



# **Shire of Donnybrook Balingup**

## **Contractor Occupational Safety & Health Induction**

# Learning Objectives

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**Provide participants with an understanding of the following:**

- Shire OSH Policy & Procedures
- OSH Legislation
- Shire & Contractor Responsibilities
- Incident reporting and management
- Injury Management
- Hazard Identification, Reporting and Control Measures
- Risk Management
- PPE
- Emergency Evacuation
- Drugs & Alcohol Management
- Smoking Restrictions

# Occupational Safety & Health Policy

## Outlines the following:

- Policy Objectives and Statement
- Hard copies of the Policy & Procedures can be obtained from your Shire Contact



### SHIRE OF DONNYBROOK BALINGUP OCCUPATIONAL SAFETY AND HEALTH POLICY

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#### Purpose

The purpose of this policy is to provide the guiding document for the Shire of Donnybrook Balingup to meet its statutory obligations in relation to Occupational Safety and Health.

#### Objective

The objective of this policy is to ensure that continuous improvement in Occupational Safety and Health is achieved to ensure as far as is practicable, a working environment is maintained in which employees, councillors, contractors and visitors are not exposed to foreseeable risks and hazards that can have an adverse effect on their safety and health.

#### Scope

This Policy applies to all Councillors, Employees, Contractors and Visitors to Shire workplaces.

#### Policy

The Shire of Donnybrook Balingup is dedicated to maintaining the safety and health of all people associated with its operations including Councillors, employees, contractors and visitors. The shire adheres to the following principles in all we do.

- **Management commitment** supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
- Sustaining effective mechanisms for **consultation** between management and employees.
- **Hazard and risk management** ensuring safe work methods and a safe work environment through reporting, identification, assessment and control of hazards and their associated risks.
- Appropriate **training** and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- **Planning** for the establishment and maintenance of essential safety management systems to continuously improve workplace safety and health.
- Clear **accountability** of Occupational Safety and Health responsibilities at all levels
- **Compliance** with the Occupational Safety and Health (OSH) Act 1984 as amended, and Occupational Safety and Health (OSH) Regulations 1996 as amended, relevant Australian Standards, Codes of Practice and Guidance Notes.

A harmonious, safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

A handwritten signature in blue ink, appearing to read 'Ben Rose'.

Benjamin (Ben) Rose  
Chief Executive Officer

08<sup>TH</sup> July 2019

# OSH Legislation

## Act

- Minimal enforcement requirements.

## Regulations

- Specific detailed requirements. Can be enforced with penalties.

## Code Of Practice

- Practical advice. May be utilised in evidentiary proceedings.

## Guidance Notes

- Detailed information on legislative requirements. Have no legislative status.

## Australian Standards

- Considered as law when referred to by a Regulation.

# Legislative Requirements

Occupational Safety and Health Act 1984  
Occupational Safety and Health Regulations 1996

- Duty of Care: OSH Act 1984
- Employer – Section 19
- Self-employed person – Section 21
- Notification duty – Section 23I



# OSH Legislation

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## Duty of Care:

- The Shire of Donnybrook Balingup acknowledges that it has a 'Duty of Care' obligation under the Occupational Safety & Health Act 1984 to provide to all its employees and contractors a safe workplace and safe systems of work.
- It is therefore required that Contractors carrying out any work for the Shire, must as a minimum, comply with the Shire's Occupational Safety & Health Policies and Procedures.
- These can be made available on request.

