OHSE SUBBYPACK

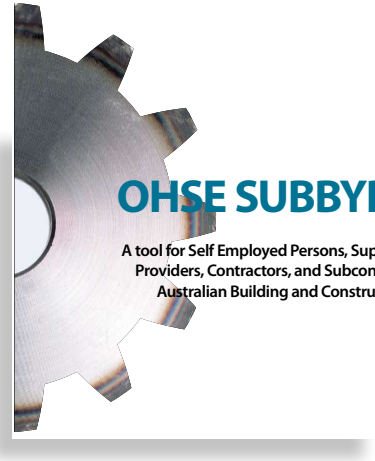
A tool for Self Employed Persons, Suppliers, Service Providers, Contractors, and Subcontractors in the Australian Building and Construction Industry

CSA
CONSTRUCTION SAFETY ALLIANCE

VCSA
Victorian Construction Safety Alliance

Supported by

Western Australian Construction Safety Alliance
(WACSA)



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Department of Consumer and Employment Protection
Government of Western Australia

WorkSafe

The *OHSE Subby Pack* is designed for use as a toolkit across states and territories to help develop and review occupational safety and health management systems.

The pack has been reproduced in consultation with the **WorkSafe Western Australia Construction Industry Safety Advisory Committee**. It was reviewed in 2008 to reflect the requirements of the Australian building and construction industry.

The templates and guidance materials are provided as examples that can be adapted to the workplace or organisation, but are not the only means by which compliance with national construction standards can be achieved.

Some aspects of the pack, such as "common terms", differ from those contained in the *Occupational Safety and Health Act 1984* and the Occupational Safety and Health Regulations 1996. Additionally, injury management and return to work requirements vary between jurisdictions. It is therefore important that the pack is used in conjunction with relevant Western Australian legislation.

For further information on occupational safety and health in construction go to

www.worksafe.wa.gov.au

For further information on injury management and workers compensation go to www.workcover.wa.gov.au

telephone

1300 307 877

Disclaimer

The authors of the *OHSE SubbyPack* (the Pack) expressly disclaim any and all liability and responsibility to any person in respect of anything, or the consequence of anything, done or omitted by any person in reliance, whether wholly or partially, upon the whole or any part of this document.

Duty of Care

The information in the Pack is intended to be general in nature.

The employer or person in control of the works and or area(s) using the Pack has a strict duty to review the area(s) at which the work is to be carried out and the nature of the activities that will be carried out or performed.

This Pack is not intended to substitute for specific legal advice, but to provide guidance to enable self employed persons, suppliers, service providers, contractors and subcontractors (organisations) to manage Occupational Health Safety and Environment (OHSE) in a systematic manner.

Additional information may need to be developed taking account of the circumstances specific to site conditions, trade interface, client requirements and company policy and procedures.

All documents relating to OHSE should be regularly reviewed and updated to reflect changes or updates to legislation, codes, standards and organisational policy and procedures.

Revision of the Pack

The Pack was reviewed and amended in March 2008 to reflect the current requirements in the Australian building and construction industry. It outlines the minimum requirements for the management of OHSE by relevant organisations. For detailed legislative requirements reference should be made to the appropriate jurisdiction.

The Pack may not apply to each and every trade relevant to the building and construction industry. It is designed to assist an organisation with their OHSE performance by providing a "standardised" approach to developing an OHSE Management Plan. The Pack is relevant whether an organisation has minimal or no OHSE arrangements in place or is looking to improve upon an existing OHSE Management System. It is not designed to replace an existing OHSE Management System.

Acknowledgement

The *OHSE SubbyPack* is an initiative of the NSW Construction Safety Alliance, the Victorian Construction Safety Alliance and the Australian Constructors Association. The project has been facilitated through the support and collaboration of industry participants including:

Australian Constructors Association
Australian Industry Group
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WorkCover NSW
Australand
Bovis Lend Lease
Contexx
Frankipile
Mirvac
Brookfield Multiplex
Watpac
Westfield Design and Construction

Introduction

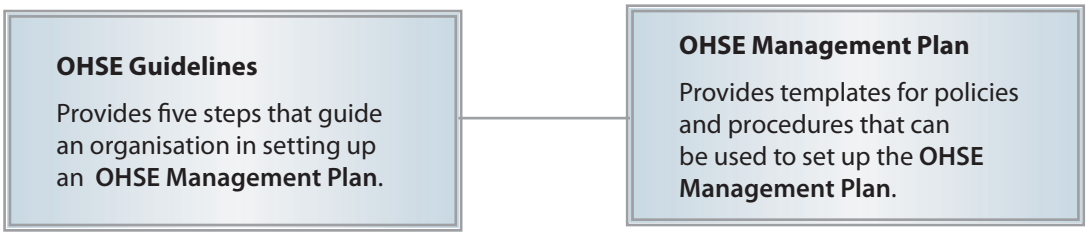
The *OHSE SubbyPack* (the Pack) is designed for use by self employed persons, suppliers, service providers, contractors and subcontractors (organisations) operating within the Australian building and construction industry.

It is provided to assist an organisation to develop an OHSE Management Plan and is relevant whether an organisation has minimal or no OHSE arrangements in place or is looking to improve upon an existing OHSE Management System.

Overall, the Pack aims to assist an organisation to improve their OHSE performance by helping them to focus on the elimination or minimisation of OHSE hazards and risks within the workplace. Further, it aims to promote a national focus on OHSE within the Australian building and construction industry by assisting organisations in meeting some of the principal requirements of:

- Australian Standard/New Zealand Standard AS/NZS4801 Occupational Health and Safety Management Systems Specification with Guidance for Use;
- Australian Standard/New Zealand Standard AS/NZS International Standards Organisation (ISO)14001 Environmental Management Systems with Guidance for Use; and
- NOHSC:1016 National Standard for Construction Work.

In achieving its objective, the Pack is separated into two sections:



Organisations seeking further information or assistance in establishing an OHSE Management Plan should refer to industry bodies, regulators and employer/employee associations.

Common Terms

There are some common terms that an organisation is likely to encounter during the development and implementation of an OHSE Management Plan. Some are as follows:

'competent person' means a person who has acquired, through training, qualification, or experience, or a combination of these, the knowledge and skills, to perform the work activity.

'construction project' means a project involving construction work, and includes design, preparation, and planning.

'construction site' means a place at which construction work is undertaken, and any other area in the vicinity where plant or other material used or to be used in connection with the construction work is located or kept during the construction work. It does not include a place where elements are manufactured 'off site'.

'construction work' means any of the following:

(a) excavation, including the excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes, and the use of caissons and cofferdams;

(b) building, including the construction (including the manufacturing of prefabricated elements of a building at the place of work concerned), alteration, renovation, repair, maintenance and demolition of all types of buildings; and

(c) civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, airports, docks, harbours, inland waterways, river, and sea defence works, roads and highways, railways, bridges and tunnels, viaducts, and works related to the provision of services such as communications, drainage, sewerage, water and energy supplies.

'consultation' refers to a process through which advice is given or views are exchanged. This means a process through which OHSE information is shared with employees and includes arrangements where employees are provided opportunity to meaningfully contribute to the resolution of OHSE issues.

'demolition' means the complete or partial dismantling of a structure by planned and controlled methods or procedures.

'employee' refers to all persons (including workers, suppliers, service providers, contractors, subcontractors, consultants, visitors, and others) who are engaged by, or under the control of the organisation at the workplace.

'environment' refers to the surroundings in which an organisation carries out activities, including air, water, land, natural resources, flora, fauna, humans and their interaction.

'hazard' means a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

'high-risk construction work' refers to 'construction work' that:

a) has risk of a person falling 2.0 metres or more;

b) is on telecommunications towers;

c) involves demolition;

d) involves the disturbance or removal of asbestos;

e) involves structural alterations that require temporary support to prevent collapse;

f) involves a confined space;

g) involves excavation at a depth greater than 1.5 metres;

h) is of tunnels;

i) involves the use of explosives;

j) is on or near pressurised gas distribution mains and consumer piping;

k) is on or near chemical, fuel or refrigerant lines;

l) is on or near energised electrical installations and services;

m) is in an area that may have a contaminated or flammable atmosphere;

n) involves tilt-up and pre-cast concrete;

o) is on or adjacent to roadways or railways used by road or rail traffic;

p) involves movement of powered mobile plant;

q) is in an area where there are artificial extremes of temperature;

r) is in, over or adjacent to water or other liquids where there is a risk of drowning;

s) involves diving;

t) involves removal of hazardous substances (lead paint, PCB's etc);

u) involves the storage and/or use of dangerous goods or chemicals including refuelling of plant;

v) is in areas of unidentified contaminated soils;

w) involves the disposal and or collection of storm water, surface water or ground water;

x) involves exposure to excessive noise or vibration;

y) involves the generation, storage, handling and disposal of solid/liquid waste including concrete waste, paint wastes and other wash-out liquid wastes; and

z) involves exposure to excessive dust emissions from work activities, plant and traffic.

