
Section 1:

Occupational
Health & Safety

Table of Contents Section 1

.0	INTRODUCTION
1.0	PURPOSE, SCOPE AND FIELD OF APPLICATION
2.0	NORMATIVE REFERENCES
3.0	MANAGEMENT SYSTEM
3.1	General Requirements
3.2	OH&S POLICY
3.3	PLANNING
3.3.1	Planning identification of hazards, assessment and control of risks.
3.3.2	Provision of training and information
3.3.3	Legal and other requirements
3.3.4	Objectives and targets
3.3.5	OHS & IM Action Management plans
3.4	IMPLEMENTATION
3.4.1	Structure and responsibility
3.4.1.1	Resources
3.4.1.2	Responsibility and accountability
3.4.2	Training and competency
3.4.2.1	OH&S Training Policy
3.4.2.2	Induction Training Template
3.4.2.3	Training Records Template
3.4.3	Consultation, communication and reporting
3.4.3.1	Consultation
3.4.3.2	Communication
3.4.3.3	Reporting
3.4.4	Documentation
3.4.5	Document and data control
3.4.6	Hazard identification, risk assessment and control of risks
3.4.6.1	General Risk Management Principles
3.4.6.2	Hazard identification
3.4.6.2.1	Hazards Identification Procedure
3.4.6.4	Risk Assessment
3.4.6.5	Risk Control
3.4.6.6	Evaluation
3.4.7	Emergency preparedness and response
3.4.8	Injury Reporting and Investigation
3.4.8.1	Injury Reporting and Investigation Procedure
3.4.8.2	Incident Report Forms
3.4.9	Return to work Programme
3.4.9.1	Return to work Documentation
3.4.10	Contractors
3.4.10.1	Contractors Agreement for Service
3.4.10.2	Contractors Rules
3.5	MEASUREMENT & EVALUATION
3.5.1	Monitoring and measurement
3.5.1.1	General
3.5.1.2	Health surveillance
3.5.2	Records and records management
3.5.3	OHSMS audit

INTRODUCTION

NSW Health and Safety Laws require all employers to have in place systems that:

- Identify all foreseeable hazards in their workplace;
- Assess the risks arising from those hazards;
- Implement measures to eliminate or control those risks;

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- Provide instruction, training and supervision for employees; and
 - Consult with employees on matters that affect their health, safety and welfare.

This Risk Assessment document has been developed to assist you in meeting your requirements regarding the identification, assessment and subsequent control of hazards associated with your organisation.

Status of the Program

This Risk Assessment document was also developed with the aim of being compatible and consistent with current OH&S legislation OH&S Act 2000 – OH&S Regulations 2001, and the various Codes of Practice applicable to your business. It does not have any specific legislative standing but provides recommendations for duty of care holders to consider in meeting their obligations. However, if this policy document is subsumed within company policy, the recommendations then become legal policy guidelines.

Legislative Framework

This assessment tool operates in the context of OH&S legislation that sets out a general duty of care for employers to provide and maintain a safe and healthy work place whilst consulting with employees on OH&S practices.

Legislation follows this formulation with the duty of care qualified by an expression such as “so far as is practicable”.

“Practicable” means that the duty to provide and maintain a safe and healthy work place is qualified by:

- The cost of removing or mitigating a hazard or risk
- The state of knowledge about the hazard or risk
- The state of knowledge about measures to control risks
- The severity of the hazard or risk.

This assessment tool provides guidance only in identifying assessing and reviewing workplace hazards, though the above points need to be also addressed if the removal of the risk is to be cost effective and feasible in relationship to each individual company’s organisational context and needs.

Modern OH&S law is described as performance-based, highlighting the achievement of safety outcomes rather than defining in great detail the way in which the outcome is to be achieved. This assessment tool has been drafted within this framework to enable flexibility and simplicity in managing workplace hazards.

1.1 Employer and Employee Duties under OH&S Legislation

Employer responsibilities under Australian OH&S legislation normally involve:

- Provide and maintain a safe system of work
- Provide adequate information, training, instruction and supervision to employees
- Consult with employees and elected representatives on health and safety at work
- Monitor conditions at work to ensure risk thresholds are not breached
- Provide adequate welfare facilities for employees (e.g. washing facilities; lockers).

Employers have an obligation not only to employees, but also a duty of care to others involved or impacted by their business i.e. contractors and their employees, customers in stores/offices/workshops and other persons encountered within the confines of the working environment e.g. irate customers – emergency scenarios, through to hold-up and bio-terrorism procedures.

Under OH&S legislation employers have the primary duty of care. However, in the Act there is provision for an employee’s duty. This duty refers to the employee assisting the employer in meeting health and safety obligations and to take reasonable care not to put themselves, or others, at risk.

An employee’s responsibilities under OH&S legislation involve:

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- Participation in education and training in order to gain an understanding of the risks associated with the workplace,
 - Report all incidents and accidents.

Employees also have a duty of care under OH&S legislation to take reasonable care for their own health and safety, and for the health and safety of others who also may be affected by the employees' acts or omissions at the work place.

1.0 PURPOSE, SCOPE AND FIELD OF APPLICATION

This is the Occupational, Health, Safety & Injury Management Policy Manual, which sets out the policies, and practices of Right-Way Electrics Electricians. These practices conform to the Australian/New Zealand Standard 4801 requirements

The aim of the OHS&IM Manual is to implement a systems approach, which will become an integrated part of all aspects of Right-Way Electrics activities. Right-Way Electrics wishes to effectively manage OHS&IM issues in the workplace.