# OSH Legislation

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## Employee's Duty of Care:

- Ensure his / her own safety within the workplace
- To avoid adversely affecting the safety and health of any other person through any act or omission at work
- Follow instructions from the employer
- Not misuse and damage equipment
- Report workplace hazards and incidents

*(Section 20 OSH Act 1984)*

# Shire Responsibilities

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- Provide a safe workplace and procedures so that its contractors are not exposed to hazards;
- ensure contractors are aware of potential hazards on-site
- provide supervision
- consult with contractors and
- halt operations if safety management is breached



# Contractors Responsibilities

- Ensure all employees have the necessary licence appropriate to the work being conducted & copies are provided to the Shire prior to work commencing.
- Must ensure that all their staff are trained in the safe use & operation of plant & equipment that they are required to operate.
- Provide the necessary Personal Protective Equipment when carrying out any work duties and ensure it is used at all times.
- Ensure that all plant & equipment used, is regularly maintained & these records made available to the Shire on request.
- All plant & equipment have all the necessary guards in place & meet the requirements of the OSH Regulations 1996 & any Australian Standards pertaining to the plant or equipment used or the type of work being carried out.
- Ensuring that Workers Compensation appropriately covers employees that are engaged in working on the contract.
- Halt operations if safety management is breached.

# Hazard Identification & Reporting

## “What is a workplace hazard?”

- Anything with the potential to cause injury, or disease to a person, or loss and damage to property or the environment.
- All contractors are required to identify potential hazards prior to undertaking a task.
- Hazard report forms are used to report hazards that require management attention.
- Take 5's are used to assist with hazard identification



# Hazard Management Responsibilities

- Report all identified hazards to your Supervisor and your designated Shire Contact.
- Implement suitable control measures when potential hazards have been identified.
- Review implemented controls to ascertain effectiveness.



# Hazards

- Mobile plant and other vehicles
- Faulty equipment
- Uneven ground
- Electrical hazards
- Fall from Heights
- Manual Handling injuries
- Adverse weather
- Untrained personnel



# Plant & Equipment

## Plant & Equipment

- Regularly maintained & maintenance activities recorded
- Operators manual and log book with plant
- Competent operators – evidence of competency required
- Pre-starts and Post-starts completed



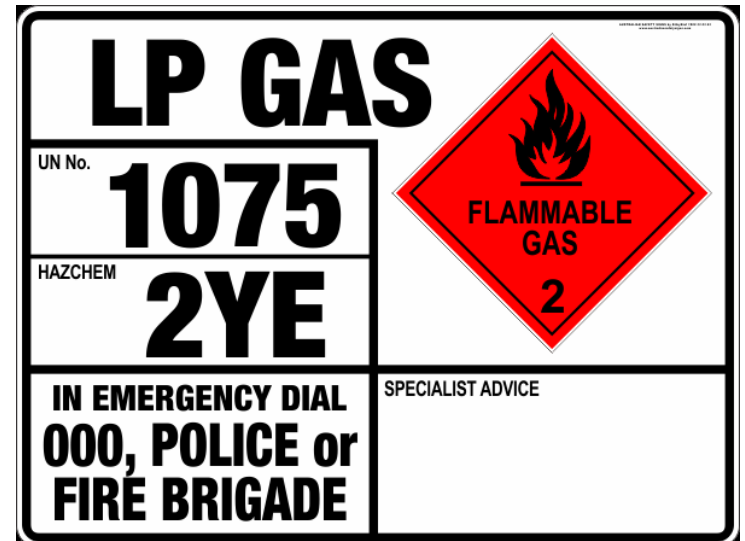
# Hazardous Substances & Chemicals

- Must be approved for use on all Shire works by the Shire OSH Officer or Shire Supervisor for the works
- All workers competent in handling of chemicals.
- Appropriate signage must be displayed when in use.
- Have up to date Safety Data Sheet current within 5 years.
- Risk assessment completed for use of hazardous substance.
- Provide a Chemical Register on request.



