2. **Provide employees with the recommended hearing protection equipment and ensure the wearing of this equipment.**
3. Ensure operative personnel comply with the specific requirements of signposted areas.
4. Conduct monthly documented checks of the working environment in accordance with the workplace inspection checklist.
5. Ensure visitors to the work area are provided with appropriate hearing protection devices or have their exposure time limited to avoid risk of hearing loss effects.

All Personnel

1. Ensure the wearing of hearing protection devices appropriate to the noise level hazards in the areas designated.
2. Ensure that personal hearing protection devices are cleaned on a regular basis and replaced if damaged.
3. Report to the Supervisor any concerns relating to noise and/or vibration hazards in the workplace (e.g. faulty vibration isolators and dampers).

3.8.1.4.2 Hearing Tests

To maintain an effective hearing conservation programme, it is important to monitor changes in employees hearing levels, both to reinforce individual hearing protection use

Standard Requirements

General/Operations Managers

1. Ensure that at least every two years, hearing tests are conducted for all employees who are likely to be exposed to noise levels in excess of the specified level, with referral for specialist assistance if indicated by the audiogram.
2. **Ensure new employees are tested at the commencement of their employment, or as soon as possible after commencement.**
3. Hearing tests results are confidential. Each employee will be provided with a copy of their own results, and a copy will be held on their personnel file.
3. Ensure employees whose audiometric tests indicate a shift in their level of hearing are counselled to determine possible causes for the shift and to reinforce the hearing conservation programme.

3.8.1.5 Electrical Hazards

3.8.1.5.1 Electricity - Standard Isolation Procedures

Introduction

In the course of normal operations, it may become necessary to isolate electrically powered equipment, machines, etc. from the electricity supply (e.g. fire and emergency, electrical fault identified, etc). Isolation of the equipment from the electricity supply may be carried out by any Logical Labour Solutions employee by applying the procedures set out in Work Instruction - Tagging and Lockout of Unsafe or Unserviceable Equipment.

Standard Requirements

All Personnel

1. Operate the main isolator of plant or portable electrical equipment when required.
2. The employee isolating the plant or portable electrical equipment must ensure that a “**DANGER**” tag is completed in full and securely affixed to the isolation switch.
3. Notify the Supervisor providing the following details:
 - (i) the specified plant or portable electrical equipment isolated
 - (ii) the reason for the electrical isolation,
 - (iii) that a “**DANGER**” tag is in place, and that a lock is required.

Site Supervisors

1. Report faulty equipment to the appropriate section for repairs.
2. Ensure that all electrical isolation is carried out as per Work Instruction - Tagging and Lockout of Unsafe or Unserviceable Equipment.
3. Ensure that all electrical isolation beyond the main plant isolator is carried out by licensed electrical tradesperson(s).
4. Ensure that all personnel in his/her area of control are familiar with these Standard Isolation Procedures.

3.8.1.5.2 Electricity - Earth Leakage Equipment

Introduction

A Residual Current Device (RCD) is intended to isolate supply or initiate a signal in the event of a current flow to earth of a protected circuit within a time interval that should not affect heart rhythm.

Standard Requirements

General

1. Unless otherwise approved, a Residual Current Device (RCD) shall be used at all times with movable electrical equipment.
2. If there is any doubt regarding the presence of fixed RCD protection, a portable RCD shall be used.
4. When a portable RCD is used, it shall be plugged directly into a fixed power outlet.

Application of RCD's

1. All premises with the exception of infrequently visited buildings should have fixed RCD's installed in the switchboards.
2. All employers premises that do not have RCD protection already installed in the switchboards, one of the following actions must be taken:
 - (i) install fixed RCD's in the switchboards, or
 - (ii) acquire an adequate number of portable RCD's and distribute to personnel and ensure staff are suitably trained in their application and use.

3.8.1.5.3 Inspection & Testing of Electrical Equipment

Pursuant to AS3760 - In service safety inspection and testing of electrical equipment, Logical Labour Solutions is required to regularly inspect and test electrical equipment. This applies to all sites

Standard Requirements

General/Operations Managers

1. Ensure electrical equipment designed for connection by flexible cord, and extension cord sets on the site are tested and tagged by a qualified electrical worker at six monthly intervals.
2. Ensure portable RCD units on the site are tested daily or before each use by push-button test and performance tested every 12 months.
3. Ensure all other electrical equipment is inspected and tagged in accordance with AS 3760.

3.8.1.6 Housekeeping Hazards

Introduction

It is the policy of Logical Labour Solutions to maintain and promote a high standard of housekeeping over the whole site. If this is achieved it will assist in accident prevention, enable better working conditions, and help to lift the quality of our product.

Housekeeping is everyone's responsibility and an important part of any job. Keep work area clean by clearing up any mess. Everything used has a home - keep it there when it is not in use.

Accumulated waste and refuse in and around shelves, benches and infrequently occupied areas etc. can result in safety hazards due to cramped conditions and the potential for tripping as well as the associated fire risks.

Spills and leaks can result in safety hazards due to the potential for slipping as may also have an associated fire risk.

**Good housekeeping means cleanliness and orderliness.
A place for everything and everything in its place.**

Standard Requirements

All Personnel

1. Maintain a consistently high standard of housekeeping.

3.8.1.6.1 Pre Placement Workplace Inspections

Regular inspections of the workplace using a checklist help to ensure that a high standard of housekeeping is maintained.

It is also intended to ensure that emergency equipment remains accessible at all times.

Standard Requirements

General/Operations Managers

1. Ensure an inspection of the workplace is completed at least quarterly by the relevant sites. Refer Work Instruction - Workplace Inspections.

Supervisors

1. Conduct inspections of the workplace at least quarterly in accordance with Work Instruction - Workplace Inspections.
2. Ensure deficient areas are corrected as soon as practicable

Refer Work Instruction - Workplace Inspections.

3.8.1.6.2 Walkways, Pits and Line marking

Introduction

It is essential to ensure that clear passageways are established and maintained to provide access and egress to production areas, and to ensure clear passage to emergency exits. These passageways are defined by yellow line marking.

Other hazards such as pit edges, stairs, platform edges and changes in floor levels should also be defined by yellow line marking.

Emergency equipment such as fire fighting equipment, crane access ladders and switchboards must be kept clear and should be marked accordingly.

Standard Requirements

General

1. Line marking must be maintained in a highly visible state.
2. Pits and platform edges must be fenced or chained off with posts and chains whenever possible.

General/Operations Manager

1. Ensure workshop passageways are defined by yellow line marking, with a minimum width of 1.2M.
2. Ensure pit edges, platform edges and stairs are defined by yellow line marking.

3. Ensure passageways to emergency exits are marked.
4. Ensure clearways are marked 1m x 1m minimum around fire equipment, crane access ladders and switchboards.

Supervisors

1. Maintain line marking in a highly visible state.
2. Ensure marked walkways remain clear.
3. Ensure fences and chains on pits and platforms are replaced after removal.