The Organisation wishes to create a workplace that ensures the health, safety and welfare of all staff, and all members of the community that interact with Organisation activities and the

environment in general. The Organisation also regards the process of continuous improvement as being integral to the process of achieving these aims.

1.1 Implementation

The aim of the Safety Management System is to produce a coordinated and global approach to OHS& Injury Management. To facilitate this process the following three elements are seen as necessary to ensure the continuous improvement in OHS& Injury Management performance:

- Culture
- Organisation
- Physical Components

The culture of the Organisation at all levels will be one of commitment to OHS& Injury Management, of care for the well being of every body who works in the organisation, and a belief that workplace injury and disease can be prevented. It is recognised that the crucial factor in creating an OHS& Injury Management culture is the commitment of senior management, and communication of this commitment to all levels of the Organisation.

The Organisation's management systems have been designed to ensure the practical and systematic implementation and maintenance of a sound OHS& Injury Management system and in addition to support and promote a safe working culture. The Safety Management System also reflects the organisation's quality management systems. The Safety Management System will be subject to regular review with all employees and all levels of management being involved in the planning, development, implementation and review of the Safety Management System

The Occupational Health and Safety Management System applies to all aspects Right-Way Electrics activities and will focus initially on five principal areas:

- Ensuring compliance with relevant legislation, regulations and standards
- Hazard control and the treatment of risk, particularly where these relate to major hazards. This includes ensuring that risk control strategies are implemented, maintained and monitored
- Assurance of the technical integrity of plant and equipment prioritised by the associated degree of risk
- Involvement and consultation of personnel in all aspects of health and safety management
- Training all personnel to ensure safe working practices and hazard identification
- Provision of an integrated system of management that ensures actions undertaken during one activity does not result in unforeseen hazards in another.

1.2 Compliance of the Organisation's Occupational Health and Safety /Injury Management System

The Safety Management System complies with the OHS&R Management System Guidelines, the Occupational Health and Safety Act 2000, the Occupational Health and

Safety Regulation 2001 and the Australian/New Zealand Standard 4804:1997 "Occupational Health and Safety Management."

The system will also follow the Continuous Improvement process as defined in the Australian/New Zealand Standard 4804:1997 "Occupational Health and Safety Management Systems - General Guidelines on Principles, Systems and Supporting Techniques".

2.0 NORMATIVE REFERENCES

AS 4801:2000 Occupational, Health, Safety Management Systems – specification with guidance for use

AS 4804:1997 Occupational, Health, Safety and Injury Management Systems – General Guidelines on Principles, systems and supporting techniques

AS/NZS 436 Risk Management

Legislation

The Occupational Health and Safety Act NSW (2000)

The Occupational Health and Safety Regulation NSW (2001)

The Workers Compensation Act NSW (1997)

The Workplace Injury Management and Workers Compensation Act NSW (1998)

Code of Practice

OHS Consultation – Code of Practice 2001

Risk Assessment – Code of Practice 2001

Code of Practice for Workplace Amenities.

Guidelines

Plant -Guide 2001

First Aid in the Workplace -Guide 2001

Workcover guidance material

WorkCover NSW:

Workplace Safety Kit

Small Business Safety Starter Kit

Due Diligence at Work: a checklist for action on workplace health and safety for company directors and managers

Hazpak – Making your Workplace Safer

Hierarchy of Hazard Control

Six Steps to Occupational Health and Safety: Duty of care in OH&S

Worksite Occupational Health and Safety Assessment Package

Web Sites

<http://www.nohsc.gov.au>

<http://www.workcover.nsw.au>

<http://www.vic-workcover.com.au>

<http://www.dtir.qld.gov.au>

<http://www.workcover.sa.gov.au>

<http://www.wt.com.au/safetyline>

<http://www.info@wsa.tas.gov.au>

3.0 OHS&IM SYSTEM

3.1 General Requirements

The Occupational, Health, Safety and Injury Management System at Right-Way Electrics has been developed to implement necessary actions to ensure a safe working environment without risks to health to its employees. This includes maintaining compliance in meeting relevant statutory and regulatory obligations by performing and providing necessary consultation, training and appropriate information to all employees and contractors. It also includes identifying, assessing, controlling and reviewing potential and existing hazardous activities and processes as required and the provision of adequate resources to fulfil the abovementioned needs.

The main process areas within the Organisation are to:

In the provision of these services the Organisation recognises the need to ensure at all times the safety of its employees and others who visit the workplace. This manual has been designed to identify and give an overview of the general principle, and general policies procedures needed to meet these requirements.

3.2 OH& S Policy

OCCUPATIONAL HEALTH AND SAFETY POLICY

At Right-Way Electrics Electricians, our Occupational Health, Safety Policy is based on a belief that the well-being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility.

The objectives of our Occupational Health and Safety Policy are:

- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analysis.
- To ensure all potential accident/incidents are controlled and prevented.
- To provide effective injury management and rehabilitation for all employees.

The success of our health and safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to implementing occupational health and safety (OH&S) controls that are suitable to each given situation.
2. Understanding the total work process and associated OH&S risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that open and honest communication exists between management and all employees.