'incident' means an event that has the potential to harm or injure a person or the environment.

'induction training' refers to several types of training dependant on whether the employee is new to the industry, new to the site, or performing a new work activity. The types of training are as follows:

a) General industry induction—training in the general hazards and risks associated with the construction industry. This training must be carried out by a registered training organisation (RTO);

b) Work activity induction—training in the hazards, risks and control measures associated with the work activity or task (e.g. Task Specific Safe Work Method Statement); and

c) Site specific Induction—training in the hazards, risks and control measures specific to the construction site (e.g. site rules, emergency evacuation and first aid procedures, and environmental controls). This training is generally carried out by the Principal Contractor in control of the project.

'MSDS' means a Material Safety Data Sheet. The MSDS includes:

a) the ingredients of a product;

b) the health effects of the product and first aid instructions;

c) precautions to follow when you use the product;

d) environmental considerations;

e) safe handling and storage information; and

f) MSDS issue date (can be no older than five years).

'Occupational Health Safety and Environment (OHSE) Management Plan' is a site-specific document that enables the hazards and risks associated with the work activity to be identified, managed, and mitigated.

'organisation' is a self-employed person, contractor, sub-contractor, company, corporation, firm, enterprise or institution, or other legal entity, whether incorporated or not.

'plant' means any machinery, equipment (including scaffolding), appliance, implement or tool, including any component, fitting or accessory to any machinery, equipment (including scaffolding), appliance, implement or tool.

'risk' means the likelihood of a hazard causing harm to a person or the environment.

'safe work method statement (SWMS)' means a statement that:

a) describes how the work is carried out;

b) identifies the work activities assessed as having safety or environmental risks;

c) states what the safety and environmental risks are;

d) describes the control measures that will be applied to the work activities;

e) describes how measures will be implemented to do the work in a safe and environmentally sound manner; and

where required:

f) outlines the legislation, standards and codes to be complied with; and

g) includes a description of the equipment used in the work, the qualifications of the personnel doing the work and the training required to do the work in a safe and environmentally sound manner.

Note: States and territories may use different terms to describe a Safe Work Method Statement. For example job safety analysis (JSA) or job safety and environment analysis (JSEA).

'services' means any gas, water, sewerage, communication, electrical service or other services, such as chemical, fuel and refrigerant lines, supplied to or adjacent to a site.

'workplace' means a place, whether or not in a building or structure, where employees or self employed persons work.

Section One

OHSE Guidelines

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Overview—Five key steps

The **OHSE Guidelines** outlines five steps to assist an organisation to develop an **OHSE Management Plan**.

The steps are as follows:

Step One—Set up a Policy

Develop a Policy to demonstrate a commitment to OHSE.

Step Two—Planning

Review the type of work to be performed. Develop procedures to demonstrate how hazards and risks are identified and controlled, and how legal and other requirements are met.

Step Three—Implementation

Nominate who will be responsible for setting up the OHSE Management Plan. Ensure that those made responsible have the time, resources and skills to get the task done safely and without harm to the environment. Implement a procedure to manage OHSE documentation and ensure regular consultation with all employees on OHSE matters.

Step Four—Evaluation and Inspection

Undertake regular inspections of the workplace to determine the effectiveness of hazard identification and risk assessment processes, and control measures.

Step Five—Return to Work and Injury Management

Implement an injury management and return to work program to assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Complementing the **OHSE Guidelines** is the **OHSE Management Plan**.

The **OHSE Management Plan** contains template forms and procedures that may be used to assist an organisation to develop its own plan. The application of each form and procedure is highlighted throughout the five steps of the **OHSE Guidelines**.

Step one—Set up a policy

Scope

To develop a policy to demonstrate a commitment to OHSE.

Objective

To develop an OHSE policy which demonstrates that the organisation is committed to the health, safety and welfare of its employees and anyone else that may be affected through its organisational activities. This commitment extends to controlling the hazards and risks that have the potential to harm the environment.

Action

Develop a policy which states that:

- the employer is responsible for OHSE;
- the organisation is committed to the continual improvement of OHSE management;
- the organisation will comply with all relevant OHSE legislation;
- the organisation will ensure that all employees are provided with information, instruction, training, resources and supervision, having regard to the hazards and risks associated with the organisation's activities; and
- the organisation will consult with employees on matters to do with OHSE.

The policy must be signed and dated by senior management and should be made accessible to all employees.

Reference

OHSE 003—Occupational Health and Safety Policy in the **OHSE Management Plan** provides a sample of an OHSE Policy.

Step two—Planning

Preliminary Action

As a key step in seeking to develop an OHSE Management Plan, the organisation should describe in writing the work they will be undertaking.

To maximise the potential to address OHSE issues, the Plan should be developed taking into account the specified work activities.

Reference

OHSE 002—Project Details and Introduction in the **OHSE Management Plan** provides a template for documenting the details of an organisation's work activities.

Once the organisation has documented its work activities, it should start to plan how it will address the OHSE issues relevant to those activities.

As an important step in this process, the organisation will be required to develop procedures to demonstrate how:

- hazards and risks are identified and controlled; and
- legal and other relevant OHSE requirements are met.

This is outlined in two parts as follows.

PART ONE—RISK MANAGEMENT

Scope

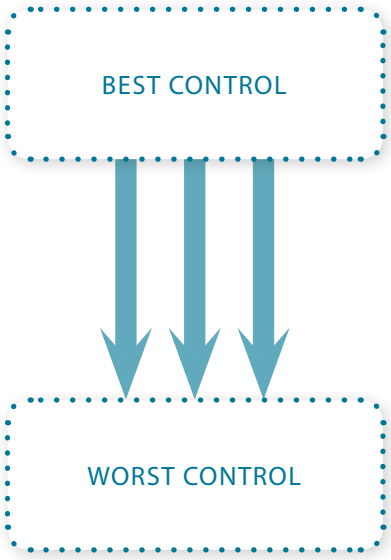
To develop procedures which detail how hazards are identified, risks are assessed and control measures are implemented within the organisation.

Objective

- To develop procedures, including a Safe Work Method Statement(s), which demonstrates how hazards are identified and risks are assessed. The procedures should cover OHSE hazards and risks relevant to the work activities.
- To implement control measures for OHSE hazards and risks in accordance with the Hierarchy of Control (as outlined in the below diagram series).
- To ensure the allocation of responsibilities and the availability of resources to identify hazards, assess the risks and to implement control measures. Resources and responsibilities should also be assigned to assess the effectiveness of the risk management process.

The following diagram demonstrates the risk management process. This process is relevant in identifying hazards, controlling risks and implementing control measures for a work activity or task.

The following diagram demonstrates the Hierarchy of Control. This is relevant in considering appropriate measures for eliminating or minimising hazards and risks.



1. **Remove the hazard completely**—**(Elimination)** e.g. through a design change.
2. **Separate people from the hazard**—**(Substitution)** e.g. guards on power tools, use effective barriers and edge protection, enclose noisy machinery, environmental catchments/ sedimentation ponds.
3. **Use an engineered control**—**(Isolation)** e.g. use an Earth Leakage Device (safety switch) on electrical source, use a machine to lift heavy objects, use scaffolding rather than ladders to reduce the risk of falls, environmental swales, booms or barriers, paint wash out station.
4. **Change work practices** e.g. training in lifting techniques or safe work procedures, tagging procedures, waste sorting.
5. **Provide Personal Protection Equipment (PPE)** e.g. hearing protection, eye protection, spill kit.

Note: PPE should be the last option to protect people

Action

Taking into account the work activities, develop written procedures which address the following:

- How will potential hazards be identified?
- How will risks be identified and assessed, i.e. High (1), Medium (2), Low (3)?
- How will control measures be implemented and monitored?
- Who will be nominated to undertake and review risk management activities?