# Dangerous Goods

- A person who is transporting dangerous goods in a receptacle with a capacity of more than 500ltrs, or greater than 500kg requires a license
- Licenses are issued for duration of 5 years
- Chemical containers above 500ltrs capacity require an Emergency Information Panel



# Manual Handling

## Safe lifting tips

- Plan your lift – make sure the path is clear and the load is not too heavy.
- Bend at the knees when picking up the load.
- Maintain the natural curve of the spine, don't bend your back to pick up the load.
- Keep a firm grip on the load.
- Lower the load by applying weight onto your legs by bending your knees.
- Always use specialist equipment where possible





# Electrical Equipment

- All electrical equipment to be inspected & tagged as per standards. If in use on construction sites must be inspected & tagged each 3 months
- Only Western Power certified operators to work near power lines
- Portable Residual Current Devices (RCDs) to be used when using portable electrical tools
- No double adaptors to be used on any Shire work sites



# Working at Heights

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- Safe Work Method Statement / JSA to be developed if there is potential to fall more than 2 metres
- Safe access/egress to work at heights
- Anyone using fall arrest equipment must be trained in the use of such equipment
- Anyone operating an EWP must hold a High Risk Work Licence
- 3 points of contact must be used when climbing ladders
- Adequate instruction & training must be provided for people working at height

# Slips and Trips

- Housekeeping is important in prevention of slips & trips in the workplace
- Work sites are to be kept organised to reduce the risk of slips & trips
- Power cords, hoses, tools must be arranged in a way that they do not introduce slip or trip hazards



# Road Works/Construction

- Traffic management plans are to be developed & authorised prior to commencing works. Authorisation must be via the Shire contact.
- All appropriate signage must be in place
- Only qualified traffic controllers are to be used for traffic control
- Consideration must be given to the environmental impacts that may be caused by the works - dust, noise etc & controls put in place to address the impacts of these hazards



# Risk Management

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## “What is a risk?”

- A risk is the possibility of an event occurring that has the potential to cause injury, loss, harm, disease or damage.



# Risk Assessment Application


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## High Risk Construction Work (HRCW)

- A Safety Management Plan shall be in place if there are 5 or more people working on any High Risk Construction Work
- Safe Work Method Statement (SWMS) shall be used when conducting HRCW and must be reviewed on a regular basis (at least weekly dependant on job duration)
- All employees must sign onto the SWMS prior to commencing work
- These documents are a requirement under the OSH Regulations 1996