This policy will be carried out through an OH&S program, which includes:

- Active involvement and commitment of managers;
- Identification and control of hazards;
- Investigation and reporting of all accidents and dangerous incidents;
- Participation and consultation with, employees on safety matters of significance;
- Provision of first aid and emergency procedures;
- Provision of information, training and supervision as necessary for safety.

Responsibilities of Management

Managers will carry out this Policy, being responsible for the health and safety of all persons working in any operation under their control. They will ensure that supervisors who report to them are provided with the necessary instructions, training and resources to implement this Policy and will hold them accountable to do so.

Responsibilities of employees.

Employees must take care of their health and safety and that of their fellow workers to the extent of their capability. This includes following all safety rules, procedures and the instructions of their supervisors. They must not misuse safety equipment and must report all hazards and injuries of ill health caused by work-related incidents to their supervisor or another management person if the supervisor is not present.

Responsibilities of Contractors

Contractors working in association with Right-Way Electrics must follow the OH&S policies and procedures of Right-Way Electrics Electrics. In addition, all practices undertaken by the contractor and the contractor's employees must be in a safe manner and must not, under any circumstances, create any hazards for the employees, members and visitors of the Right-Way Electrics Electrics.

3.3 Planning

3.3.1 Planning identification of hazards, assessment and control of risks.

Right-Way Electrics Electric's Occupational, Health, Safety & Injury Management planning framework is essential in ensuring Occupational, Health, Safety & Injury management issues are managed effectively, systematically and proactively in the workplace. The framework also ensures that the Organisation's objectives under its OHS&IM Policy are fulfilled.

Right-Way Electrics shall ensure that its procedures for risk management for its activities, products and services where applicable in the workplace are adequately implemented and maintained to enable:

- Existing and foreseeable occupational, health and safety hazards to be identified as soon as practicable;
- All risks to be assessed applying suitable methodologies;
- Risks to be controlled through the application of recognised OHS hierarchal regimes;
- On-going review of risk assessment and control measures.

All risk management methodologies shall be kept up to date in accordance with applicable Organisation policies and procedures and relevant government policies, legislation, guidelines and industry standards.

Risk management shall be carried out by designated employees in consultation with all employees, contractors and suppliers and in accordance with relevant OHS legislative, regulatory requirements and applicable policies, codes and guidelines.

Designated employees responsible for initiating and carrying out risk management activities shall use risk management tools and injury / incident / near miss data to identify and assess risk. It is the intention of the Organisation that risk management activities will be undertaken on a regular basis.

3.3.2 Provision of information and training

Right-Way Electrics shall ensure that through its Occupational, Health, Safety & Injury Management planning framework that all employees will receive appropriate induction and ongoing training. This training will ensure all major hazards are identified and discussed with employees understanding clearly the necessary risk control measures.

The training needs of the organisation is to be modified as demanded by the identification of new risk and with changes in legislation, regulatory requirements, codes and guidelines.

3.3.3 Legal and other requirements

Right-Way Electrics shall ensure that its procedures for accessing relevant occupational, health, safety and injury management information in relation to its activities, products and services are adequately implemented and maintained.

The access of this information extends to contractor and supplier activities where applicable.

All relevant information is to be updated as required taking into consideration new and/or amended:

- Legislative and Regulatory compliance requirements;
- Australian and international Standards;
- Governmental codes; policies, guidelines;

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- Agreements with government bodies and,
 - Other governmental and/or non-governmental requirements.

All relevant occupational, health, safety & injury management information is to be communicated as required to all employees.

The following government departments, organisations and information resources shall be taken into consideration and accessed in the continuing development of the Organisation's knowledge base of occupational health safety and injury management issues:

- All levels of government
- Industry and employer associations
- Newsletters, publications, bulletins (government and non-government organisations);
- Recognised and recommended websites
- Governmental and non-governmental workshops & Conferences
- Professional services
- Commercial databases

All scheduled plant and equipment shall have a current registration displayed on or near it to ensure necessary compliance in accordance with the current OHS Act and its Regulations.

All permits, licences and certificates of competency for operating various plant and equipment shall be current and readily accessible.

3.3.5 Objectives and targets

Right-Way Electrics Electric's Occupational, Health, Safety and Injury Management Action Program (see below) is to be developed to ensure that the Organisation's Occupational Health and Safety objectives and targets are met and are consistent with Right-Way Electrics Electric's OHS&IM Policy towards continual improvement.

When establishing and reviewing objectives under the Program, the Organisation shall consider the following items:

- Its legal and other requirements;
- Foreseeable occupational, health and safety hazards and risks in the workplace;
- Technological options;
- Operational and business related requirements and,
- Views of interested parties

The objectives and targets will

1. Be measured by the Key Performance Indicators (KPIs) :-

Proactive Measures

OUTCOME

- Near miss frequency rate;
- Bench marking of injury performance against comparable industries;
- Number / outcomes of internal audits/inspections conducted;
- Outcomes of external audits/ evaluations;

PROCESS

- Number of hazards identified;
- Number of OHS problems identified;
- Number of problems addressed;
- OHS innovations introduced;
- No. of employees which have completed relevant OHS training;
- Level of management/supervisor/worker communication and participation in the OHS process;
- No OHS committee initiatives;
- Staff/employee attitude to OHS;
- Management commitment;
- No of incidents dealt with within a specified time;
- Average time taken to rectify hazards;
- Frequency of monitoring activities.