Senior management must ensure that all employees are provided with information, instruction, training, supervision and resources to get the task(s) done with minimal impact on people or the environment, and having regard to the hazards and risks associated with the work activities.

The organisation should consider establishing OHSE objectives and targets that will support and maintain the effectiveness of the OHSE Management Plan. As an example, an organisation might set an objective to implement risk management processes relevant to the work activities. The target might be to assign resources (i.e. 2 people) to develop risk management procedures within a specific timeframe (i.e. 2 months).

Reference

In the **OHSE Management Plan**:

OHSE 004—Hazard Identification, Risk Assessment and Control outlines a policy and procedure for identifying hazards, assessing their risks and implementing control measures.

OHSE 005—Hazard Categories provides a template for identifying some of the hazards that may be associated with an organisation's work activities.

OHSE 006—Risk Matrix provides a process for identifying a risk class/ranking for potential workplace hazards. The matrix is used to determine the level of danger or seriousness of the risk, how likely it is to occur and how detailed control measures will need to be to eliminate or minimise the risk.

OHSE 007—Safe Work Method Statement provides a template for a Safe Work Method Statement (SWMS). The SWMS provides a process for identifying the potential hazards of a work activity, assessing their risk and recording how to eliminate, or minimise them. An example SWMS is included in the latter part of the **OHSE Guidelines**.

OHSE 008—Objectives and Targets provides a sample for how an organisation might establish their OHSE objectives and targets.

OHSE 009—Personal Protective Equipment provides a template for recording all PPE that has been supplied to employees and is specified as a control measure in the SWMS.

PART TWO—LEGAL AND OTHER REQUIREMENTS

Scope

To identify the legislation, codes and standards relevant to the organisation's activities.

Objective

To ensure that the organisation maintains awareness and access to current legislation, codes and standards to comply with its legal obligations.

Action

- Identify the legislation, codes and standards relevant to the organisation's activities.
- Ensure that the information is accessible to employees.
- Keep all information up-to-date.
- Advise employees of any changes.

Reference

Organisations seeking information or assistance in relation to legal and other related OHSE requirements should refer to industry bodies, regulators and employer/employee associations.

Step Three—Implementation

In order to implement the OHSE Management Plan, an organisation will need to:

- define the roles and responsibilities of employees;
- assess the competency levels of employees and ensure they are provided with appropriate training;
- develop and maintain regular consultation with employees; and
- implement a document management procedure to ensure the validity of OHSE documentation.

These activities are outlined in four parts as follows.

PART ONE—ROLES AND RESPONSIBILITIES

Scope

To determine the roles and responsibilities of employees in reference to the OHSE Management Plan.

Objective

To allocate roles and responsibilities to ensure that the appropriate time and resources are provided to effectively implement and maintain the OHSE Management Plan.

Action

- Determine the OHSE roles and responsibilities of all employees.
- Determine who will be responsible for implementing and maintaining the OHSE Management Plan.
- Communicate the OHSE roles and responsibilities to all employees.

Reference

OHSE 010—Roles and Responsibilities in the **OHSE Management Plan** provides a sample reporting chart for documenting the roles and responsibilities within an organisation.

Note: This sample may need to be modified to reflect the actual management levels of the organisation.

Organisations seeking further information or assistance in relation to OHSE roles and responsibilities should refer to industry bodies, regulators and employer/employee associations.

PART TWO—TRAINING AND COMPETENCY

Scope

To train, educate and assess employees in the requirements of the OHSE Management Plan.

Objective

To ensure all employees are trained to fulfil their roles and responsibilities, and are competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

Action

- Assess employee competencies in relation to their work activities.
- Provide employees with:
    - induction training, including general industry (safety awareness), work activity;
    - site specific induction training;
    - training in relevant parts of the OHSE Management Plan; and
    - training in their specific roles and responsibilities.
- Maintain a record of employee competency levels and training activities. These records must be readily available for review by the Principal Contractor and other parties, as required.
- Ensure employee competencies and/or qualifications are reviewed on a regular basis and updated as required.

Reference

Listed within *Common Terms* are the three main types of induction training that must be provided to employees.

OHSE 011—Training and Competency Register in the OHSE Management Plan provides a template for recording employee competency levels and training activities.

Organisations seeking further information or assistance in relation to training and competency requirements should refer to industry bodies, regulators and employer/employee associations.

PART THREE—CONSULTATION

Scope

To consult with employees on OHSE matters.

Objective

To provide an agreed mechanism where employees can discuss and express their views on OHSE matters. To consult on a regular basis and to document all OHSE consultation.

Action

- Determine the nature of the consultative arrangements, e.g. Toolbox Talks or Pre-start Talks.
- Determine what topics will be included in the consultative arrangements. As a minimum, issues such as changes in work conditions/processes, high risk work, OHSE alerts or changes in legislation should be considered in the consultation.
- Determine how often the consultation will occur, i.e. daily, weekly or other.
- Ensure all consultation, including the consultation arrangements, are documented.

Reference

In the **OHSE Management Plan:**

OHSE 012—Consultation outlines a policy and procedure for consultation with employees on OHSE.

OHSE 013—Toolbox/Pre-start Talks provides a template for recording the details of Toolbox Talks/Pre-start Talks.

Organisations seeking further information or assistance in relation to consultation requirements should refer to industry bodies, regulators and employer/employee associations.

PART FOUR—DOCUMENT CONTROL

Scope

To establish a system of document management for OHSE information, policies and procedures.

Objective

To ensure all documents, forms and procedures that are used for purpose of OHSE records, are maintained, relevant and up-to-date.

Action

- Check all documents on a regular basis and remove any out of date information.
- Check that all documents contain information detailing the date the document was produced and include a version number.
- Check that all documents are filed and reasonably accessible to employees.
- Retain all documents relating to OHSE, including the **OHSE Management Plan**, for a minimum of seven years.

Reference

OHSE 001—Document Control in the **OHSE Management Plan** outlines a policy and procedure for document management, and provides a template for document control.

Step Four—Evaluation and Inspection

Scope

To determine the effectiveness of hazard identification and risk assessment processes, and to review and evaluate control measures.

Objective

- To review and evaluate control measures to determine whether they are effectively managing risks.
- To undertake regular inspections of the workplace to monitor control measures to reduce the likelihood of an incident.

Action

- Regularly inspect the workplace, work processes, plant and equipment operation, and other areas affected by the work activity.
- Monitor compliance with the OHSE Management Plan, in particular Safe Work Method Statements.
- Undertake specific monitoring as required, i.e. health, noise, dust or environmental monitoring.
- Evaluate OHSE incidents, reported hazards and any issues identified through OHSE inspection processes.
- Implement and review corrective actions to minimise the risk, or reoccurrence of OHSE hazards and risks.

Note: The use of checklists in the inspection process provides for a more consistent and uniform coverage of OHSE issues.

Reference

In the **OHSE Management Plan**:

OHSE 014—Workplace Inspection Checklist provides a template checklist for a generic workplace inspection. This template should be modified to include the hazards that are specific to the worksite being inspected.

OHSE 015—Plant and Equipment outlines a policy and procedure for the inspection and maintenance of plant and equipment.

OHSE 016—Plant and Equipment Register provides a template for recording the details of all plant and equipment to be used by an organisation during the course of a work activity.

OHSE 017—Plant and Equipment Pre-start Checklist provides a template checklist for undertaking pre-start inspection and evaluation of plant and equipment.

OHSE 018—Plant and Equipment Regular Checklist provides a template checklist for undertaking general inspection and evaluation of plant and equipment.

OHSE 019—Hazardous Substances/Dangerous Goods outlines a policy and procedure for the review and maintenance of any hazardous substance and/or dangerous good that may be used during the course of a work activity.

OHSE 020—Hazardous Substances/Dangerous Goods Register provides a template for recording the details of any hazardous substance and dangerous good that may be used during the course of the work activity.

OHSE 021—Electrical Equipment provides a policy and procedure for the use, inspection and recording of any electrical equipment that may be brought on site for the purpose of the work activity.

OHSE 022—Electrical Equipment Register provides a template for recording the details of any electrical equipment that may be brought on site.

OHSE 023—Hazard Reporting outlines a policy and procedure for reporting hazards and for establishing control measures to mitigate or minimise their effect.

OHSE 024—Hazard Report provides a template for reporting hazards, documenting control measures and managing corrective actions.

OHSE 025—Injury and Incident Investigation outlines a policy and procedure for reporting, recording and investigating incident and injuries within the workplace.