All Personnel

1. Stay within the boundaries of the marked walkways whilst in transit.
2. Replace chains and fences on pits and platforms after removal.

3.8.1.6.3 Buildings, Structures and Fences

Introduction

Buildings, structures and fences include: bridges, platforms, pits, fixed installations, houses, offices, campsites, signposts, gates, barriers, sheds, floors etc.

Many features of buildings, structures and fences deteriorate over time becoming damaged by impact and or corrosion or other degradation which may ultimately result in hazard(s) to the health and safety of employees.

Standard Requirements

General

1. Any parts or section of a building, structure or fence reported unsafe shall be isolated immediately pending rectification. The area shall be cordoned off using appropriate signage and warning flags (bunting).

General/Operations Managers

1. Ensure that areas of responsibility are clearly demarcated in the form of a plan showing clearly the physical division between adjacent areas of responsibility. Supervisors must be made aware of the exact limits of their responsibility.

Supervisors

1. Conduct a monthly documented inspection of all buildings, structures and fences under his/her control in accordance with the Workplace Inspection Checklist.

All Personnel

1. Report promptly to the Supervisor/Foreman any item or portion of a building, structure or fence considered to be in an unsafe or hazardous condition.
2. Ensure compliance with any safety signage that has been installed to deal with unsafe or hazardous conditions.

3.8.1.6.4 Waste and Refuse Removal

Introduction

Accumulated waste and refuse in workplaces and work sites can cause unnecessary risk of injury to employees. Hazardous wastes (e.g. solvents, oil soaked rags) can also present either a fire or health risk and require carefully considered collection and disposal methods.

The removal of simple refuse (e.g. papers, food scraps) requires control to minimise the risk of disease resulting from poor hygiene.

The provision of appropriate handling facilities for the collection and handling of waste and refuse can assist in minimising the risk of strain injury to personnel. The Company has formulated procedures for the removal of waste and refuse.

Standard Requirements

General

1. The following definitions apply to specific types of waste and refuse.

Scrap is material that is of no further use to Logical Labour Solutions and is (e.g. after cutting) disposed of by auction or tender (e.g. metal off cuts, components that cannot be economically repaired).

Rubbish is material that is of no use to anybody (e.g. oil soaked rag, used oil filters, papers, food scraps).

Salvage is any item, component or material that has further use to Logical Labour Solutions.

2. If any doubt exists as to the correct classification of waste and refuse equipment or material, advice should be sought from the Supervisor.

General/Operations Manager

1. In conjunction with Plant OHSW Co-ordinator, conduct an annual survey of waste and refuse removal arrangements in all areas under his/her control to assess their adequacy and effectiveness and implement action on recommendations.

Supervisors

1. Identify hazardous and incompatible wastes.
2. Ensure that waste removal methods comply with legislative and good practice requirements.
3. Ensure that in the provision of waste and rubbish containers:
 - i) the quantity supplied is adequate.
 - ii) the locations are suitable (strategic locations)
 - iii) the containers are suitably branded to indicate the type of waste they are to carry.
 - iv) the containers are suited to the work area handling methods.
 - v) the container construction material is compatible with the waste to be carried.
 - vi) the container must be equipped with a lid where appropriate
4. Provide for collection of wastes at a frequency that will avoid the over accumulation (i.e. fire hazard) and the development of health hazards due to rotting waste.
5. Conduct monthly documented checks in accordance with the workplace inspection checklist.

6. Ensure that scrap which has the potential for further re-use with potential for injury to the user (e.g. scrap electrical components, broken ladders) are destroyed before being deposited in waste containers.

All Personnel

1. Ensure that in the disposal of wastes and refuse into containers for disposal.
 - (i) The waste or refuse is placed in the appropriately signed container.
 - (ii) Where provided, lids are replaced.
 2. If in doubt as to the correct disposal of waste or refuse, seek the advice of the Supervisor/Foreman.
- Ref: Environmental Policy

3.8.1.6.5 Notices and Signs

Introduction

The purpose of any notice or sign is to provide instant recognition and understanding of hazards, safety requirements, instructions, emergency exits and other information.

Standard Requirements

General

1. Notices and signs are used to:
 - (i) Identify hazard areas
 - (ii) Indicate personal protective equipment requirements
 - (iii) Provide guidance and instruction
 - (iv) Indicate the location of fire and emergency equipment and exits etc.
2. Pictograms should be used wherever possible.

NOTE: Managers and Supervisors should give due consideration to how effectively signage relates to employees of various ethnic origin.

TYPES OF SAFETY SIGNS

- | | | |
|-----|--|---|
| (a) | MANDATORY
(Must do/must use) | BLUE solid circle with WHITE pictogram |
| (b) | PROHIBITORY
(Do Not) | RED annular ring with diagonal at 45° and BLACK pictogram |
| (c) | CAUTION | YELLOW background with BLACK border with BLACK pictogram or lettering.
A YELLOW background shall cover the face. |
| (d) | INFORMATION/FIRE EQUIPMENT | RED square with WHITE pictogram or lettering |
| (e) | HAZCHEM | VARIOUS, refer to Dangerous Goods Standards and Codes. |
| (f) | INFORMATORY/DIRECTION | GREEN square with WHITE pictogram. |

NOTE: Standard sizes for signs are:

- (i) 190mm x 190mm
- (ii) 440mm x 440mm

General/Operations Manager

1. Ensure PPE signage is in appropriate high visibility locations.
2. Ensure Fire & Emergency equipment and exits are clearly signposted.
3. Ensure Authorised Access areas are signposted.

Supervisors

1. Ensure signage is maintained in a highly visible condition.
2. Ensure employees are aware of and comply with signage.
3. Review annually with the Facility/Plant Co-ordinator existing signage for deterioration and relevance, identify and implement any new signage needs.

All Personnel

1. Ensure compliance with all safety signage in the workplace.

3.8.1.6.6 Lighting

Introduction

Optimum lighting of the workplace provides not only a comfortable and safe visual working environment, but also one which promotes maximum potential for production and quality of work.

Low lighting levels need not result in injury to the eyes but prolonged periods in poor light may lead to visual discomfort in the form of fatigue or headaches.

Excessive lighting levels may result in visual discomfort.

Standard Requirements

General

1. Wherever possible, natural lighting, without glare should be utilised.
2. Artificial lighting must be adequate for the type of work being performed, especially where hazardous or night work situations are involved.
3. Wherever temporary or portable lighting is used, a Residual Current Device shall be used as set out in 3.8.1.5.2 - Electrical Hazards - Earth Leakage Equipment.
4. NOTE: Where portable lighting is used in situations such as:
 - (i) inside metal vessels
 - (ii) in confined spaces
 - (iii) in areas where a fire or explosion hazard may exist,

this lighting must comply with the specific requirements of the relevant standards.