Reactive Measures

OUTCOME

- Total, average cost per, man hour workers compensation claim;
- Frequency severity of injury, injury rate, lost time injury rate;
- Medical treatment injury rate,
- Minor injury rate;
- Incident rate;
- Number of non-compliance incidents, reported unsafe behaviour;
- Number of inspectorate prosecutions;
- Number of contractor incidents.

2. Relate to the short, medium and long term control of occupational health and risk;

3. Demonstrate continual improvement in the safety and welfare of all employees, contractors and any visitors to any worksite in which work activities are being undertaken

The Organisation's objectives and targets are aimed to ensure that there are no injuries or illness resulting from the working environment and work practices

3.3.6 OHS&IM Action Program

Right-Way Electrics shall ensure that its Occupational, Health, Safety and Injury Management Action Program is adequately maintained in order to achieve its objectives and targets.

When establishing and reviewing objectives under the Program, the Organisation shall consider the following items:

-
- Defined responsibility and functionality throughout the Organisation for meeting relevant occupational, health, safety and injury management objectives and targets;
 - Defined mechanisms clearly stating how the objectives and targets are to be met, and
 - Defined timeframes in which objectives and targets are to be completed by.

Procedures shall be established to ensure current plans are reviewed when new activities, products and services are introduced to the organisation and when significant changes in operating conditions occur.

3.4 Implementation

3.4.1 Structure and responsibility

3.4.1.1 Resources

Occupational, health, safety and injury management is an integrated part of Right-Way Electrics's activities and its commitment is evident in all operational functions and at all organisational levels throughout the Company.

The Organisation's integrated approach and its appropriate allocation of resources will ensure its Occupational, Health, Safety and Injury Management System is successfully implemented on a continual basis.

The following items shall be considered when allocating resources:

- Human resources;
- Specialised skills;
- Technology, and
- Financial Resources

3.4.1.2 Responsibility and accountability

Documented procedures forming Occupational, Health, Safety and Injury Management System shall ensure defined responsibility and accountability where applicable for the Company's employees.

Accountability and responsibility for occupational, health and safety shall extend to contractors and/or suppliers where applicable. Right-Way Electrics shall ensure that these parties are appropriately informed and acknowledge their obligations in writing.

The responsibilities of all employees within the company are shown in the occupational, health, safety & injury management standard procedures and work instructions generated to meet the Organisation's needs.

Each manager or supervisor or other individual nominated in these documents has the authority to carry out their responsibilities.

Management commitment is identified and confirmed by:

- Management Review
- Management attendance at Staff Meetings;
- Issue of Job Descriptions or Operating Procedures, which identify persons responsible for all activities and
- Establishing training needs for the Organisation.
- Allocating appropriate resources towards effective occupational, health and safety and injury management.

3.4.2 Training and competency

Right-Way Electrics recognises that providing appropriate information and training to all its employees and contractors is an essential part of maintaining a conscientious and dedicated organisational culture.

Provision of relevant information extends to visitors whilst on the premises.

Appropriate training needs analysis shall be performed in consultation with all employees and contractors to determine relevant occupational, health and safety competencies.

Determination of training needs shall consider the following items:

- New employees commence employment.
- Employees are assigned new tasks.
- New operational processes are introduced.
- Modified and/or new technology is introduced.
- Specified in Organisation's policies, programs and documentation.

Employees and contractors shall be assessed as being competent meeting their applicable occupational, health, safety & injury management criteria based on their:

- Knowledge and skills achieved through formal and informal education; &
- Training and experience undertaken; and
- Exposure to hazards and risks in the workplace

Right-Way Electrics shall ensure that its training programs consider:

-
- The characteristics and composition of its employees and contractors in regards to occupational, health, safety & injury management and
 - Employees and contractors performing assigned tasks in the workplace and hazards and risks they are exposed to.

The development and delivery of training materials shall be provided by competent trainers with appropriate knowledge, skills and experience in the Organisation's operations and occupational, health, safety & injury management issues. Training materials shall be reviewed regularly to ensure relevance and effectiveness. Training will be provided at least once a year to all employees of which its scope will include where relevant:

- General instructions regarding safe work practices; and
- Specific instructions about defined operations; and
- Instruction regarding the management of emergencies including first aid and
- Instruction in a manner appropriate to the persons being trained.

3.4.2.1 OH&S Training Policy

Right-Way Electrics is committed to provide appropriate OHS training to all employees. Training will cover, employees, supervisors and contractors.

The following are the basic training elements for all employees

- Health and safety induction training at the commencement of employment or engagement with the Organisation;
- Health and safety induction training prior to starting any hazardous work or tasks or before commencing any work or task that they may not have previously undertaken.
- Ongoing training to ensure that the Organisation's health and safety management system is maintained,

i.e.:

- Training in hazard reporting and identification, including the use of the Organisation's safety check lists, what risks exist in the work place, what measures are available to employees to control identified risks, how to report incidents, accidents or near misses,
- Issue resolution,
- Employee rights are and how the Organisation will consult on health and safety issues, including reference to who their health and safety representative is and what is the role and function of the OH&S committee;
- New procedures and practices as is necessary for job descriptions and as required by the purchase of new equipment and changing legislation.