OHSE 026—Register of Injuries provides a template for reporting and recording the details of a workplace injury.

OHSE 027—Incident Investigation Report provides a template for reporting and investigating OHSE incidents. This includes any incident involving medical attention or off site treatment, a near miss, property/plant damage or injury to the public or the environment.

Step Five—Injury Management and Return-to-Work

Scope

To establish and implement an injury management policy and return to work program.

Objective

To implement an injury management policy and return to work program to assist injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Action

- Ensure that there is a current workers' compensation policy in place, and that the policy complies with all statutory requirements.
- Develop and implement a process for injury notification. Ensure employees are aware of the requirement to report injuries as soon as possible. Keep a record of all injuries.

In the event of an injury:

- Develop a return-to-work program in consultation with the injured employee and their treating medical practitioner.
- Ensure the return-to work program demonstrates a commitment to providing the employee with suitable duties during the course of their treatment.
- Nominate a return-to work coordinator to assist the injured employee to return to their pre-injury duties as soon
as practicable.
- Monitor the ongoing effectiveness of the employee return-to work program.

Reference

In the **OHSE Management Plan**:

OHSE 025—Injury and Incident Investigation outlines a policy and procedure for reporting, recording and investigating incident and injuries within the workplace.

OHSE 026—Register of Injuries provides a template for reporting and recording the details of a workplace injury.

OHSE 029—Injury Management and Return-to-Work outlines a policy and procedure for injury management and return-to-work.

Injury management and return-to-work requirements may differ between jurisdictions. Organisations seeking further information or assistance in relation to injury management and return-to-work requirements should refer to industry bodies, regulators and employer/employee associations.

Example – Safe Work Method Statement (SWMS)

Organisation Details			
Organisation Name:	*Company ABC*	**Contact Name::**	*Bob Jones*
ACN/ABN	*83 79X XXX XXX*	**Contact Position:**	*Works Supervisor*
Address:	*1 ABC Street, Canberra City, ACT 2600*	**Contract Phone Number:**	*02 62XX XXXX*

Project Details:			
Project:		**Area:**	
Activity:	*Use of a Mobile Elevated Work Platform (MEWP) Boom*	This SWMS has been developed in consultation with Reviewed by: _____ Position: _____ Date: _ / __ /	
Resources / Trades Involved:	*Construction Workers*		
Plant & Equipment Used:	*MEWP Boom*		
Maintenance checks:	*Daily Operators Check to be documented in the Log book, 90 Day Inspection, Annual Inspection, 10 Year Inspection. and/or as per manufacturers recommendations*		
Materials Used:			
Occupational Health Safety or Environmental Legislation:	*Occupational Health & Safety Act 2000, - Occupational Health & Safety Regulation 2001 Chapter 5 Plant*	**Codes or Standards Applicable to the Works:**	*Australian Standard AS 2550.10 Mobile Elevating Work Platforms –Safe Use. Codes of Practice: Occupational Health & Safety Induction Training for Construction Work 1999. Moving Plant on Construction Sites 2004, Work near overhead power lines 2006*

Example only

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			5	M *(Moderate)*	U *(Unlikely)*
H (1) *(High level of harm)*	Potential Death, Permanent Disability, or Major Structural Damage. Off-site release not contained, major remediation required with outside assistance, significant detrimental environmental impact.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential Temporary, Disability, or Minor Structural Damage. On site release contained, minor remediation required with outside assistance, short-term detrimental environmental impacts. Any potential for exceeding a Statutory Licence Permit condition.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Potential incident that has the potential to cause persons to require first aid. On-site release immediately contained, minor level clean up with no short-term environmental impacts.	**L** (3) *(Low)*	**2**	**3**	**3**

Level	Likelihood / probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work
1	*Use of an Mobile Elevated Work Platform (Boom lift)*	• *Fall from platform* • *Tip machine over* • *Collision / injury* • *Operated by unauthorised / unqualified person(s)*	*1*	• *Carry out daily inspection / checks as per manufacturers operating manual and Operator Daily Safety Checks on the cover of the yellow log book.* • *Check and familiarise yourself with the operation of platform emergency descent and/or operator retrieval system at ground controls* • *Read all manufacturers safety decals / stickers on machine* • *Record in the log book and sign off by person making entry* • *Report any defects or damage to supervisor immediately. Do not use machine until these are repaired / fixed.* • *Place 'DANGER do not use' tag on machine to prevent use by others.*	*Operator / Construction Worker (CW)*

Example Only

2	Check work area for operational hazards	• Fall from platform • Tip machine over • Collision / injury • Operated by unauthorised / unqualified person(s)	1	• Keep away from back filled trenches / excavations, boggy areas • Use only on flat firm surfaces and the machine is level to within manufacturer's specifications. • When working on suspended slabs, competent person to verify slab can take weight of machine. • Keep away from slab step downs, penetrations • Check for overhead power cables / obstructions - projections. • Check with power supply authority for distance to be maintained from overhead power supply.	Operator / Construction Worker (CW)
3	Operating MEWP	• Fall from platform • Tip machine over • Collision / injury • Operated by unauthorised / unqualified person(s)	1	• All persons operating a scissor lift must have completed required training and have a certificate issued by or on behalf of the Elevated Work Platform Association of Australia. • Safety harness to be worn and connected to designated anchorage point at all times whilst in the EWP basket. • Never stand or sit on kickboards, handrails or midrails, ensure gate is securely closed. • Ensure tyres are inflated to correct pressure (where necessary). • NEVER operate when wind speeds exceed 12.5m/sec If operating outdoors. • If outriggers fitted ensure they are fully extended and on a solid bearing. • Ensure you look up, down, forward, backwards, left and right when driving.	Operator / Construction Worker (CW)

Example Only

4	Working from MEWP	• Tip over • Injury to persons below • Fall from platform	1	• Do not use as a crane or hoist. • Do not over load the platform, observe and do not exceed SWL and permitted number of occupants. • Never use to pull or push other objects • Ensure all tools and materials are safety stored with no slip/trip hazards • Set up exclusion zone around the base of boom lift and appropriate signage to be in place where deemed necessary. • Keep away from pinch points. • Never enter or exit platform while elevated. • Never use ladders or other items to gain additional height. • Keep within the confines of the work platform. Do not lean out over sides of the platform.	Operator / Construction Worker
5	Securing MEWP after use	Injury to persons below	1	• Lower platform at the end of shift, position in safe location, remove keys and secure.	Operator / Construction Worker
6	Refuelling the MEWP	• Fire • Slips, trips, falls • Spills • Contact with chemical • Inhaled petrol vapours	1	• Equipment is to be turned off and shut down. • Do not use mobile phones. • Avoid sources of ignition, heat, sparks • Ensure fully charged carbon dioxide, Dry chemical or foam extinguisher is in close proximity when refuelling. • Ensure funnel or nozzle attachment is used when refuelling • Ensure spill kit in available and close at hand when carry out refuelling • Avoid contact with eyes, eye protection to be worn. • Over spills to be immediately cleaned up • Remove any contaminated clothing and wash prior to re-use • Do not intentionally inhale vapours	Operator / Construction Worker

Example Only

7	*Response to Fuel / Hydraulic Spills from refueling the MEWP*	• *Fire* • *Slips, trips, falls* • *Contact with chemical* • *Inhaled petrol vapours* • *-entering drains* • *-contaminations of surrounding waterbodies and or soils* • *incorrect disposal*	*1*	• *Avoid sources of ignition, heat, sparks* • *Use the spill kit and follow the procedures* • *When a spill occurs STOP the spill at the source* • *Use booms or similar to surround and CONTAIN the spill* • *Use absorbent material to ABSORB the spill* • *DISPOSE of used absorbent material into contaminated waste bags supplied in the spill kit.* • *Dispose of this clean up material as per State EPA guidelines.* • *Use Appropriate waste contractor for disposal.* • *Disposal document must be supplied and file in the site records* • *Restock spill kit.*	*Operator / Construction Worker (CW)*

EMERGENCY RESCUE PROCEDURE FOR WORK ON MOBILE ELEVATED WORK PLATFORMS

Prior to any person working on a Mobile Elevated Work Platform, workers must familiarise themselves with the emergency decent controls at ground level on the MEWP.