# Risk Assessment Application

## SWMS template example....

		<b>Safe Work Method Statement</b>				Date: 02-09-2019								
SWMS – WORKSSWMS002		Job / Task: Road Patching				Work Site / Location: Various								
Job / Task Description: Repairing of potholes on bitumen roads						Department: Works and Services								
Prepared By: Tim Morley		Signature:				New	<input checked="" type="checkbox"/>	Review Date: 02-09-2020						
Approved By: Russell Jones		Signature:				Revised	<input type="checkbox"/>	Reviewed By:						
<b>Type of Permit / Licence / Plans Required: (please indicate by marking yes or no box)</b>														
<b>Government Authority Requirements</b>		YES	NO		YES	NO		YES	NO					
Environmental Applications		<input type="checkbox"/>	<input type="checkbox"/>	Traffic Management	<input type="checkbox"/>	<input type="checkbox"/>	Confined Space	<input type="checkbox"/>	<input type="checkbox"/>	Power Line access permit	<input type="checkbox"/>	<input type="checkbox"/>		
Heritage Approvals		<input type="checkbox"/>	<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	Hot Works	<input type="checkbox"/>	<input type="checkbox"/>	Service Authority Approvals	<input type="checkbox"/>	<input type="checkbox"/>		
<b>PPE Requirements: (please indicate by marking yes or no box)</b>														
Goggles / Glasses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Respirator	<input type="checkbox"/>	<input type="checkbox"/>	Safety Harness	<input type="checkbox"/>	<input type="checkbox"/>	Chemical resistant gloves	<input type="checkbox"/>	<input type="checkbox"/>
Hi-Vis Clothing / Vest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	Dust Masks	<input type="checkbox"/>	<input type="checkbox"/>	Static Line	<input type="checkbox"/>	<input type="checkbox"/>	Clothing for Welding	<input type="checkbox"/>	<input type="checkbox"/>
Helmet (Hard Hat)	<input type="checkbox"/>	<input type="checkbox"/>	Face Shield	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPE for Asbestos	<input type="checkbox"/>	<input type="checkbox"/>	Sun Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety Boots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signage	<input type="checkbox"/>	<input type="checkbox"/>	Fire Blankets	<input type="checkbox"/>	<input type="checkbox"/>	Chem. resistant clothing	<input type="checkbox"/>	<input type="checkbox"/>	Other:		
<b>Training / Qualifications</b> e.g. Hiab, first aid, traffic control, confined space, crane operator, dogman etc.		<b>Training / Qualifications Cont.</b>			<b>Other SWMS relevant to the task</b>				<b>Codes of Practice, Legislation, Standards that apply to this activity</b> The Documents listed can be made available on request					
White Card		OSH Induction							Occupational Safety and Health Act 1984					
Apply First Aid									Occupational Safety and Health Regulations 1996					
Traffic Management (Basic)									Main Roads Department Traffic Management Code					
Manual Handling														
<b>Plant, Equipment and Tools required for this activity</b> e.g. ladders, excavator etc.		<b>Equipment Maintenance Checks required for this activity</b> Have the listed basic required checks/inspections been completed where applicable:			<b>Potential Environmental Hazards</b> This is a prompt list only. (Expert advice may be required)				<b>Emergency Response</b> Consider fire extinguishers, rescue gear, evacuation procedure, muster locations etc.					
			YES	NO										
Shovels		Machine Pre-Start checks			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hazardous Waste				Fire extinguishers on vehicle			
Plate Compactor		PPE safety checks			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise				Evacuation procedure communicated			
Cold mix bag bitumen					<input type="checkbox"/>	<input type="checkbox"/>	Dust				Muster Point identified			
Crowbar					<input type="checkbox"/>	<input type="checkbox"/>	Toxic Flora and Fauna				First Aid Kits			
Hand held ram					<input type="checkbox"/>	<input type="checkbox"/>					Radio			

# Risk Assessment Matrix – used to assess Risk.

- **Likelihood** – the chance of something happening relevant to the identified risk.
- **Consequence** – The outcome of an event if something did occur.

## SHIRE OF DONNYBROOK-BALINGUP RISK ASSESSMENT & ACCEPTANCE CRITERIA

### MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

### RISK MATRIX

Consequence \ Likelihood		Likelihood				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