If in doubt, advice should be sought through the Site Co-ordinator.

3.8.1.6.7 Area Ventilation

Introduction

The purpose of area ventilation is the provision of fresh air in adequate quantity and quality for the comfort and convenience of people occupying work areas (including offices).

Tasks such as welding, grinding, spray painting, etc., can generate harmful substances and adequate ventilation must be provided.

Standard Requirements

General

1. When any work that is likely to generate dust or fumes (e.g. grinding, oxy cutting) is to be carried out within a workshop area, due consideration should be given to the provision of ventilation or extraction. If in doubt, the assistance of the Site OHSW Co-ordinator should be sought.
2. The use of vehicle maintenance pits should be avoided where possible, however, where they exist, they must be suitably ventilated when in use.

Supervisor

1. Ensure that welding, grinding, spray painting, etc. (Other than that carried out on site) are performed **only** in areas designated for these activities.
2. Ensure that areas designated for welding, grinding, spray painting, etc. are suitably equipped with appropriate ventilation or extraction equipment, and that this equipment is used during operations.
3. Ensure that regular scheduled maintenance is carried out on extraction and ventilation equipment (including air conditioning systems).
4. Conduct monthly documented checks on work area ventilation in accordance with the requirements of the workplace inspection checklist.
5. Ensure that all employees undertaking activities which may produce fume, dust, etc., have access to appropriate personal protective equipment - (e.g. disposable face masks, cartridge type respirator, etc).

All Personnel

1. Ensure compliance with all signage regarding:
 - (i) ventilation/extraction
 - (ii) designation of work areas for specific tasks (e.g. spray painting, welding).

3.8.1.6.8 Colour Coding: Plant and Pipelines

Introduction

Physical hazards and particular items of plant equipment and facilities can be highlighted in the workplace by marking with specific colours. Colour marking can be applied in the identification of machinery hazards, obstacles, walkways, fire and emergency equipment, signage etc.

The use of standard colours encourages uniform recognition of safety related features in the working environment.

Colour marking assists employees to quickly recognise and identify safety features and warnings against hazards and hazardous areas.

Employees should be trained in the recognition of safety colours and colour code "Keys" displayed in prominent positions.

Standard Requirements

General

1. Pipe markers and valve tags are available in a variety of types.

General/Operations Manager

1. Ensure that all work areas under his/her control comply with the requirements of this standard.

Supervisors

1. Conduct an annual survey of the area of responsibility in conjunction with the Facility/Plant OHSW Co-ordinator to identify piping, machinery items and any other sources of hazard requiring colour marking.
2. Ensure that all colour marking applied in the identification of physical hazards and equipment and facilities, (eg fire and emergency equipment, machinery controls and hazards, walkways, obstacles, safety equipment and signage) complies with the relevant Australian Standard (Extract below).
3. Ensure pipeline identification colour code "keys" are displayed near points of access to the workplace and in prominent locations.
4. Ensure that all staff are advised of and have access to colour coding "keys" for all colour marking employed in the work area.

All Personnel

1. Observe and be aware of the significance of all colour marking (and related colour code "Keys") employed in his/her work area.

COLOUR CODING: PLANT AND PIPELINES

PIPELINE IDENTIFICATION	COLOUR SPECIFICATION	AS 2700
Water	Green	G13 - Emerald Green
Steam	Silver-Grey	-
Oil-Mineral, Vegetable or Animal Flammable or Combustible Liquids	Brown	X53 - Golden Tan
Gases, in either Gaseous or Liquefied Form*. Vapours and pneumatically conveyed fumes and materials	yellow-ochre	Y53 - Sandstone
Acids and Alkalis	Violet	P23 - Lilac
Air	Light Blue	B25 - Aqua
Other fluids, including drainage pipes unless the drain is to a particular service	Black	-
Fire fighting Materials, including detection and suppression systems	Safety Red	R13 - Signal Red
Hazardous Services	Safety Yellow (in conjunction with black)	Y14 - Golden Yellow
Electricity	Light Orange	X15 - Orange
Communications	White	-

3.8.1.7 Hazards arising from work at heights

Introduction

Due to the nature of the human body, and the location of the centre of gravity of the human body in the upper section, there is a risk of severe injury in any situation where an employee may fall more than 2 metres. Fall protection equipment must be used in any situation where there is the potential for an employee to fall more than 2 metres, and scaffolding or similar cannot be practicably provided.

Standard Requirements

General

1. As far as is practicable, fixed or moveable scaffolding or similar should be used to provide access to work at heights.
2. In cases where this is not practicable, fall protection equipment must be used.

Site Manager

1. Ensure such situations where the potential exists to fall more than 2 metres are identified and listed in a Fall Hazard Register.
2. Ensure Fall Hazard Controls are listed in the Register
3. In cases where scaffolding cannot practicably be provided, ensure fall protection equipment is provided.
4. Ensure employees required to use fall protection equipment receive appropriate training in its use.

Supervisor

1. Ensure equipment provided is used correctly.

Ref: Work Instruction Safe Working at Heights

3.8.1.8 Hot & Cold Temperature Hazards

Introduction

Both high and low atmospheric temperature conditions, and hot/cold fluids and solids can have an adverse affect on the human body. Work in a hot environment can result in discomfort and decreased productivity, heat exhaustion, heat stroke and heat cramps. Heat stress is affected by the clothing worn, the physical workload being performed and acclimatisation of the persons concerned.

Standard Requirements

General

1. The environmental factors involved include air temperature, air movement, the radiant heat load (if any) and the air humidity. Employees who are overweight, unfit or have heart, skin or circulatory system diseases are more at risk of heat stress, as are those who are suffering from some illness or making use of some form of medication.
2. Exposure to hot/cold solids and fluids can produce direct tissue injury. Recognition and control is important for risks from leaks, exhaust splashes and the proximity of solid objects.
3. The Company will identify all possible exposures to high/low temperature conditions and assess them in a planned manner, if necessary with specialist guidance.
4. Each site will develop procedures for dealing with these situations.

3.8.1.9 Hazards arising from the Management of OHSW by Contractors

Introduction

Contractors working to lesser standards of OHSW may adversely affect the health and safety of Logical Labour Solutions employees. Accordingly, in the preparation of tender specifications, the OH&S practices of proposed contractors require identification and then assessment as part of the selection process for successful tenderers.

All contractors and sub-contractors on site have to be advised of, and are bound by, all site safety rules and procedures.

All contractors and sub-contractors on site should receive a site induction for contractors.

All contractors, besides employment contract labour, must be signed in by the person who arranged the services to be performed.

That person must ensure the contractor has been through the site induction process for contractors and that a Safety Plan (Job Safety Analysis/ Safe Work Method Statements.) has been completed in the event of “minor contracts” or that a “Subby Pack” has been completed in the event of “significant contracts”.

Any new or uninducted contractors must be inducted before commencement; their name should then be added to the list of approved contractors.