Should a worker require rescuing from a MEWP for what ever reason (i.e. equipment failure, injury / illness of the operator) the following procedures may need to be implemented:

1) *Contact the Emergency Rescue Services on **000***
2) *A person who is familiar with the emergency ground controls on the MEWP and working in close proximity should try to carefully lower the platform (be advised that the ground controls will override the platform controls) Ensure that no persons are underneath the platform when using the emergency decent device.*
3) *Where it is not possible to use the emergency decent device. The following retrieval methods where applicable may need to be considered:*

   **Use of Tower Crane with man box * Use of Mobile Crane with man box *Use of Boom lift *Use of scissor lift*

4) *Contact the Site Manager / General Foreman and inform them of what has happened.*

***NOTE:** At no time is a worker to place themselves at risk whilst attempting to undertake any of the above procedures*

*It is important to remember that if a person is suspended in a harness, there is limited time to retrieve the worker before **Suspension trauma** sets in.*

*It is therefore imperative to **immediately** instigate a rescue following an arrested fall*

If self-rescue is impossible or if the rescue cannot be performed promptly and the person is still conscious, the casualty must be instructed to 'pump' his/her legs to activate muscles and reduce the possibility of venous pooling.

Footholds or foot straps can and should be used to alleviate pressure and these provide support for 'muscle pumping'. Also pushing down vigorously with legs will help as will positioning their body in a horizontal position or slight leg-high position.

Example Only

Qualifications and experience required to complete the task:	Personnel, Duties and Responsibilities (Supervisory staff and others):	Training Required to Complete Work:
National Certificate of Competency : WP (for Booms over 11 metres) *A Certificate issued on behalf of the Elevated Work Platform Association of Australia for Booms under 11 metres where the operator does not have the National Certificate*		*General Induction for Construction Work* *Work Activity Induction training Site Specific Induction training*
Demonstration of Spill response training from spill kit supplier.		*Induction into the correct method of spill response.*

Engineering Details / Certificates / WorkCover Approvals:

Example Only

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:		
Print Names:	**Signatures:**	**Dates:**

Review No	01	02	03	04	05	06	07	08	09
Initial:									
Date:									

Example Only

Section Two

OHSE Management Plan

OHSE Management Plan

PROJECT NAME	
ORGANISATION NAME	
ADDRESS	
PHONE	
FAX	
EMAIL	
ACN/ABN	

Contents

OHSE 001–DOCUMENT CONTROL

OHSE 002–PROJECT DETAILS AND INTRODUCTION

OHSE 003–OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENT POLICY

OHSE 004–HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL

OHSE 005–HAZARD CATEGORIES

OHSE 006–RISK MATRIX

OHSE 007–SAFE WORK METHOD STATEMENT

OHSE 008–OBJECTIVES AND TARGETS

OHSE 009–PERSONAL PROTECTIVE EQUIPMENT (PPE)

OHSE 010–ROLES AND RESPONSIBILITIES

OHSE 011–TRAINING AND COMPETENCY REGISTER

OHSE 012–CONSULTATION

OHSE 013–TOOLBOX / PRE-START TALKS

OHSE 014–WORKPLACE INSPECTION CHECKLIST

OHSE 015–PLANT AND EQUIPMENT

OHSE 016–PLANT AND EQUIPMENT REGISTER

OHSE 017–PLANT AND EQUIPMENT PRE-START CHECKLIST

OHSE 018–PLANT AND EQUIPMENT REGULAR CHECKLIST

OHSE 019–HAZARDOUS SUBSTANCES / DANGEROUS GOODS

OHSE 020–HAZARDOUS SUBSTANCES / DANGEROUS GOOD REGISTER

OHSE 021–ELECTRICAL EQUIPMENT

OHSE 022–ELECTRICAL EQUIPMENT REGISTER

OHSE 023–HAZARD REPORTING

OHSE 024–HAZARD REPORT

OHSE 025–INJURY AND INCIDENT INVESTIGATION

OHSE 026–REGISTER OF INJURIES

OHSE 027–INCIDENT INVESTIGATION REPORT

OHSE 028–OHSE MANAGEMENT PLAN CHECKLIST

OHSE 029–INJURY MANAGEMENT AND RETURN-TO-WORK

OHSE 001–Document control

INSERT ORGANISATION

- Maintains an up to date version of this OHSE Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of OHSE management practices.
- Provides a copy of the current version of the Plan to *INSERT PRINCIPAL CONTRACTOR NAME.*
- Reviews the Plan on a *INSERT TIME PERIOD* basis
- Ensures all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form No.	Version No.	Description of Amendments	Prepared by	Approved by

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation

Date: ___/___/___ Version No: ____

OHSE 002–Project details and introduction

Organisation Details	
Business/Trading name	
ACN/ABN	
Contract Job Number	
Director/Manager	
Address	
Phone	
Fax	
Mobile	
Email	

The following table sets out a brief description of the work to be carried out by *INSERT ORGANISATION* during the course of the *INSERT TRADE/ACTIVITY* contract/agreed works on the *INSERT SITE NAME* project managed by *INSERT PRINCIPAL CONTRACTOR NAME* .

Date	Description of Works	No of Employees (inc subcontractors)

The table below identifies the designated person on site responsible for the management of occupational health safety and environment.

Name	Contact Details

INSERT ORGANISATION *DOES/DOES NOT* intend to subcontract all or part of the works.
If engaged, the sub-subcontractors intended to be used on this site are:

Business	Contact Details

INSERT ORGANISATION will ensure that the above mentioned subcontractors provide a SWMS for their specialised work, and that *INSERT ORGANISATION* shall review the SWMS, and append the SWMS to this Plan. If they are an employer, *INSERT ORGANISATION* will also ensure that evidence relating to a current workers compensation policy is provided.

Director / Manager_____ **Date**____/____/____

OHSE 003–Occupational health safety and environment policy

At *INSERT ORGANISATION*, a commitment to occupational health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager_____ **Date**____/____/____

OHSE 004–Hazard identification, risk assessment and control

INSERT ORGANISATION will not commence construction work at a place of work unless:

- the principal contractor has provided *INSERT ORGANISATION* with a copy of the relevant parts of its workplace OHSE Management Plan (or equivalent);
- *INSERT ORGANISATION* has undertaken an assessment of the risks associated with the work activities and has provided to the principal contractor a written Safe Work Method Statement (SWMS); and
- *INSERT ORGANISATION* has provided induction training to all employees.

INSERT ORGANISATION maintains and updates the SWMS, and provides the updated SWMS to the principal contractor.

INSERT ORGANISATION identifies the potential hazards of the proposed work activities, assess the risks involved and develops controls measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

IDENTIFY HAZARDS:

INSERT ORGANISATION breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in a SWMS. The SWMS is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the SWMS, *INSERT ORGANISATION* has identified potential hazards and their risks.

To assist in identifying hazards and risks, *INSERT ORGANISATION* has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

ASSESS RISKS:

INSERT ORGANISATION has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

OHSE 005–Hazard categories

The following is a list of the hazards *INSERT ORGANISATION* has identified arising from the contracted/agreed work activities. These hazards are addressed within the Safe Work Method Statement(s).

Occupational Health and Safety			
☐	Access & egress	☐	Confined/enclosed spaces
☐	Coring/chasing	☐	Dangerous Goods (Oxy/other)
☐	Demolition/dismantling	☐	Electricity (power tools/other)
☐	Explosive/pneumatic power tools	☐	Fatigue (shift work/hours of work)
☐	Formwork erection/dismantling	☐	Fire/explosion
☐	Fumes/gas	☐	Hazardous substances
☐	Flying/falling objects/debris	☐	Height & falls
☐	Hazardous material	☐	Hot/cold working environment
☐	Hot work (cutting/welding/grinding)	☐	Lasers
☐	Lighting	☐	Manual handling (lifting or twisting)
☐	Machine/equipment guarding	☐	Moving plant/traffic
☐	Materials handling (crane/forklift/other)	☐	Plant & equipment operation
☐	Noise (hearing)	☐	Structural alterations/support
☐	Public (pedestrians/other)	☐	Services (underground/overhead)
☐	Subsidence	☐	Ultra Violet Light (sunlight)
☐	Trenching/excavation	☐	Other……
☐	Work near/over water	☐	Other……
☐	Young workers/unskilled labour	☐	Other……
☐	Biological/bacteria	☐	Other……