Annual Training will include:-

1. Emergency / Fire evacuation procedures training and any other training so as to ensure compliance with the Organisation's health and safety system.;
2. Manual Handling training
3. Chemical use and handling
4. Any other areas requested by staff and or determined by management

Incidental training will include:-

1. Training in first aid

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2. Any other matters seen relevant and recommended by staff and or Management.

Supervisors training should include the following essential elements:

1. The Organisation's policies and procedures relating to health and safety – including the agreed methods of consultation.
2. An understanding of health and safety responsibilities and what this means for them as supervisors;
3. Clarification of the Organisation's expectations of them – including their roles and responsibilities, including (where applicable) contractor management;
4. Understanding what risks exist in the workplace, how to implement an effective hazard management system - including site inspections and accident and incident investigation, what they must do to control risks;
5. Health and safety resolution and the involvement of the Occupational Health and Safety committee
6. Basic training regarding workers compensation claims management and rehabilitation (otherwise known as injury management).
7. Skills and knowledge necessary to ensure that safe work environments and safe systems of work are maintained.

Other matters:

1. How and when training is conducted must take into account the literacy levels of employees (and volunteers) and the shifts and availability of employees and volunteers.
2. Health and safety training to employees must be useful, understandable and applicable to the workplace.
3. Training records will be kept as part of its health and safety management system. (Training records are valuable in determining the effectiveness of training over time, especially regarding risk control.)
4. Training concerning OHS issues may be undertaken through:
 - general staff meetings
 - tool box talks
 - induction training
 - formal training sessions

3.4.2.2 Training Records and Procedures

See Procedures 03 Employee Training with forms 07, 08
04 Induction Training with forms 09

3.4.3 Consultation, communication and reporting

3.4.3.1 Consultation

Right-Way Electrics shall establish and maintain a consultation framework in accordance with legislative and regulatory compliance requirements, relevant codes and guidelines ensuring:

-
- All employees are consulted during the development, implementation and review of policies and procedures to identify hazards and assess and control risks in the workplace.
 - Consultation takes place appropriately when there are any changes that affect the workplace.
 - Appropriate OHS representation will occur through Agreed Arrangements, with all employees being involved in decision making concerning occupational, health, safety & injury management issues in the workplace.
 - Employees are informed of the “agreed arrangements”
 - Consultation arrangements be made readily available to interested parties.
 - The consultation arrangements will be reviewed in accordance with legislative requirements.

Consultation is to be undertaken in accordance with the policy as stipulated below.

3.4.3.2 OHS CONSULTATION STATEMENT

Commitment to OHS Consultation

The management of Right-Way Electric's are committed to protecting the health and safety of all our employees. Injury and illness is needless, costly and preventable. We will consult with the employees in implementing safety practices and systems that will ensure the health, safety and welfare of our employees. Employee involvement is critical for ensuring a safe workplace.

Consultation System

In order to comply with the Occupational Health and Safety Act (2000), it has been agreed upon by all staff that Other Arrangements (as specified in the Act) will be the means through which OHS consultation occurs.

These arrangements for consultation (as agreed upon) are as follows:

1. Through the election of an Occupational Health and Safety representative. This representative will be elected by fair and democratic means. They will be a representative for all staff and have direct meetings with management and assist with the OH&S management systems at Right-Way Electric's

1. Regular staff meetings, with OHS as a standing agenda item. The minutes of these meetings will reflect the issues, discussions of issues and decision-making concerning solutions for OHS problems.

2. All employees have daily opportunities to express concerns about safety through tool box meetings.

3. The hazard report books are available to all staff. These hazard books are to be read and issues dealt with on a daily basis by the workshop managers.

4. These consultation arrangements will be reviewed on an annual basis.

See Procedures 01 Election of OHS Representatives with forms 01, 02, 03
02 Employee Consultation with forms 04, 05,06

3.4.3.2 Communication

Right-Way Electrics shall ensure that it establishes and maintains a communication framework for receiving, documenting and responding to interested parties in regards to occupational, health, safety & injury management issues.

The framework is an important tool to motivate all employees and encourage participation in improving occupational, health, safety & injury management performance throughout the Organisation.

This framework shall consider the following internal and external stakeholders and their related concerns:

- Employee(s)
- Owners/ Managers
- Associated Contractors
- Local, state and federal governmental regulatory bodies

Methods of communication shall consider all available means, including the following formal and informal communication systems:

- Staff Meetings/ Minutes of meetings
- Tool Box meetings
- Reports
- Signage

3.4.3.2.1 Minutes

All meetings are to be minuted in a way which is easy to interpret with responsibilities identified and actions plans noted.

3.4.3.3 Reporting

Right-Way Electrics staff and will assist management in the development, implementation and monitoring of the OH&S systems.

2. All staff will be encouraged OH*S issues at staff meetings.

2. All staff) are to report to management all safety issues and hazards including near-miss occurrences

3. All incidents and occurrences shall be reported in accordance with Incident Notification, Reporting Procedure (see later) and Investigation to permit necessary corrective and preventive action to be followed up by designated employee(s). Reporting of incidents shall be carried out in accordance with legislative and regulatory requirements and relevant standards, codes and guidelines.

Appropriate occupational, health, safety & injury management key performance indicators (KPI's) shall be determined by Right-Way Electrics and designated employee(s). Designated employee(s) shall carry out occupational, health and safety performance reporting using approved KPI's to determine benchmarks for improvement in the workplace.