Contractors may not operate equipment unless trained and authorised to do so. Equipment brought on Plant must comply with all OHSW requirements.

Definitions:

- a) Contractor and Sub-Contractor; any organisation or person, besides labour hire employees, who is contracted by Logical Labour Solutions to carry out works.
- b) “Significant contracts”. Any contract works comprising any one or more of the following:
 - Any construction work with a project value of more than \$250,000.
 - Any contract work which is carried out at more than 2 metres from ground level.
 - Any contract work which is expected to take longer than one week.
 - Any contract work which is expected to take more than a week during a year.
- c) “Minor Contract”; any other contract works, with the exception of labour hire.

Standard Requirements

General/Operations Manager

1. Safety Plans and Subby Pack

In the case of “minor contracts”, ensure the contractor provides a Safety Plan (Job Safety Analysis/ Safe Work Method Statements.) prior to commencement and that this is reviewed and deemed to be appropriate prior to commencement.

In the event of “significant contracts”, ensure the contractor or sub-contractor completes a “Subby Pack” and that this is reviewed and deemed to be appropriate prior to commencement, in accordance with Work Instruction: Occupational Health & Safety Contractor Management.

For “significant contracts”, ensure a regular audit of the Subby Pack is undertaken and documented.

Issue any non-conformances in writing to the contractor and provide a copy to the Plant Occupational Health Safety & Welfare Co-ordinator.

2. Safety

(i) General

Contractors and their employees, their subcontractors and their employees, shall observe all safety requirements as may be directed from time to time by Logical Labour Solutions.

(ii) On Site Induction

All personnel shall be required to attend an On-Site Induction to be advised of both the statutory requirements in respect of work practices, and of Logical Labour Solutions site safety rules.

3. Isolating Procedures

If there is a likelihood of accidental contact with exposed live electrical conductors, or when construction, maintenance or installation work needs to be performed on items of equipment, either electrical or mechanical, where plant or personnel can be endangered, whether it has been or is to be connected to existing electrical or services supply, the contractor shall notify Logical Labour Solutions who shall be responsible for the electrical or mechanical isolation which has to be carried out strictly in accordance with the Standard Isolation Procedures as set out in 3.8.1.5.1, Logical Labour Solutions OHSW Manual and Work Instruction - Tagging and Lockout of unsafe or unserviceable equipment.

4. Accidents and Incidents

(i) Any accident on Logical Labour Solutions sites resulting in death or serious bodily injury or the potential of either to any person shall be reported immediately to Logical Labour Solutions.

(ii) Any incidents on Logical Labour Solutions sites that have the potential to cause injury or any incident that causes damage to machinery, plant or equipment shall be reported as soon as practicable but not later than twenty-four hours after the event to Logical Labour Solutions .

5. Ensure that in the selection of the successful contractor, all OH&S criteria are satisfied by that tenderer.

6. When a contract is in progress, supervise conformity with OH&S specifications and Safety Plan and survey final results to ensure compliance before the end of contractual obligations to Logical Labour Solutions.

Work Instruction: Occupational Health & Safety Contractor Management
Tagging and Lockout of Unsafe or unserviceable equipment
Job Safety Analysis/ Safe Work Method Statements.

3.8.1.10 Hazards arising from visitors on site

Introduction

All visitors on site are the responsibility of Logical Labour Solutions and must follow the same rules as our employees.

In general terms visitors to Company premises will fall into the following categories:

- (a) Commercial visitors, customers or clients, and
- (b) Transport drivers and trade or contract personnel working on the premises
- (c) Group tours
- (d) Others - Personal contacts, Family, Friends.

Standard Requirements

General

1. Contractors, besides employment contract labour, engaged in on-site work for URSON CONTRACTING PTY.LTD are not classed as visitors but must report to reception prior to entering workplace.
2. Employment contract labour personnel are to follow the same rules as other employees and are also not classed as visitors.
3. Drivers delivering or collecting materials and goods may proceed direct to the goods receipt and dispatch area.

All Personnel

1. All visitors are required to register at reception to be given instructions, including need for personal protective equipment.
2. A record to be kept in the main office of details of all visitors.
3. Children and animals are not permitted in production buildings and areas.
4. Visitors may only enter the factory whilst with an Logical Labour Solutions employee.

3.8.1.13 Compressed Gas Bottles

Introduction

Compressed gases such as oxygen, acetylene and LP Gas are stored in bottles and are used at various locations around the facility.

Gas bottles must be kept with the safety valve in an upright position at all times and must be restrained to prevent them from falling over.

Acetylene and LP gas bottles should have flashback protectors fitted. Various regulations require the separation of bottled gases when in storage.

Standard Requirements

General/Operations Manager

1. Ensure compressed gases are stored correctly.

Supervisors

1. Ensure flashback protection is fitted to LP Gas and acetylene bottles.

All Personnel

1. Ensure compressed gas bottles are stored in a position such that the safety valve is upright at all times.
2. Ensure compressed gas bottles are restrained at all times.

3.8.1.14 Alcohol and Drugs

Introduction

This policy is intended to supplement the obligation contained with the Logical Labour Solutions Employee OHSW handbook.

Logical Labour Solutions is committed to providing a safe, and as far as practicable, a hazard free environment for all employees, contractors, customers and the public. Logical Labour Solutions also believes that all personnel have a responsibility to their fellow employees and to themselves to maintain this safe and healthy working environment.

The inappropriate use of alcohol and other drugs can lead to the impairment of an individual's health and work performance and can cause or contribute to accidents and injuries.

To minimise the risk and harm associated with alcohol and other drugs in the workplace, Logical Labour Solutions will:

- Take appropriate action to ensure that an employee or contractor on Logical Labour Solutions property or Logical Labour Solutions worksite, or on Logical Labour Solutions business during the normal scheduled hours of work, is not affected by alcohol or other drugs, either illicit or prescribed.
- Arrange alcohol and other drug testing to be conducted by a nominated clinic or by statutory authorities.
 - Where alcohol or drug use is suspected.
 - Following a serious accident or injury
 - On a random basis
- Alcohol and other drug screening will form part of routine and pre-employment medical examinations.
- Co-operate with customers in the implementation and application of their alcohol and drug policies where applicable to Logical Labour Solutions worksites or imposed through specific contracts.
- Encourage employees who may have a drug, smoking or alcohol problem to seek professional care and counselling and Logical Labour Solutions will co-operate in such efforts.
- As appropriate, provide information and training on the effects of alcohol and other drugs.

Standard Requirements

General/Operations Managers/Supervisors

1. Ensure all personnel are made aware of the possibility of alcohol and drug testing and the consequences of positive range test results.
2. In any cases of suspected use of alcohol or drugs in the workplace, arrange appropriate testing and inform the OHS Co-ordinator as soon as possible.
3. Ensure line management and safety personnel are provided with training in how to recognise personnel affected by alcohol or drugs.