Environment			
☐	Air quality (dust/emissions)	☐	Bulk excavation/spoil
☐	Concrete or paint wastes	☐	Contaminated soil/water
☐	Dewatering/pump out	☐	Habitats (protected flora/fauna)
☐	Heritage & Archaeology	☐	Noise or vibration
☐	Noisy work (neighbourhood)	☐	Spills & response
☐	Slurry or other discharges	☐	Traffic & parking
☐	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other	☐	Dangerous Goods/Hazardous Substances (use/storage/spills)
☐	Stormwater/sediment control	☐	Other……
☐	Waste disposal	☐	Other……

OHSE 006–Risk matrix

INSERT ORGANISATION has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures

OHSE 007–Safe Work Method Statement (SWMS)

Organisation Details			
Organisation Name:		Contact Name::	
ACN/ABN		Contact Position:	
Address:		Contract Phone No:	

Project Details:			
Project:		Area:	
Activity:		This SWMS has been developed in consultation with: Reviewed by: _____ Position: _____ Date: _ / __ /	
Resources / Trades Involved:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
Occupational Health Safety or Environmental Legislation:		Codes or Standards applicable to the works:	

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L *Likely*	**M** *Moderate*	**U** Unlikely
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work
Engineering Details / Certificates / WorkCover Approvals:		

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:		
Print Names:	Signatures:	Dates:

Review No	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**
Initial:									
Date:									

OHSE 008–Objectives and targets

INSERT ORGANISATION has established the following objectives and targets to support and maintain the effectiveness of the OHSE Management Plan.

Planning
Objective: Employees are provided with regular and up-to-date information on OHSE for the duration of the contracted/agreed works. **Target:** Review the content of the OHSE Management Plan at maximum 3 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.

Risk Management
Objective: Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk. **Target:** Safe Work Method Statement(s) or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.

Consultation
Objective: Employees are regularly consulted on matters that affect OHSE. **Target:** Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.

Training
Objective: Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment. **Target:** All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the Safe Work Method Statement(s) specific to the contracted/agreed works.

Other
Objective: **Target:**

OHSE 009–Personal Protective Equipment (PPE)

INSERT ORGANISATION maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the Safe Work Method Statement. *INSERT ORGANISATION* ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard. Proof of Standard compliance will be provided, e.g. labelling.

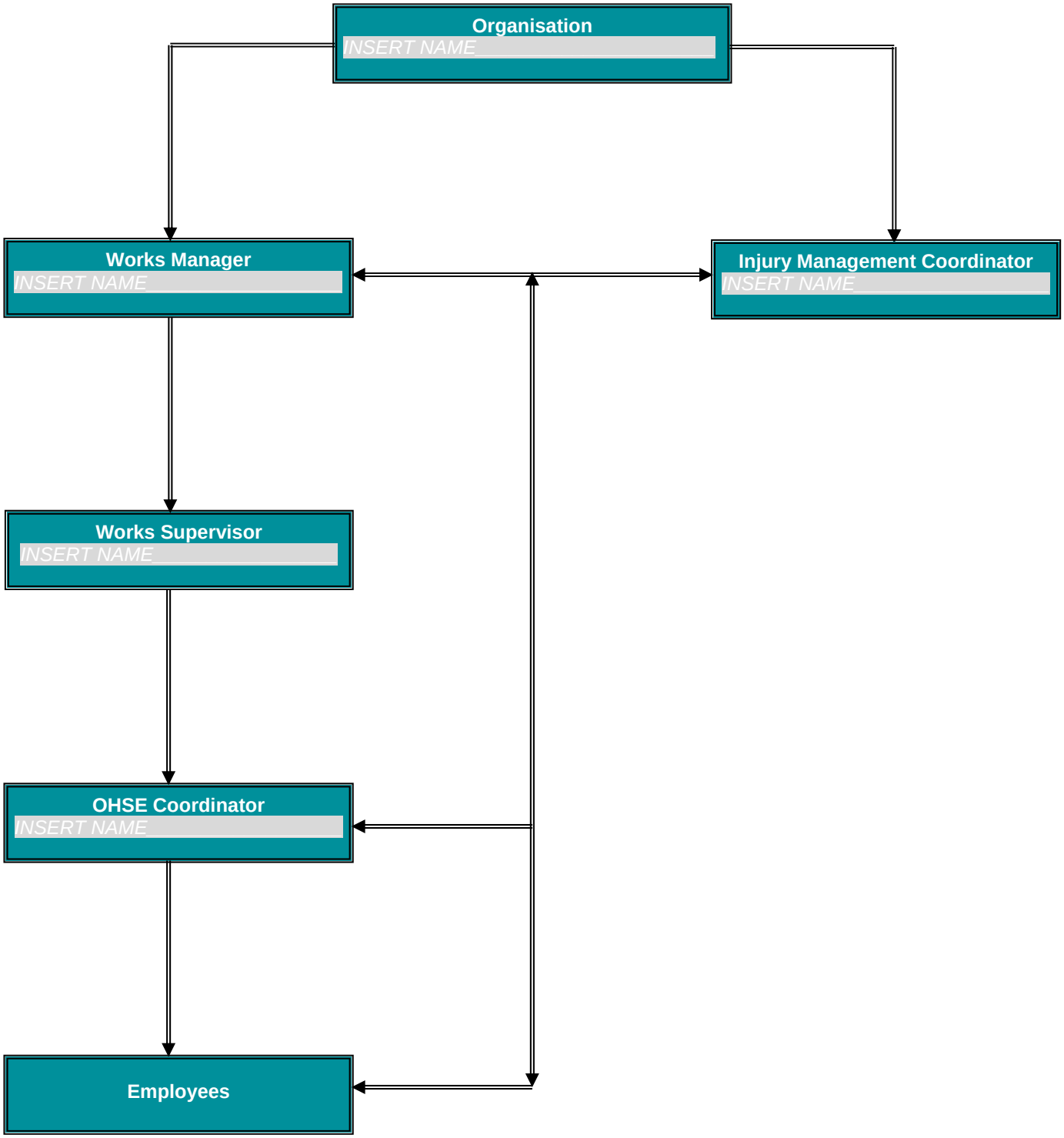
Each employee has been instructed and trained in the correct use of the PPE issued.

Employee name	Date of Issue/ replacement	Item supplied	Signature of recipient *I have received the listed PPE with appropriate instruction/training in its correct use.*

Date: ___/___/___ *Version No: ____*

OHSE 010–Roles and responsibilities

INSERT ORGANISATION provides the following key trained and competent personnel on site.



Date: ___/___/___ *Version No: ____*

ROLES AND RESPONSIBILITIES DEFINED

The roles and responsibilities of employees within *INSERT ORGANISATION* regarding OHSE are below.

WORKS MANAGER

INSERT NAME is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OHSE risks;
- communicating with the principal contractor to reduce risks;
- being a part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- leading by example and promoting sound OHSE practices at every opportunity;
- ensuring safe equipment and plant is provided and maintained;
- reviewing OHSE reports and inspections, and following up on recommendations;
- coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- coordinating OHSE meetings and programs;
- monitoring compliance with the OHSE Management Plan, including Safe Work Method Statement; and
- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury.

Signed by: _____ **Date:** ___ **/** ___ **/** ___

WORKS SUPERVISOR

INSERT NAME is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- observing all OHSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OHSE matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- actioning OHSE reports and carrying out workplace inspections;
- setting up OHSE meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OHSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OHSE control measures are implemented and effective; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ **/** ___ **/** ___

OCCUPATIONAL HEALTH AND SAFETY ENVIRONMENT COORDINATOR

INSERT NAME is responsible for OHSE at the workplace and duties include:

- communicating OHSE performance to the Works Manager;

- assisting the Works Supervisor to develop and implement the OHSE Plan;
- providing advice on OHSE to all employees;
- being a part of planning and design in work activities;
- determining OHSE legal requirements for the work activity or trade;
- making sure OHSE work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing OHSE reports and inspections;
- setting up and being a part of OHSE meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound OHSE practices at all times;
- setting up and conducting OHSE inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on OHSE matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ **Date:** ___ **/** ___ **/** ___

INJURY MANAGEMENT COORDINATOR

INSERT NAME is responsible for the management of injuries at the workplace and duties include:

- assisting injured employees to return to their pre-injury duties as soon as practicable after a work-related injury;
- ensuring that, where appropriate, the injured employee is given access to occupational rehabilitation services;
- liaising with any parties involved in the occupational rehabilitation of, or provision of medical services, to the injured employee;
- monitoring the progress of the injured employee's capacity to work;
- taking steps to prevent recurrence or aggravation of the relevant injury upon the injured employee's return to work; and
- providing assistance to meet all legal requirements regarding injury management and return to work.