Statutory and stakeholder reporting to external bodies shall also be conducted where applicable.

3.4.4. Documentation

All documents and data that affect occupational, health, safety & injury management, and are essential to the completion of work in a safe manner, shall be systematically controlled and maintained.

Right-Way Electrics ensures that documents remain legible and are readily available at the point of use.

The procedure also covers how external documentation including legislative documentation is controlled.

The following documents are controlled:

- Copies of the Occupational, Health, Safety & Injury Management Manual;
- Workplace Procedures
- Occupational, Health, Safety & Injury Management Forms and Associated documentation
- Legal documents, i.e. licenses, permits, certificates`
- Training records
- Inspections and Audits provided by external sources

3.4.5 Document and data control

Occupational, health, safety and injury management documents and recorded data provide evidence of conformance and/or non conformance of the management system and compliance with relevant legislative and regulatory requirements.

The Document and Data Control Procedure describes how these document materials are kept, identified, their retention time and how they are to be disposed.

All relevant documents and data shall be:

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- Readily identifiable, accessible and current denoting dates of revision
 - Legible and kept in such a way to prevent deterioration.
 - Maintained in a confidential manner, when relating to personal employee information, injury records and return-to-work / rehabilitation files of specific employees .
 - Periodically reviewed, revised as necessary
 - Appropriately archived where the material is required for legal and/or knowledge preservation purposes

3.4.6 Hazard identification, risk assessment and control of risks

3.4.6.1 General Risk Management Principles

The Right-Way Electrics risk management process shall be undertaken in accordance with legislative and regulatory requirements to enable:

- All hazards to be appropriately identified;
- Risk assessment(s) to be performed applying suitable methodologies
- Risk control measures to be implemented applying recognised hierarchal method(s); and
- The evaluation of the Organisation's risk management process

3.4.6.2 Hazard identification

The identification of hazards shall be carried out in the workplace to eliminate potential injuries of employees and contractors while on the premises.

The following items shall be taken into account when identifying hazards in the workplace:

- Occupational, health, safety & injury management legislative and regulatory requirements;
- The type of activities and services carried out that may result in an injury and/or illness; and
- Previous injuries, incidents and illnesses.

When identifying hazards, the following criteria shall be considered:

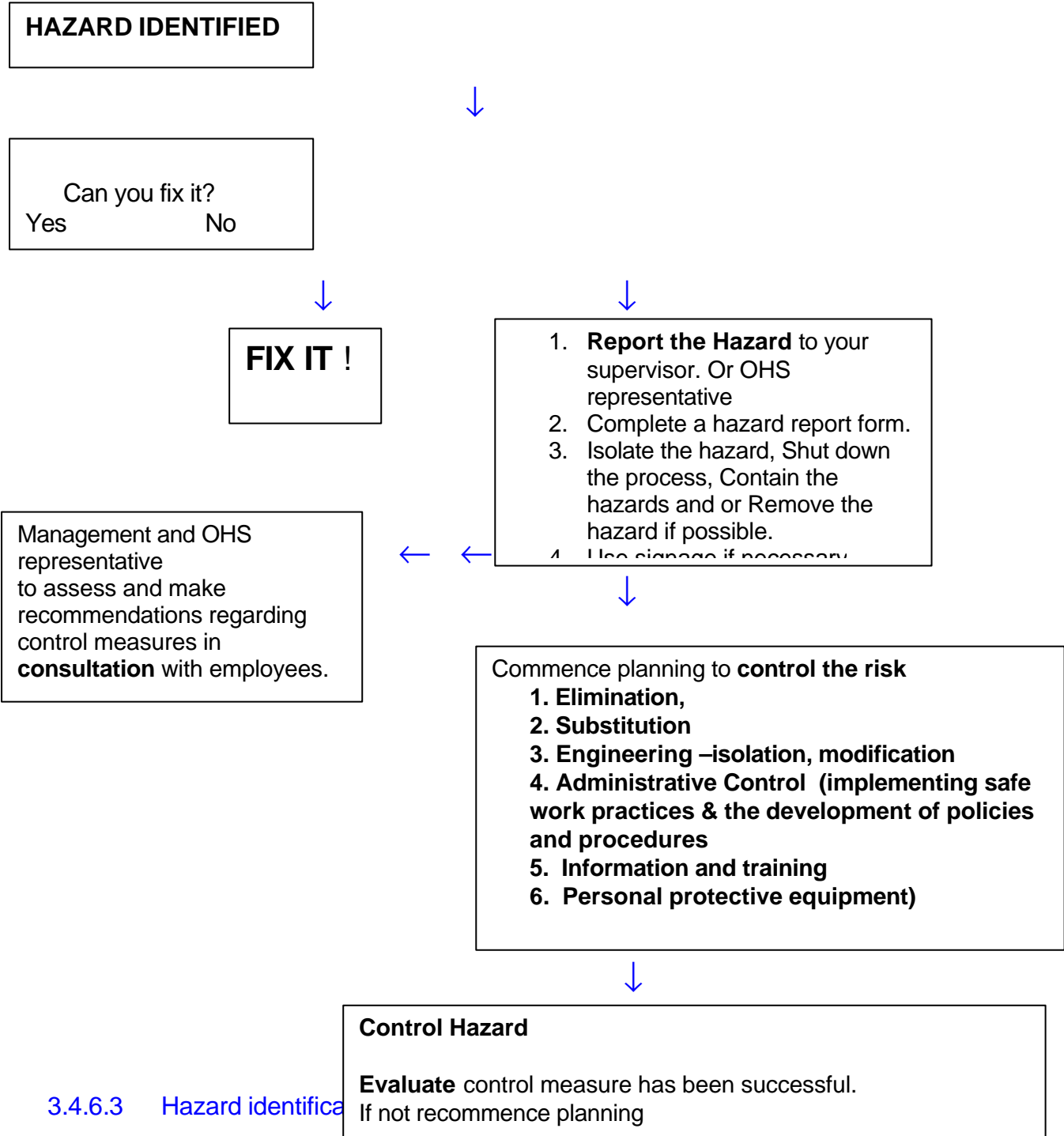
- The nature in which the work is organised, managed, performed and any changes that occur in this;
- The layout and condition of the workplace, work processes, materials, plant and equipment including its design where applicable;
- The fabrication, installation and commissioning and handling and disposal of materials, workplaces, plant and equipment where applicable;
- Purchasing of goods and services;
- The contracting and subcontracting of plant, equipment, services and labour;
- Contract specification(s) and legal obligations to and by contractors;
- Relevant information and technical data; and
- Maintenance programs of plant and equipment used in the workplace