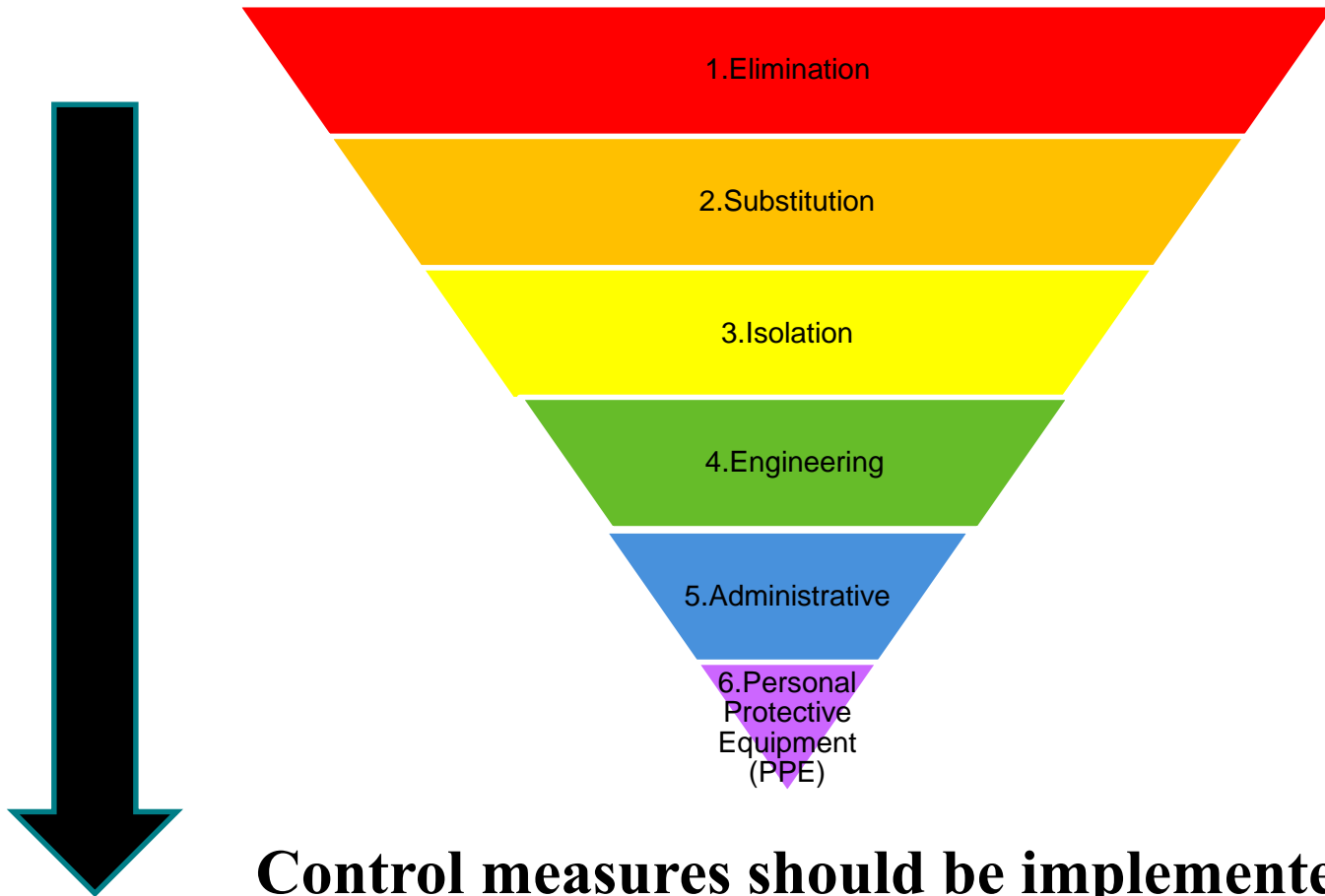
### RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council



# Implementing Control Measures

## Hierarchy of Controls



**Control measures should be implemented in line with the Hierarchy of Controls**

# High Risk Licences

The following types of high risk work require a high risk license:

High risk work types
<b>Scaffolding</b> - basic, intermediate or advanced
<b>Rigging / dogging work</b> - basic, intermediate or advanced
<b>Crane and hoist operation</b> - tower, self-erecting tower, derrick, portal boom, bridge and gantry, vehicle loading, non-slewing mobile, slewing, personnel and materials hoists, boom - type elevated work platforms
<b>Miscellaneous</b> - Concrete placing booms
<b>Boilers and pressure equipment</b> - basic, intermediate or advanced, steam turbine and steam engine operation
<b>Load shifting equipment</b> - Standard forklift and order-picking forklift truck

# Reporting Accidents and Incidents

All accidents and incidents (including near misses) are to be **reported immediately** to:

- Your Shire representative
- Designated OSH Representative
- Must be documented on the Shire's Accident/Incident Report form which will be made available by your shire representative