All Personnel

1. Report promptly to management any suspected use of alcohol or drugs in the workplace.

Ref: Work Instructions: Drug & Alcohol Testing Procedures
Policy: Drugs and Alcohol

3.8.1.15 Smoking

In line with Logical Labour Solutions corporate policy, smoking is only permitted in nominated open-air areas.

Smoking is only permitted during designated time periods. These periods are set by Facility/Plant Managers for each facility or plant.

Ref: Smoking Policy

3.8.1.16 Hazards arising from work at isolated field sites

Introduction

Occasionally personnel are required to work at isolated field sites, which may present hazards not normally encountered in normal duties. Examples of this may include limited communications potential, reduced access to first aid facilities and emergency response procedures.

It is recommended that personnel required to work at isolated field sites conduct a basic Job Safety Analysis/ Safe Work Method Statements. to identify potential hazards and to identify specific control measures.

Ref: Work Instruction: Job Safety Analysis/ Safe Work Method Statements. (JSA/SWMS)

3.8.1.17 Basic Personal Protective Equipment (PPE) Requirements

Introduction

Each Logical Labour Solutions site has its own guidelines for PPE requirements on site, drawing information from various Risk Assessment procedures, statutory requirements and incident and near miss investigations.

Standard Requirements

All personnel

(i) Eye Protection

All employees are to wear safety glasses at all times within the factory area when working on machines, or in areas that are signposted with the mandatory sign.

Safety glasses may only be substituted for approved protective eye wear for those tasks i.e. welding, grinding, spraying, etc as appropriate.

There are no exemptions in the work area for the application of eye protection as a basic safety requirement.

In the interests of ensuring your eyes are protected, warning penalties will be imposed for repeated non-compliance.

Safety glasses will be supplied/replaced in the first instance by contacting your supervisor.

(ii) Foot Protection

Reinforced cap safety footwear must be worn at all times in designated areas, and doing such tasks as determined by the Safety Committee or management.

Visitors **are not** required to wear safety footwear, provided they remain within walkways. All contractors must wear the appropriate (self supplied) footwear when working on-site.

(iii) Hearing Protection

All employees, visitors and contractors must wear hearing protection when in a designated area.

(iv) Safety Hats

Safety hats must be worn in designated areas

(v) Gloves

Gloves must not be worn in any operation on the entry side of a saw with a power-driven hob or when grinding or handling drills.

Gloves should be worn while stacking packs.

(vi) Breathing Apparatus

Breathing apparatus (respirators) must be worn at all times in areas designated with a respiratory protection sign, or when carrying out operations designated as requiring respiratory protection.

DO NOT USE ANOTHER PERSON'S RESPIRATOR FOR HYGIENE REASONS

(vii) High visibility vests must be worn at all times in designated areas.

Responsibility for care and storage of PPE

It is the responsibility of the employee to store correctly and maintain Personal Protective Equipment. Storage facilities are provided.

Glasses cleaning equipment is provided at various locations

Earmuff service kits are available upon request

Respirators, masks and service kits are available upon request.
Ref: PPE Policy

Bullying and Harassment

Introduction

Logical Labour Solutions is committed to providing all employees with a healthy and safe work environment free from bullying.

Bullying is repeated unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety. Examples of behaviour that could be bullying include:

- excluding someone from workplace activities
- giving someone the majority of unpleasant tasks
- verbal abuse
- humiliating someone through sarcasm or insults
- intimidation

Logical Labour Solutions expects all employees to behave in a professional manner and to treat each other with dignity and respect when they are at work.

We encourage all employees who experience bullying to report it. When bullying is reported, it will be seen as a serious matter and will be investigated in a timely manner. The reporting and investigation procedures for dealing with bullying are set out in the personnel manual, as are disciplinary and appeals procedures. Managers and supervisors have responsibility to ensure employees are not bullied.

Standard Requirements

General

1. Workplace bullying and harassment is often subtle or hidden. Logical Labour Solutions recognises that many factors may contribute to a rise in the potential for bullying and harassment. This may include but are not limited to:
 - Organisational change
 - Workforce characteristics
 - Workplace relationships
2. OHSW issue resolution and incident investigation procedures should be used to investigate and resolve any claim of bullying, but the following should also be observed:

General/Operations Managers

1. Ensure that each situation that is reported or observed will be treated seriously and acted on promptly
2. Ensure that no victimisation of the person who reports the bullying occurs
3. Supports both parties involved in the situation until it is resolved
4. Remain neutral
5. Maintain confidentiality and open communication
6. Document all details
7. Ensure the principals of natural justice apply

Supervisors

1. Ensure that any strategies that are implemented to resolve the situation are adhered to by both parties.
2. Ensure the confidentiality of the parties is maintained.

Ref: Work Instruction – Bullying and Harassment.
Policy: Bullying and Harassment.

Fatigue Management

Standard Requirements

General

1. Fatigue can cause many workplace injuries; the causes of fatigue can be a number of different factors. The risk needs to be assessed by Logical Labour Solutions to control and minimize the risks associated with the work been undertaken. A policy to minimize employee and management exposure to these risks has been developed for you safety. This may include the setting of maximum working hrs per week and working times between breaks depending on task been undertaken. It also will show the time lines for shift changes.

General/Operations Managers

1. Ensure that tasks where employees and management are exposed to these risks are assessed.

Supervisors

1. Where workplace fatigue is listed as a contributing factor in any workplace injury that an assessment is undertaken to control this and that management review this assessment.
2. Report any suspected fatigue related to issues to management
3. Follow up any controls that arise from the risk assessment process are followed

Ref: Work Instruction – Fatigue Management
Policy: Fatigue Management

3.8.2 Risk Assessment

Introduction

Risk assessment is the process used to determine the level of risk of injury or illness associated with each identified hazard, for the purpose of control. The priority for control increases as the established level or risk increases.

Some hazards require formalised Risk Assessment procedures, such as Plant & Equipment hazards, whilst others may be of a more informal nature, such as in the case of housekeeping hazards for instance.

i) **General**

It is noted that in order for risk assessment to be carried out, the level of risk is first determined. Some legislation requires certain control action to be adopted, regardless of whether the risk has been determined.

Establishing the level of a risk requires a clear specification of the actual components of the risk being considered, i.e. the specific scenario of sequence of events including the nature of consequences to be considered, the exposure to the chosen hazard, and finally the probability or likelihood of that scenario taking place. In assessing and determining both the exposure and the probability, the existing controls are considered.

Any scenario involving a particular hazard can lead to different consequences depending on the sequence of exposure events. Hence any risk level needs to be assessed separately for each chosen sequence of events.

To combine the three components of any risk in assessing its level carry out the following:-

- (a) Choose a specific consequence or outcome severity for one possible sequence of events involving the hazard under consideration. Other possible sequences with different possible consequences need to be assessed separately. The number of

persons harmed and the nature of their injuries/illness affects the estimation of the consequence or outcome severity.