Signed by: _____ **Date:** ___ **/** ___ **/** ___

EMPLOYEES

Are responsible for the following:

- working in a safe manner without risk to themselves, others or the environment;
- complying with the OHSE Management Plan including all Safe Work Method Statements;
- reporting all incidents to the Works Supervisor;
- reporting all injuries and illnesses to the designated First Aid Officer;
- reporting any OHSE hazards to the Works Supervisor;
- providing suggestion, through agreed consultation methods, on how to improve OHSE issues;
- seeking assistance if unsure of OHSE rules;
- reporting any faulty tools or plant to the Works Supervisor;
- complying with site rules;
- correctly using all personal protective equipment; and
- complying with emergency and evacuation procedures.

Signed by: _____ **Date:** ___ **/** ___ **/** ___

OHSE 011–Training and competency register

Having regard to the hazards and risks associated with the work activity, *INSERT ORGANISATION* has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains details of the skills and competencies of the organisation's employees.

Employee Name	Work on this project	Skills / Competencies / Experience (e.g. tickets / qualifications)	Card No. / Reg. No.	Date of Course	Duration

Date: ___/___/___ *Version No: ____*

OHSE 012–Consultation

INSERT ORGANISATION promotes the active participation of all employees in OHSE decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHSE matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- changes to the organisation's policies and procedures or work routines which may affect OHSE;
- make up of and representation on relevant committees; and
- election of OHSE and employee representatives.

All workplace consultation is recorded and occurs on a *INSERT PERIOD* basis.

OHSE 013–Toolbox/pre-start talks

All Toolbox / Pre-start Talks undertaken on behalf of *INSERT ORGANISATION* are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox / Pre-start Talks			
Workplace:			
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:

Date: ___/___/___ *Version No: ____*

Points Raised / Comments:

Corrective Action	Action by	Action Complete	
		Sign off	Date

OHSE 014–Workplace inspection checklist

INSERT ORGANISATION inspects the work activity(s) and work area, and provide a completed Workplace Inspection Checklist each week to the principal contractor for the duration of the works.

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress					
Access paths clear	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Access paths defined (signage tape, other)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Prohibited areas display warning signs and barricaded	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Dust/Air Quality					
Dust suppressed/watered down	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Stock piles protected from wind	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Plant & equipment maintained to minimise emissions	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Electrical					
Electrical equipment tested & tagged	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Register of tagging current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Portable generator fitted RCD	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Portable Residual Current Device (RCD) tested/ tagged	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
First Aid/Emergency/Injury					
First aid kit provided	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Kit stocks refreshed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
First Aid Officer available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Evacuation procedure in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Emergency contacts displayed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Fire extinguisher/equipment available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			

Manual Handling					
Trolleys/aids in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Training/job rotation undertaken	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Hazardous Substances/Dangerous Goods					
Register current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
MSDS available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS lists precautions for use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Storage area bunded	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Refuelling SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Height work					
Perimeter protection	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Handrails in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Penetrations covered	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Fall restraint/arrest system in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Housekeeping					
Materials stacked	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Work area lit	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Bins available & in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Signage in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Leads suspended	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Walkway/stairs/work area clear	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Noise					
Plant & equipment maintained	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Site hours observed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Noisy works identified	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Hearing protection used (SWMS)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Personal Protective Equipment					
Used when required (SWMS)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Correctly used by employees	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Plant & Equipment					
Plant register current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Maintenance records provided	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Daily log book completed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Operator ticketed/competency verified	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			

Public Protection Work area secure from public Overhead protection provided	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Stormwater/run off Silt control fences in place Stormwater inlets protected Discharges contained, e.g. pump out, slurry/other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Training All employees have: - General industry (safety awareness) training - Site specific induction training - Work activity (SWMS) training	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Vegetation Fencing around drip line of retained trees No material/equipment stored within drip line	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Waste Management Waste reduction plan in place Waste contractor records available Bins for litter/cigarette butts/other provided Hazardous wastes captured & correct disposal, e.g. paint sludge/ contaminated soil/other	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			
Other **……** **……** **……** **……** **……** **……**	 Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

OHSE 015–Plant and equipment

INSERT ORGANISATION carries out regular inspections and maintenance of all plant and equipment.

INSERT ORGANISATION ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

INSERT ORGANISATION ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request.

Where plant and equipment is hired, the same requirements as above apply.

OHSE 016–Plant and equipment register

The following register contains details of all plant and equipment to be used by *INSERT ORGANISATION* during the course of the work activities. Examples include lifting gear, fire fighting equipment, mobile plant, fall restraint equipment and other.

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date On Site	Log Book Available

Date: ___/___/___

Version No: ____

OHSE 017–Plant and equipment pre-start checklist

INSERT ORGANISATION completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes ☐	No ☐
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes ☐	No ☐
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes ☐	No ☐
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes ☐	No ☐
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes ☐	No ☐

Plant Provider					
Name		Signature		Date	

Plant Inspected	
Plant Type/Make	
Serial No.	
Company	

Inspection Verified By					
Name		Signature		Date	

Date: ___/___/___ *Version No: ____*

OHSE 018–Plant and equipment regular checklist

The following checklist is completed by *INSERT SERVICE PROVIDER OR INSERT ORGANISATION* as a general and regular check on plant operation at the workplace.

Plant and Equipment Checklist					
Service Provider name					
Plant type / make					
Plant No.		Serial No:			
Description			**Check**		
Risk assessment		Yes ☐	No ☐	n/a ☐	
Operator's manual		Yes ☐	No ☐	n/a ☐	
Maintenance reports		Yes ☐	No ☐	n/a ☐	
Log Book		Yes ☐	No ☐	n/a ☐	
Competency ticket/licence of operator		Yes ☐	No ☐	n/a ☐	
Fire extinguisher		Yes ☐	No ☐	n/a ☐	
Crack test reports		Yes ☐	No ☐	n/a ☐	
Chains tested and tagged		Yes ☐	No ☐	n/a ☐	
Regulatory Authority plant registration		Yes ☐	No ☐	n/a ☐	
Flashing light		Yes ☐	No ☐	n/a ☐	
Forward/reverse beeper		Yes ☐	No ☐	n/a ☐	
Tested and tagged electrically		Yes ☐	No ☐	n/a ☐	
Seat belt		Yes ☐	No ☐	n/a ☐	
Roll over Protection (ROPS)		Yes ☐	No ☐	n/a ☐	
Plant Provider					
Name		Signature		Date	
Inspection Verified By					
Name		Signature		Date	

Date: ___/___/___ *Version No: ____*

In undertaking regular checks of plant and equiplent, *INSERT ORGANISATION* includes consideration of relevant aspects as follows:

Scissor Lifts / Boom Lifts	**Excavators / Backhoes / Bob Cats**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Safety Booklet • Company Name	• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper
Fork Lifts / Manatou's	**Cranes**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Seat Belt • Flashing Light • Forward & Reverse Beeper	• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Regulatory Authority Plant Registration • Chains Tested and Tagged
Concrete Pumps	**Other…**
• Risk Assessment • SWMS • Operators Manual • Maintenance Reports • Log Book • Certification/Competency of Operator • Fire Extinguisher • Crack Test Report • Line thickness Testing • Regulatory Authority Plant Registration	

OHSE 019–Hazardous substances/dangerous goods

INSERT ORGANISATION provides a current (within 5 years of the date of issue) MSDS to the principal Contractor for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity, *INSERT ORGANISATION* reviews the Material Safety Data Sheet (MSDS) to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the MSDS are followed when using the substance and are included in the Safe Work Method Statement.

No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current MSDS.

All products and substances to be brought to the workplace are be documented.

INSERT ORGANISATION considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods is in accordance with the MSDS and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.

Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

OHSE 020–Hazardous substances/dangerous good register

The following hazardous substances exist in the work place. A copy of the MSDS has been forwarded to the person responsible for First Aid.

Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous in the MSDS		
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	**If YES:** The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	

Date: ___/___/___

Version No: ____

OHSE 021–Electrical equipment

INSERT ORGANISATION ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards including AS3012, Electrical Installations – Construction and Demolition Sites and AS3000, Wiring Rules.

INSERT ORGANISATION ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the works on site.