# Reporting Accidents and Incidents



## SHIRE OF DONNYBROOK BALINGUP ACCIDENT / INCIDENT REPORT

### Part A – EMPLOYEE TO COMPLETE

Report Type: First Aid <input type="checkbox"/> Property Damage <input type="checkbox"/> Incident <input type="checkbox"/>		
Near Miss (no damage or injury) <input type="checkbox"/> Injury reportable to Worksafe (fatality, fracture, >10 days off work) <input type="checkbox"/>		
Date & Time of Accident: Date: _____ Time: _____	Reported to: _____	
Location of Accident / Incident: _____	Role: _____	
Witnesses: _____ (Attach Statements)	Date: _____	
PERSON(S) INVOLVED & EQUIPMENT DETAILS		
Name: _____	Date of birth: _____	Provide a drawing, sketch or photo
Occupation: _____		
Employment Status: _____ ( Full Time / Part Time / Casual )		
Subcontractor: Yes <input type="checkbox"/> No <input type="checkbox"/> Employer: _____		
Equipment Type: _____		
Registration No: _____		
ACCIDENT DETAILS		
Task being performed: _____		
Description of Accident / Incident: _____		
INJURY DETAILS		
Part of Body:		Treatment: (please tick box)
<input type="checkbox"/> Head/Face	<input type="checkbox"/> Eye (Left/Right)	<input type="checkbox"/> Back/Trunk
<input type="checkbox"/> Arm/Wrist (Left/Right)	<input type="checkbox"/> Neck/Shoulder	<input type="checkbox"/> Internal
<input type="checkbox"/> Hand/Finger (Left/Right)	<input type="checkbox"/> Leg/Knee (Left/Right)	<input type="checkbox"/> Foot/Toe (Left/Right)
<input type="checkbox"/> Other _____		<input type="checkbox"/> First Aid
		<input type="checkbox"/> Doctor
		<input type="checkbox"/> Hospital
Type of Injury:		
<input type="checkbox"/> Fracture	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Abrasion
<input type="checkbox"/> Amputation	<input type="checkbox"/> Strain/Sprain	<input type="checkbox"/> Burn
<input type="checkbox"/> Concussion	<input type="checkbox"/> Laceration	<input type="checkbox"/> Foreign Body
<input type="checkbox"/> Multiple	<input type="checkbox"/> Other _____	
Cause of Injury:		
<input type="checkbox"/> Falling/Flying Object	<input type="checkbox"/> Struck Against/By Object	<input type="checkbox"/> Arc Welding
<input type="checkbox"/> Stepping On/Off	<input type="checkbox"/> Chemical Contact	<input type="checkbox"/> Machinery (Fixed)
<input type="checkbox"/> Caught on or Between	<input type="checkbox"/> Inhalation/Ingestion	<input type="checkbox"/> Conveyor
<input type="checkbox"/> Slipping/Tripping/Falling	<input type="checkbox"/> Electrical Energy	<input type="checkbox"/> Animal/Insect
<input type="checkbox"/> Lifting/Pulling/Pushing	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Airborne Dust
<input type="checkbox"/> Hand Tool	<input type="checkbox"/> Mobile Equipment	<input type="checkbox"/> Other _____
<input type="checkbox"/> Power Tool	<input type="checkbox"/> Vehicle	
Signature of employee: _____		Date: _____

### Part B – SUPERVISOR / SAFETY REPRESENTATIVE TO COMPLETE

INVESTIGATION OF INCIDENT	
Has the incident been investigated by Management and the Safety Representative? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What actions are required to prevent the incident reoccurring?	
Re-Training <input type="checkbox"/> Policy / Procedure Development <input type="checkbox"/> Equipment Maintenance <input type="checkbox"/> Other <input type="checkbox"/>	
Were action items to prevent recurrence discussed with the worker? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have action items required been recorded in the OSH Tracker? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Were there any other causal factors involved?	
Employee Status: (please tick box)	
Return to pre-injury duties (Fit) <input type="checkbox"/>	
Partially incapacitated (Alternative duties) <input type="checkbox"/>	
Totally incapacitated (Lost time injury) <input type="checkbox"/>	
SIGNATURES & COMMENT	
Supervisor	Date: ___/___/___
Safety Representative	Date: ___/___/___
Manager	Date: ___/___/___
Chair Safety Committee / OSH Officer	Date: ___/___/___