- (b) Determine the exposure for the chosen sequence, i.e. how often frequency): how long (duration) and to what extent the affected persons are exposed to the particular hazard (for a toxic hazard this would include any time-weighted average or ceiling exposure).
- (c) Estimate the probability, likelihood or chance that the chosen scenario will lead to the specific consequences being considered. Every scenario considered for any particular hazard has its own specific risk level. The integrity and effectiveness of any existing risk control measures will need to be included in estimating probability.

RISK = LEVEL	CONSEQUENCE x The outcome Severity (injury/ Illness of one Scenario	EXPOSURE x Frequency and duration of exposure of persons to the Chosen hazard	PROBABILITY Likelihood or chance that the chosen sequence and consequence will occur
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ii) **Logical Labour Solutions**

Throughout Logical Labour Solutions, Risk Assessment at the formal level is carried out in accordance with AS 4360 - Risk Management.

The following chart is adapted from AS 4360 to reflect the OHSW hazards being assessed for risk, and is found within some CWI's involving risk assessment.

From AS 4360: Risk Management

RISK ASSESSMENT SHEET

How likely is an event to occur?

LIKELIHOOD

Level	Descriptor	Description
A	Almost certain	The event is expected to occur in most circumstances
B	Likely	The event will probably occur in most circumstances
C	Moderate	The event should occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances

If it does, what are the worst-case scenario consequences?

CONSEQUENCES OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries
2	Minor	First aid treatment
3	Moderate	Medical treatment required
4	Major	Extensive injuries, loss of production capability
5	Catastrophic	Death

Use the information above to find risk level (i.e. Likelihood “C”, Consequence “3”, would equal “H” or High Risk

LEVEL OF RISK

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend

E: extreme risk, immediate action required; H: high risk, senior management attention needed; M: moderate risk, manager responsibility must be specified; L: low risk, manage by routine procedures.

Standard Requirements

General/Operations Managers

1. Where formalised risk assessment is called for, ensure AS 4360 - Risk Management format is followed and documented.
2. Ensure hazards that have been assessed for risk are dealt with in order or risk level.

3.8.3 Risk Control

Introduction

Unless a particular hazard is removed, the risk associated with such a hazard can never be completely eliminated.

The approach most commonly used, and often adopted in legislation for controlling OHSW risks, employs a preferred order of control methods (commonly referred to as a hierarchy) from preferred (elimination), to the least desirable as follows:

- (a) Elimination
- (b) Substitution
- (c) Engineering controls
- (d) Administrative (procedural) controls
- (e) Personal protective equipment

To explain further:-

Elimination is a permanent solution and should be attempted in the first instance. The hazard is eliminated altogether. For example, the elimination of a hazardous process or substance.

Substitution involves replacing the hazard by one that presents a lower risk. This could involve the substitution of a toxic substance with a less toxic substance.

Engineering controls involve some structural change to the work environment or work process to place a barrier to, or interrupt the transmission path between, the worker and the hazard. This may include machine guards, isolation or enclosure of hazards, the use of extraction ventilation and manual handling devices.

Administrative (procedural) controls reduce or eliminate exposure to a hazard by adherence to procedures or instructions. Documentation should emphasise all the steps to be taken and the controls to be used in carrying out a task safely. Administrative controls are dependent on appropriate human behaviour for success. Examples include Logical Labour Solutions Work Instructions and permits to work.

Personal protective equipment is worn by people as a barrier between themselves and the hazard. The success of this control is dependent on the protective equipment being chosen correctly, as well as fitted correctly and worn at all times when required.

Attempts should be made to select control measures from the top end of the hierarchy where possible. These controls may be most easily accommodated at the planning design stages of a project. However, it may be necessary to use a combination of control measures to achieve the desired level of risk control.

The control of risk will require a monitoring and checking process to ensure the effectiveness of these controls. Logical Labour Solutions has a multi-level approach to this task comprising system audits, workplace inspections and supervisor evaluations.

3.8.4 Design, Fabrication, Installation and Commissioning

Introduction

Health and safety should be considered at the initial design and planning phase to build risk controls in at this point. The intended use, as well as maintenance, of facilities, equipment and systems, should be considered. If a process, product or workplace is designed and built with health and safety in mind, the number of reactive add-on procedures required to manage hazards will be minimised.

Each stage of the design cycle (planning, development, review, verification, validation and change) should incorporate hazard identification, risk assessment and risk control procedures. Appropriately competent people should be allocated to clear responsibilities to ensure health and safety requirements are satisfied.

It may not be feasible to anticipate or identify all possible hazards at the design stage. A process or workplace will usually need modification at some time after commissioning, where a periodic risk assessment has identified such a need or because of technological or other changes. The same design principles should be used for such modifications.

Prospective hazards should be identified at the design stage in consultation with, e.g. end-users, maintenance personnel, as well as engineers, architects, doctors or health and safety professionals. The risk associated with these hazards should be controlled by:

- (a) Appropriate design, siting and selection of premises including -
 - (i) proposed use, foreseeable uses and future maintenance;
 - (ii) construction in a manner incorporating best health and safety practices; and
 - (iii) checking compliance to contract specifications, legislation and standards.
- (b) Appropriate design and selection of plant including -
 - (i) the compilation of technical standards as well as human factors relating to installation, use, maintenance, decommissioning and dismantling and disposal (including ongoing waste disposal); and
 - (ii) any relevant OHSW experience gained by users of plant in similar circumstances.
- (c) Appropriate design of work systems including documented work procedures and appropriate people management practices.

Logical Labour Solutions has a number of specific hazard identification, risk assessment and risk control procedures which are used at the design stage, and a general process of Job Safety Analysis/ Safe Work Method Statements.

Standard Requirements

General/Operations Managers

1. Ensure appropriate hazard identification, risk assessment and risk control procedures are implemented at the design stage.
2. Ensure control measures are implemented.

General/Operations Managers

1. Ensure appropriate hazard, risk assessment and risk control procedures are implemented prior to fabrication or commissioning.
2. Ensure control measures are implemented

Supervisors

1. Ensure Job Safety Analysis/ Safe Work Method Statements. is completed as per Work Instruction - Job Safety Analysis/ Safe Work Method Statements. prior to any new process, task or machine commencement.
2. Ensure control measures are identified.
3. Ensure operators are trained appropriately.

3.8.5 Administrative (procedural) control

Introduction

Documented procedures and Logical Labour Solutions Work Instructions are established where the absence of such procedures could adversely affect health and safety.

Employees MUST be trained why and when such procedures are required and to be competent in their use.

Procedures should be reviewed regularly, as well as when changes to equipment, processes or raw material have occurred.

Logical Labour Solutions has a series of Work Instructions (WI's) relating specifically to OHSW matters.

Many other WI's have OHSW matters incorporated into them also.