The following tools will be used to identify hazards:

1. Hazard Report form (on an incidental basis);
2. Programmed Inspection (on a quarterly basis);
3. Job Task analysis (when new tasks are to be undertaken, or when associated risks have been identified);
4. Manual Handling Risk Identification and Assessment (when new tasks are to be undertaken, or when associated risks have been identified);
5. Chemical Risk Identification and Assessment (when chemicals are used, or when associated risks or hazards have been identified)
6. Plant Risk Assessment (when new tasks are to be undertaken, or when associated risks have been identified).

In addition, incident forms relating to employees, and any visitors to the workplace will also be evaluated on a regular basis to identify hazards.

3. 4.6.2. Hazard identification Procedure



3.4.6.3 Hazard identification

See Procedures 05 Hazard Reporting with forms 04, 05,
06 Risk Assessments with forms 04, 05, 06
07 Risk Management Procedure

3.4.7 Specific Procedures For Industry Based Risks and Hazards

3.4.7.1 **Chemical / Hazardous substances refer Procedures 10,12,13,14**

3.4.7.2 **Dangerous Goods / Flammable Substances refer Procedure**

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- 3.4.7.3 Visitors to work sites refer Procedure 19**
 - 3.4.7.4 Vehicle safety refer Procedure 20**
 - 3.4.7.5 Equipment purchase, failures, locking out and usage refer Procedures 21,22,23,24,26**
 - 3.4.7.6 Electrical hazards Procedure 25**
 - 3.4.7.7 Manual Handling Refer Procedure 09,24**
 - 3.4.7.8 Emergency Response and First Aid refer procedures 29,30,31**

3.4.8 Ongoing Procedures For Identified Risks and Hazards

Right-Way Electrics is committed to ongoing quality improvement with annual reviews of all procedures and the development of new procedures as determined through risk assessments and hazard reporting

3.4.8 Return to Work Planning

Right-Way Electrics is committed to proactive early return to work after injury. The Organisation recognises the legislative requirements accordingly.

RIGHT-WAY ELECTRICS PTY LTD RETURN-TO-WORK PROGRAMME

The management of Right-Way Electrics are committed to preventing injuries and illness in the workplace by providing a safe working environment and safe systems of work. However, if an injury occurs, the management acknowledge and accept their responsibility to assist injured workers in their return to work and support a proactive return-to-work programme.

In the event of a worker being injured, the Management is committed to:

- An early proactive and graduated return-to-work;

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- In the short term offering suitable duties which are meaningful and productive;
 - Ensuring that an injury management process is commenced as soon as possible in a manner consistent with medical judgment;
 - Provide training and support for the injured employee who has been provided with different tasks and duties as a result of their injury and;
 - Ensuring access to high quality medical care and treatment (but also ensuring that this treatment, where possible, is arranged at times which facilitate a return-to-work, not impede it with treatment being arranged outside working times where practical).

An important part of the Return-To-Work programme is encouraging employees to report injuries early and in addition, ensuring appropriate reporting of these injuries to the Insurer by the Employer. All workplace injuries are to be reported prior to the worker leaving the workplace on the day of injury (or as soon as possible) and completion of the Register of Injuries.

If a worker is claiming Workers' Compensation, the appropriate claim forms must also be completed and given to the employer with a WorkCover Medical Certificate as soon as possible after the injury. Please note that all injuries where there is either time lost or payment of treatment required must have Workers Compensation forms completed and given to the employer for submission to the Insurer. These claim forms can be obtained from the return- to- work co-ordinators.

A Return-To-Work Co-ordinator has been appointed in the Organisation to assist in the injury management process. This co-ordinator has received WorkCover training in the Return-To-Work processes. The Return-To-Work Co-ordinator is responsible for the co-ordination and development (in consultation with all relevant parties) of an injured worker's return-to-work plan.