# Why Report Incidents?

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- Identify key learnings
- Minimise the risk of re-occurrence
- To promote a positive healthy workplace culture
- Comply with legislative obligations

*At the end of the day, each of us, wants to go home the same way we came to work....in one piece*

# Injury Management

- You must inform your Supervisor when an injury has occurred
- Your supervisor is to notify the Shire contact of the injury and is required to submit an incident report
- You are then required to liaise with your supervisor in relation to your employers injury management process



# Personal Protective Equipment (PPE) – Shire Requirements

- Steel capped boots
- High visibility clothing – minimum short sleeve shirt
- Safety glasses and hearing protection
- Sun protection as per policy (Sunscreens, clothing etc)
- PPE specific to equipment being used



*Once provided by employers, employees must wear PPE or risk losing workers compensation entitlements in case of accident*

( Ref WA Workers Compensation and Injury Management Act)



# Emergency Evacuation

**Each work site has in place an Emergency Evacuation plan and Evacuation procedures. These plans identify the following:**

- Nominated Warden
- What to do in the event of an emergency
- Location of emergency muster points
- Your shire contact is responsible for taking you through the evacuation process for the site you are working on





# Drugs and Alcohol

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- You are expected to present fit for work at all times.
- Drugs or alcohol during work hours is not permitted.
- You must inform your supervisor of any prescribed medication that may impair work performance. This is important if you are going to be operating mobile equipment or plant.
- If anyone suspects that a fellow employee is under the influence of drugs or alcohol they should immediately report it to their Supervisor and the shire responsible person
- Disciplinary action may be taken if an employee is intoxicated or under the influence of drugs. This could include removing your site access.

# Smoking Restrictions

Smoking is not permitted on Shire worksites whilst works are in progress, however smoking may be permitted during breaks in the designated smoking area at the discretion of the works supervisor.



# Bullying and Harassment

Workplace bullying can be harmful to your health

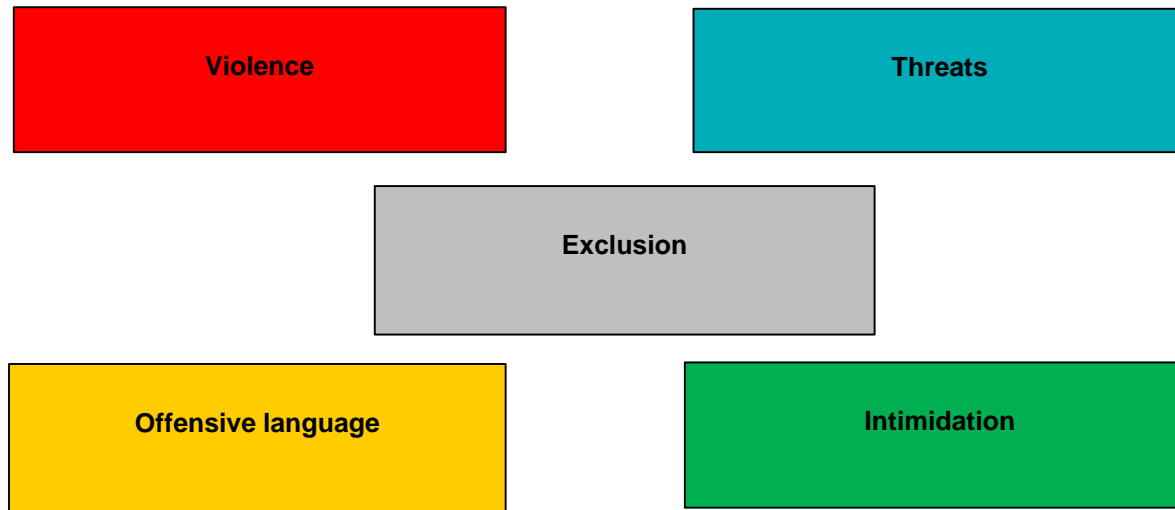
**Stop. Think. Respect**

Possible side effects	
Stress	Poor choices
Anxiety	Poor self-esteem
Poor health (diet)	Depression
Fatigue	Physical injury