Standard Requirements

All Personnel

1. Ensure operations at Logical Labour Solutions are carried out in accordance with WI's.

3.8.6 Purchasing Goods & Services

Introduction

The system for the purchasing of goods and services, including maintenance, ensures that purchased goods (i.e. chemicals, plant) and services (i.e. contractors and subcontractors) conform to ABC COMPAN YPTY. LTD OHSW requirements.

Purchase of Goods

- (i) The following list provides a general list of standard items purchased by URSON CONTRACTING PTY.LTD and a list of general OHSW considerations.

Item to be Purchased	General OHSW considerations
Personal protective equipment	Australian Standard approval marking instructions on precautions, fitting, use, maintenance and storage.
Chemicals	Have clear and durable labelling and come with a Safety Data Sheet (Worksafe standard).
Machinery/equipment	A report outlining the hazards associated and the controls required and be fitted with those controls
Furniture	Information to confirm that it has been designed ergonomically and includes Instructions on the ergonomic considerations which need to be taken into account by users

- (ii) Purchase of services is covered under section 3.8.1.10 Hazards arising from the Management of OHSW by Contractors.

Standard Requirements

Purchasing Officer

1. It is a requirement that the purchasing officer take into account Occupational Health, Safety and Welfare considerations when authorising a purchase.
2. Upon receipt, a check against the purchase order is to be made prior to acceptance thereof.
3. Purchase of services such as contractors to be in accordance with 3.8.1.10

REF: 3.8.1.10

3.9 Contingency Planning

Introduction

This section of the manual has been prepared to provide a guide to the formalisation of emergency procedures so that in the event of a fire or other emergency occurring, personnel are familiar with the correct actions to take.

Standard Requirements

The aim of the emergency procedures are to:

1. Ensure safety of personnel and members of the public.
2. Protect building and contents.
3. Minimise the effects of emergencies.

The possibility exists for a fire or other emergency to occur during business hours, and it is therefore important staff understand basic emergency control procedures.

The procedures covered are Fire, Gas Leak, Earthquake and Security Emergency.

The method of conducting an Emergency Evacuation is detailed in Work Instruction: Emergency Evacuation Procedure.

3.9.1 Fire, Extreme Weather Events and Other Emergencies

Introduction

The Company recognises the necessity and importance of proper fire prevention for the protection of personnel and safeguarding of property and plant. This will also include extreme weather events.

It is the responsibility of **EVERY EMPLOYEE** to see that fire hazards are avoided by the observance of safe practices and good housekeeping and to thoroughly understand the fire instructions and the need for their strict observance.

The fire organisation incorporates measures taken to provide for:

1. the protection of personnel from fire hazard.
2. the safeguarding of property and plant through efficient use of fire fighting procedures to control an outbreak of fire.
3. the continuation of, or the earliest possible return to, normal work and service, after an occurrence of fire or any other emergencies.
4. the evacuation and shutdown of the site due to extreme winds, floods and other like emergencies

Standard Requirements

General/Operations Managers

1. Ensure that emergency evacuation procedures are developed and implemented, taking into account fire and other emergencies
2. Ensure emergency evacuation procedures are trialled annually.

3.9.2 Contingency Planning - Security Emergency

Introduction

There are security and other emergencies that may confront the Company. To assist Company members in dealing with security emergency situations, guidelines for dealing with security emergencies are outlined.

The types of threats are:

1. Threatening Phone Calls.
2. Bomb Threat
3. Break and Enter - Theft Incidents
4. Extreme Weather Event Forecasts.

Whilst no set pattern of events can be assumed in any of these situations, employees concerned will be better able to deal with the situation if the following basic guidelines are known and followed.

Standard Requirements

General

Threatening Phone Calls

Threatening phone calls are made by a variety of persons for various reasons. However, the common calls of this type encompass the following:

1. Threats of violence etc.
2. Extortion demands
3. Allegations that a bomb has been placed on the premises

In the event that a threatening phone call is received, the following is to be followed as closely as practicable. The person receiving the call should, above all else, endeavour to remain calm.

The caller may ask to be connected to a management representative, or may simply make demands to the person who happens to answer the call.

Wherever possible the person receiving the call should transfer the call to the senior management representative.

The officer contacted should then determine if it is necessary to raise the alarm with Civil Authorities.

If there is no opportunity to transfer the call, or if the caller declines to have the call transferred, the person receiving the call should obtain as much information from the caller as possible.

Once the call has terminated, contact the most senior management representative available informing them of the information received. If the information given by the caller indicates a potential disaster it may be necessary to evacuate either the whole or certain parts of the building. Should this situation arise, the "Evacuation" procedure should be followed.

3.9.3 Bomb Threat

As with other security threats, there is no rigid pattern of circumstances or behaviour for a bomb threat to the Company.

The following information and instructions are given as a general guide for dealing with the situation.

Receipt of Call

The person receiving the call should:

1. See that the Police are called - have another employee call the Police and if possible also monitor the threat call.
2. Ensure that the Manager or other senior officer is notified.
3. Engage the caller in conversation. Make a written record of his/her statements. Find out if possible the location of the bomb. Listen for background noises which may identify the location of the caller and any accent or other information which may identify the caller.
4. Do not hang up the telephone even if the caller does.

Building Security

On being notified, the Area Fire Warden will instigate a search of the premises.

Particular attention should be given to all exits, stairwells to see that they are clear of danger before any evacuation is contemplated. The Senior Officer present, in consultation with the Area Fire Warden must then decide whether to evacuate the entire building or a portion of the building. This will depend on knowledge of location of any bomb. To evacuate past a known location of a bomb may cause greater injuries in the event of an explosion.

Evacuation

Employees not required for search purposes and who are evacuating the buildings will take with them all personal belongings, parcels, lunch bags, thermos flasks, etc. so that the remaining search team is not confused or delayed unnecessarily in their search. Any person/s having evacuated the building should move to nominated assembly areas or to an area well removed from the building to avoid flying glass and debris.

Locating a Bomb

The procedure here is explicit.

DO NOT TOUCH, DO NOT HANDLE. The Police BOMB SQUAD will remove or defuse any bomb or suspicious articles.

Break and Enter - Theft Incidents

These types of crimes will be committed for a variety of reasons and some of these can effect occupational health and safety conditions within the Group.

Reasons for committing break and entry offences include:

1. Theft of cash or property
2. Theft or copying of material of a technical or commercially sensitive nature
3. Thrill seeking (generally by young offenders)
4. Vandalism, malicious damage sabotage etc.

Once a break and entry incident has been identified or recognised, the OHSW implication must be assessed and addressed.

Security and Extreme Weather Emergency Procedures

In some situations the reason for the forced entry will be obvious and the matter can be dealt with by the Police Department. In other circumstances the purpose of the entry will be difficult to determine and a check procedure must be implemented to identify any hazardous situations left behind by the intruder/s. In the event of an extreme weather event a warning may be issued by management. This will instruct a site wide shutdown of all non- essential equipment. Staff should secure all materials that may become airborne and use electrical isolation procedures for all equipment that is deemed NON essential. Management may in some cases close the plant/ site down in this event.