All electrical equipment including leads, portable power tools, junction boxes and earth leakage, or residual current, devices is inspected and tested by a suitably qualified person and labelled with a tag of currency before being used on site.

OHSE 022–Electrical equipment register

INSERT ORGANISATION records all electrical equipment brought on site in the Electrical Equipment Register.

Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Electrical Equipment			
Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection/ Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's / qualified person's Signature	License/ Registration No.

Electrical item	Frequency of inspection / test (in accordance with relevant requirements)
Tools & leads or electrical equipment	
Sub-board earth leakage device	

Date: ___/___/___ *Version No: ____*

OHSE 023–Hazard reporting

INSERT ORGANISATION encourages all employees to report hazards **immediately** to the Works supervisor.

Where the hazard cannot be corrected immediately, *INSERT ORGANISATION* records the details of the hazard in the Hazard Register

INSERT ORGANISATION investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

INSERT ORGANISATION identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

INSERT ORGANISATION regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

INSERT ORGANISATION will issue a copy of any completed Hazard Report form to the principal contractor, as required.

OHSE 024–Hazard report

Where a hazard cannot be immediately corrected, *INSERT ORGANISATION* records the hazard in the Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) ☐ Medium (2) ☐ Low (3) ☐

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate ☐ Within 24 hrs ☐ Within 7 Days ☐

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

Date: ___/___/___ *Version No: ____*

OHSE 025–Injury and incident investigation

INJURIES:

All injuries are reported to the desiganted First Aid Officer in the workplace.

INSERT ORGANISATION records all injuries on the Register of Injuries.

Where the injury requires medical attention or off site treatment, *INSERT ORGANISATION* completes an Incident Investigation Report.

Copies of Incident Investigation Reports are provided to the principal contractor, as required.

INCIDENTS:

For all incidents involving near misses, property/plant damage or injury to the public or the environment, Insert Organisation investigates and records the details in an Incident Investigation Report.

Copies of completed Incident Investigation Reports are provided to the principal contractor, as required.

NOTIFIABLE INCIDENTS:

Insert Organisation reports all notifiable incidents to the relevant Authority.

Where such an incident has occurred, Insert Organisation considers whether the site needs to be preserved for investigation by the relevant Authority.

RECORD KEEPING:

Insert Organisation keeps records of incidents and injuies in accordance with Statutory requirements.

OHSE 026–Register of injuries

INSERT ORGANISATION records all injuries in the following register.

General			
Workplace Location			
Injured Persons Name			
Home Address			
Date of Birth		Male ☐ Female ☐	
Occupation			
Employers Name			
Employers Address			
Details of Injury			
Date of Injury		Time of Injury	am ☐ pm ☐
Activity in which the person was engaged at the time of injury			
Exact location where injury occurred			
Nature of injury e.g. fracture, burn, sprain, foreign body in eye.			
Body location of injury e.g. ear, eye, face, neck			
Details of Treatment			
Treatment provided by First Aid Officer	Yes☐ No☐	Remarks:	
Follow up treatment required	Yes☐ No☐	*If yes, an Incident Investigation Report must be completed with 24 hours*	
Doctor/ Medical Centre attended			
Date attended		Medical Certificate Received	Yes ☐ No ☐
Treatment i.e. x-ray, prescription			
Further consultation required	Yes☐ No☐	Injury Management required	Yes ☐ No ☐ *If yes, notify the Return-to-Work Coordinator*
Name of Witness			
Address of Witness:			

Name of Person Providing First Aid			
Signature		Date	

Date: ___/___/___ *Version No: ____*

OHSE 027–Incident investigation report

INSERT ORGANISATION completes an Incident Investigation Report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

Class of Incident		**Reported**
☐ Injury	☐ Property/Plant Damage	Yes ☐ No ☐ Details:
☐ Near Miss	☐ Environmental	**Further Action Required**
☐ Other……		☐ Report to Authorities ☐ Other:

Details of Incident			
Date of Incident		Time of Incident	am ☐ pm ☐
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of damage to equipment/property?			

Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Recommended Preventive Action	
Details	

Completed By			
Name		Position	
Signature		Date	

Date: ___/___/___ *Version No: ____*

OHSE 028–OHSE management plan checklist

INSERT ORGANISATION reviews all OHSE policies and procedures on a *INSERT TIME PERIOD* to determine the effectiveness of the OHSE Management Plan in addressing OHSE in the workplace.

General	
Project Name	
Location	
Auditor	
Other Attendees	

Activities Reviewed	Conforms	
Changes and distribution of the OHSE Mgt Plan are recorded	Yes ☐	No ☐
Project details / Description of works / Organisation details are current	Yes ☐	No ☐
OHSE Policy signed and dated by Director/Manager	Yes ☐	No ☐
Hazards are identified and risks are assessed	Yes ☐	No ☐
Controls for high risk activities are documented (Safe Work Method Statement(s))	Yes ☐	No ☐
Training and Competency Register is current	Yes ☐	No ☐
Site Specific Induction Training records are current	Yes ☐	No ☐
SWMS Training is current	Yes ☐	No ☐
Roles and responsibilities are allocated and signed	Yes ☐	No ☐
Consultation arrangements (nature, topics, intervals) are documented	Yes ☐	No ☐
Plant / Equipment Register is current	Yes ☐	No ☐
Hazardous Substances / Dangerous Goods Register is current	Yes ☐	No ☐
Personal Protective Equipment Register is current	Yes ☐	No ☐
Periodic Workplace Inspection Checklists are completed	Yes ☐	No ☐
Register of Injuries is current	Yes ☐	No ☐
Incident Investigation Reports are completed	Yes ☐	No ☐
Hazard Reports are completed	Yes ☐	No ☐
Electrical Equipment Register is current	Yes ☐	No ☐
Injury Management and Return-to-Work Program is displayed	Yes ☐	No ☐
Workers Compensation Information is current	Yes ☐	No ☐
Other:	Yes ☐	No ☐

Date: ___/___/___ *Version No: ____*

Items Identified for Correction

Outstanding Issues and Recommendations			
Follow up actions required	Yes ☐ No ☐	When	

Completed By			
Name		Position	
Signature		Date	

OHSE 029–Injury management and return-to-work

OUR COMMITMENT:

INSERT ORGANISATION is committed to the return to work of injured employees.

As part of this commitment, we will:

- prevent injury and illness by providing a safe and healthy working environment;
- participate in the development of an injury management plan and ensure that injury management commences as soon as possible after an employee is injured;
- support the injured employee and ensure that early return to work is a normal expectation;
- provide suitable duties for an injured employee as soon as possible;
- ensure that our injured employees (and anyone representing them) are aware of their rights and responsibilities – including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- consult with our employees and, where applicable, unions to ensure that the return-to-work program operates as smoothly as possible;
- maintain the confidentiality of injured employee's records.
- not dismiss an employee as a result of a work related injury within six months of becoming unfit for employment.

To support the above, *INSERT ORGANISATION* has established the following procedures.

NOTIFICATION OF INJURIES:

- All injuries must be notified to the supervisor as soon as possible.
- All injuries will be recorded in the Register of Injuries.
- Our Workers Compensation Scheme Agent will be notified of any injuries that may require compensation within 48 hours.

RECOVERY:

- All injured employees will receive appropriate first aid or medical treatment as soon as possible.
- The injured employee must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

RETURN TO WORK:

- A suitable person will be arranged to explain the return to work process to the injured employee.
- The injured employee will be offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

SUITABLE DUTIES:

- An individual return to work plan will be developed when the injured employee, according to medical advice, is capable of returning to work.

- The injured employee will be provided with suitable duties that are consistent with medical advice and are meaningful, productive and appropriate to the injured employee's physical and psychological condition.

- Depending on the individual circumstances of the injured employee, suitable duties may be at the same workplace or a different workplace, the same job with different hours or modified duties, a different job and may involve full-time or part-time hours.

DISPUTE RESOLUTION:

- If disagreements about the return to work program or suitable duties arise, the organisation will work with the injured employee and any union representing them to try to resolve the issue.

- If all parties are unable to resolve the dispute, the organization will seek to involve the Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant.

CONTACTS:

INSERT ORGANISATION's workplace contact for the return-to-work is:

Name	Organisation	Contact Details

INSERT ORGANISATION's preferred WorkCover-accredited rehabilitation providers are:

Name	Organisation	Contact Details

INSERT ORGANISATION's workers' compensation Scheme Agent is:

Name	Organisation	Contact Details