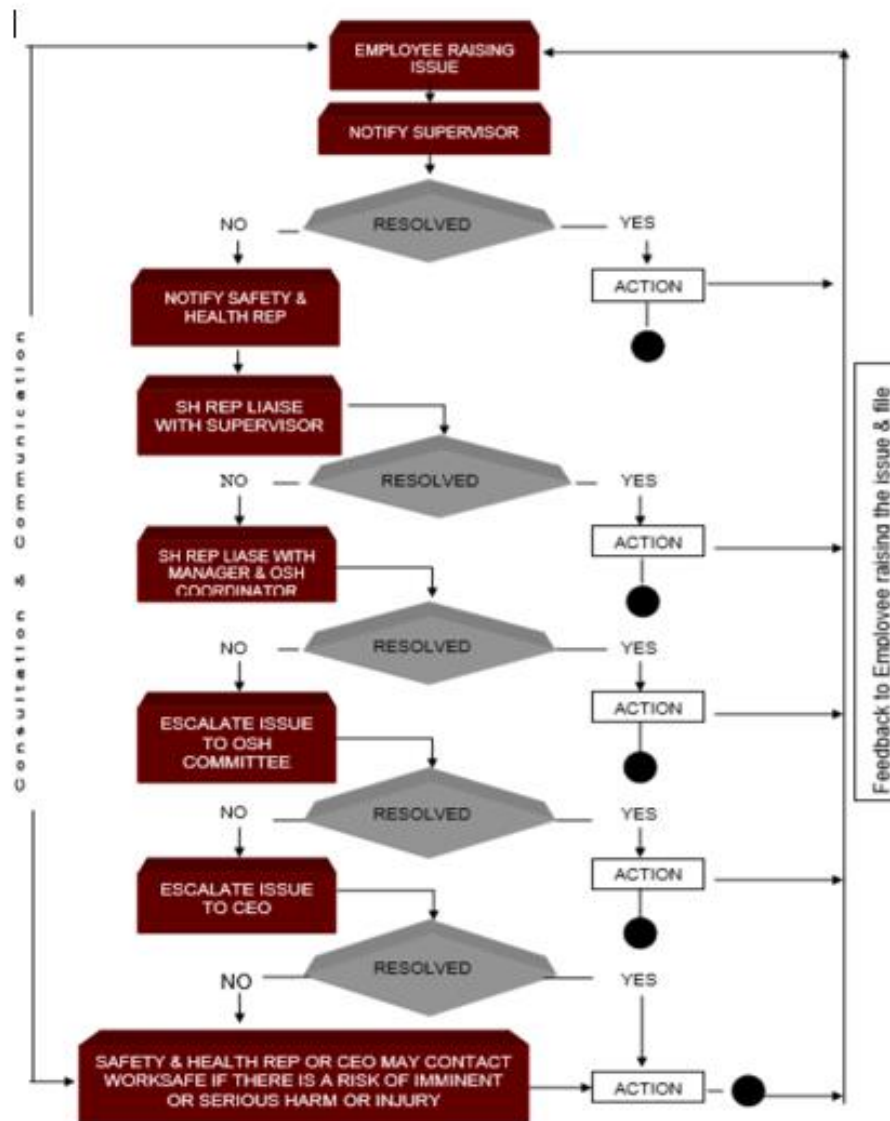
# Bullying and Harassment

**Bullying in the workplace is defined as repeated, unreasonable or inappropriate behaviour.**



**If you have concerns with the way you are being treated at work, advise HR or the OSH Officer.**

# Resolution of OSH Issues - Flowchart



# Your commitment to us

Please remember safety is everyone's responsibility....

We all want to continue to do the things we enjoy



And with your commitment we can continue to do so.....

Thank you.

# Questions

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