Operations/ General Manager to:

- Make decision weather site shutdown is needed.
- To advise all personnel of this.
- To start full site shutdown and isolation procedures
- Contact supervisors after weather event has pasted and site is deemed safe to return to.

Supervisors to:

- Begin full recall of all staff to return to work

If it is suspected that entry was made for the purpose of thrill seeking or malicious damage, sabotage etc. then a full investigation must be carried out by competent officers to determine the extent of any damage and any risk situations that could affect employees.

Items to be checked in this investigation include the following:

- Electrical equipment, switchboards, control cabinets etc.
- Vehicles, appliances etc. for damage and or contamination of fuel tanks etc.
- "Booby traps" set in machinery or vehicles
- Chemical contamination of facilities
- Tampering with fire protection equipment

In all instances where vandalism or sabotage is evident or suspected after a break and entry incident, the full implications of the incident must be reported to the investigating Police officers. Area investigations must be performed with the complete cooperation of the Civil authorities.

REF: Work Instruction: Emergency Evacuation Procedure

3.9.4 First Aid Requirements

Introduction

First Aid facilities, such as First Aid kits, First Aid rooms, and trained First Aid personnel, must be available to all personnel at all times. Whilst legislative requirements vary from State to State, it is a standard of Logical Labour Solutions that an assessment is made of the likely First Aid requirements of any workplace and that appropriate First Aid resources are provided.

Standard Requirements

Site Managers

1. Ensure a documented assessment of the First Aid requirements of the workplace is carried out before start of work, and reviewed annually.
2. Ensure appropriate resources as identified are provided before start of work.
3. Ensure training records are available and retraining schedule developed for First Aid practitioners.

Supervisors

1. Ensure regular inspections are made of First Aid facilities in conjunction with the Workplace Inspection Checklist.

Ref: First Aid Policy

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SECTION FOUR

MEASUREMENT & EVALUATION

- 1.1 Inspection, Testing & Monitoring
- 1.2 Audits of OHSMs
- 1.3 Corrective Action

DRAFT

4.1 Inspection, Testing & Monitoring

Introduction

To assist with the attainment of Logical Labour Solutions OHSW policy, objectives and targets, measuring, monitoring and evaluation are key activities.

Various performance indicators are used within Logical Labour Solutions to measure the performance of the OHSW & IM System.

Standard Requirements

Measurement and Evaluation shall cover such points as:

Inspection, testing and monitoring

Inspection

- (a) Inspection of a potentially hazardous process to ensure that controls have been effective.
- (b) Inspection of plant such as pressure vessels to conform with specified, e.g. regulatory requirements.
- (c) Inspection of a work area to ensure that specific site safety rules have been followed.
- (d) Inspection of a work site to ensure that controls are effective and to reinforce management commitment to the OHSMS.

These inspections may be carried out by appropriately competent people such as safety representatives, technicians or managers.

Testing and monitoring

Monitoring and testing for specific hazards may take the following forms:

- (a) Environmental, e.g. flammable gases.
- (b) Personal, e.g. noise dosimetry, personal respirable dust sampling.
- (c) Biological, e.g. heavy metals in blood or urine.

When results do not conform with exposure standards or limits or show abnormal trends, corrective actions are identified and entered in the Site OHSW Action Plan.

4.2 Audits Of OHSM System

Introduction

Internal audits are conducted within Logical Labour Solutions on a regular basis to identify potential areas for improvement and to ensure the policies and procedures contained in the OHSW & IM system are being followed.

Standard Requirements

General

1. The internal audits may vary in scope and depth depending upon the standard or procedure being audited.

General/Operations Manager

1. Ensure that an internal audit schedule is developed and that standards and procedures are audited with a frequency commensurate with their importance to the overall OHSW & IM System.
2. Ensure that the internal audit schedule is followed and that corrective actions identified are entered into the Plant OHSW Action Plan.

Ref: Work Instruction: Internal Occupational Health & Safety audit schedule

4.3. Corrective Action

Introduction

Corrective actions identified during the auditing process must be entered into the Plant OHSW Action Plan or the Logical Labour Solutions OHSW Management Plan. These corrective actions must then be allocated to personnel for completion and a time period for completion set.

Standard Requirements

General

Corrective actions will arise from outcomes produced by:

1. Corporate level audits.
2. Local (Company) level audits.
3. Workplace inspection checklists.
4. Risk assessments (plant/manual handling etc).
5. Near miss/incident reporting.
6. Hazard reports

Further guidance on Facility Action Plans and Logical Labour Solutions OHSW Management Plans is contained in Section 2.4 OHSW Management Plan & Plant OHSW Action Plan.

SECTION FIVE

REVIEW AND IMPROVEMENT

- 5.1 Review of OHSMS
- 5.2 Continual Improvement

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5.1 Review of OHSMS

Introduction

Logical Labour Solutions is committed to regularly reviewing its OHSW & IM System, with the objective of improving its overall OHSW & IM performance.

Standard Requirements

Executive Management

1. Conduct periodic review of the OHSW & IM system.
2. The review should include:
 - 2.1 An evaluation of the suitability of the OHSW policy;
 - 2.2 Review of OHSW & IM objectives, targets and OHSW & IM performance indicators;
 - 2.3 Findings of the OHSW & IM audits; and
 - 2.4 An evaluation of the effectiveness of the OHSW & IM system and the need for changes in the light of:-
 - 2.4.1 changing legislation;
 - 2.4.2 changing expectations and requirements of interested parties;
 - 2.4.3 changes in the products or activities of the organisation;
 - 2.4.4 changes to the structure of the organisation;
 - 2.4.5 advances in science and technology including epidemiology;
 - 2.4.6 lessons learned from OHSW incidents;
 - 2.4.7 market preferences;
 - 2.4.8 reporting and communication; and
 - 2.4.9 feedback (particularly, employees)

5.2 Continual Improvement

Introduction

Continual improvement is achieved by continually evaluating the Company's performance against the policies, objectives and targets it has set, against legislative requirements and against recognised best practice ideals.

The purpose is to identify opportunities for improvement.

Standard Requirements

Executive Management

1. Ensure that continual improvement of Logical Labour Solutions OHSW & IM performance results from the review of the OHSW & IM system.
2. The continual process should:-
 - 2.1 Identify areas of opportunity for improvement of the OHSW & IM system, which lead to improved OHSW & IM performance;
 - 2.2 Determine the root cause of causes of non-conformance or deficiencies;
 - 2.3 Develop and implement (a) plan(s) of corrective and preventive action to address root causes (s);
 - 2.4 Verify the effectiveness of the corrective and preventive actions;
 - 2.5 Document any changes in procedures resulting from process improvement; and
 - 2.6 Make comparisons with objectives and targets.