Return-To-Work Co-ordinator for this workplace is _____

In some cases referral to a rehabilitation provider may be necessary. The following rehabilitation provider is available to assist in the rehabilitation of workers: _____

If a dispute concerning injury management arises it will be resolved in the following ways:-

1. Through discussions with the rehabilitation team, management, the worker and, where applicable, a union.
2. If the dispute is unresolved, then a referral to an Injury Management Consultant (an Approved Medical Specialist) will be organised in consultation with the insurer.
3. If the dispute cannot be resolved in this manner, the matter will be referred to the Workers Compensation Resolution Service.

Workers will be regularly informed of the Return-To Work Programme and the rights and responsibilities of employees through: induction training, the Staff Handbook, verbal communication with the Return-To-Work Co-ordinator, in-service training, staff meetings and through posters prominently displayed.

This return-to-work programme has been developed in consultation with employee representatives, management, and the insurer to ensure legislative compliance.

Signed _____ Date _____

[4.9.1 Return-To- Work Documentation](#)

See Procedure 28 and Forms 26-32

3.4.8 Contractors

Right-Way Electrics is committed to ensuring the safety of employees and all visitors to the worksites at all times. Therefore, the Organisation is committed to using contractors who will ensure

that their employees work in a safe manner and do not create hazards for the employees and any Visitors of the Organisation. All contractors will be requested to sign an agreement for service which stipulates an undertaking to work in safe manner. Contractors will also be given a list of Contractor rules.

In addition if construction or renovations are undertaken, contractors will be asked to provide a copy of their safety policy and safe work plans. In such cases The terms of the contract will include the Organisation's requirement that the contractor undertake risk assessment and implement appropriate risk controls.

The Organisation will provide induction training to contractors. Induction training is to be determined by the work to be undertaken by the contractor, the specifications in the contract, the nature and severity of risk to which the contractor may be exposed.

3.4.10.1 Agreement for Service and Contractor's Rules

Refer Procedure 17 and 18 and forms 17-21

3.5 MEASUREMENT & EVALUATION

3.5.1 Monitoring and measurement

3.5.1.1 General

Procedures shall be established, implemented and maintained in order to monitor and measure on a regular basis the Organisation's operations and activities that can cause illness and/or injury in the workplace.

Where required Right-Way Electrics shall use appropriate equipment for monitoring and measurement of occupational, health and safety risks identified in the workplace. All equipment used for the above purposes shall be clearly identified, calibrated, maintained and stored as necessary. Records from monitoring and measurement activities shall be retained and be stored in an efficient and orderly manner. Data from records will be collected, summarised and collated to identify and measure performance in the key performance indicator areas specified earlier.

Right-Way Electrics shall ensure that it establishes, implements and maintains procedures to monitor:

- Occupational, health, safety & injury management performance;
- The effectiveness of relevant operational controls;
- Conformance with the Company's occupational, health, safety & injury management objectives and targets; and
- Compliance with relevant legislative and regulatory requirements

3.5.1.2 Health surveillance

Right-Way Electrics shall ensure that health surveillance is appropriately carried out where it is:

- A legislative and regulatory requirement; and
- Company policy.

Appropriate procedures shall be established, implemented and maintained for these activities if necessary.

If health surveillance is carried out, only employees and approved individuals shall have access to these personal results.

Monitoring the health of employees shall be carried out where employees are exposed to particular hazards specified in the OHS Legislation and Regulations'

Monitoring records shall be retained and stored in an efficient, orderly and confidential manner.

3.5.2 Records and records management

Revisions of OHS&IM records are shown numerically and by amendment date.

All relevant OHS&IM records amended shall, wherever possible, be approved and reviewed by the Manager prior to issue

All superseded OHS&IM records shall be removed from the relevant area. Superseded documentation will be held in the in archive areas with other records.

All records relating to the OHS& IM system will be kept to demonstrate objective evidence that inspections of processes or tasks have been carried out and, items inspected in accordance with the relevant documentation to ensure the identification and assessment of risks and hazards. They shall be legible and kept in such a way to prevent deterioration.

Retention periods specified for records will depend on contractual requirements and legislative (common law, Trade Practices Act etc) or company requirements /policies.

The records are to be used by the Organisation as an aid to their commitment of continual improvement.

3.5.3 OHSMS Audit

Right-Way Electrics shall ensure that periodic internal audits of the OHS&IM System based on the audit program are carried out in a planned manner in order to determine that:

- The documented system is being maintained to meet the requirements of AS4801:2000 and the company's needs.
- The OHS&IM Policy and objectives and targets for continual improvement are being met.

Performing these audits will also provide important information, which shall be communicated to management and employees as appropriate.

The auditor(s) shall be competent in performing the necessary audits and not have any responsibilities in the area that is to be audited.

The audit program shall be determined by OHS activities of highest concern in the workplace and the results of previous audits.

See Procedure 11

3.6 MANAGEMENT REVIEW

The policy of Right-Way Electrics is to review its OHS&IM System at least once a year to ensure suitability, adequacy and effectiveness. All relevant information shall be collected to enable accurate evaluation and review by management.

The agenda shall detail the items to be addressed in respect to the relevance of the System by taking into consideration objectives and targets being met, audit results, and any other changing circumstances in the workplace. Where deficiencies in the system are identified during the review, they shall be appropriately followed up.

Meetings will be held at any time if the system has a major breakdown. The Manager, relevant supervisors and employees shall convene and conduct the reviews.