

Work Health Safety and Injury Management Systems Manual

September 2026

Note:

This Manual has been prepared as generic guidance material only. No responsibility is accepted by the Racing NSW in regard to any exclusion or additions to this Manual. This Manual does not purport to cover all legal requirements imposed on organisations.

Work Health Safety and Injury Management Systems

Manual No. .....

This document is on issue to

_____

against a register

It is the responsibility of the person given charge of this Manual to insert up-dated material as it is made available.

This Manual must be returned to the

…….……

when its use is no longer applicable by way of termination or transfer of employment

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

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RACING NSW
SYSTEMS APPROACH TO
WORK HEALTH AND SAFETY

Work Health and Safety (**WHS**) Legislation requires that we meet certain responsibilities and obligations.

However, many businesses around Australia have come to the realisation that:

GOOD WHS = GOOD RISK MANAGEMENT = GOOD BUSINESS

The Thoroughbred Racing Industry is one that is built on the *business of risk.*

The concept of good management to get a favourable outcome is familiar to us all.

After all the **risk of winning or the risk of losing the race,** comes down to how well we manage factors affecting the horse, the rider and the track.

The stakes are high but the odds are good that the savings will be substantial as a result of improved risk management in our industry and our individual business will be the winners.

With this in mind, Racing NSW has developed this manual which provides "A Systems Approach to WHS". This Manual provides policies and procedures, including documents needed to implement and maintain WHS systems.

This initiative has the immediate benefit of saving employers in the industry both development time and money. It is anticipated that by adopting this Systems Approach to WHS, the industry will have consistent and effective tools to assist in meeting WHS responsibilities and obligations.

"A Systems Approach to WHS" reflects the ***Work Health and Safety Act 2011*** and the ***Work Health and Safety Regulation 2025***.

***** UPDATE – WHS REGULATION 2025 *****

Industry stakeholders should be aware that the **WHS Regulation 2025** commenced on 22nd August 2025, replacing the WHS Regulation 2017. More information can be found here: https://www.safework.nsw.gov.au/legal-obligations/legislation/accordians/work-health-and-safety-regulation-2025

1. PURPOSE

This Manual has been prepared to assist Racing NSW Stakeholders to consistently and comprehensively develop and improve the management of Work Health and Safety for workers, visitors, and the public that may become involved with organisation's activities.

2. SCOPE

This Manual lays out a framework for the management of issues that are known to contribute to injury and damage. The information contains both instruction and guidelines. If uncertainty exists, individuals should consult with Senior Management, within the organisation or Racing NSW.

This Manual is issued as a controlled document and each page is clearly marked as to its date and issue status.

3. DEFINITIONS

For the purposes of this manual, Australian Standards definitions apply.

"Accident" – any occurrence arising out of and in the course of employment which results in personal damage or property damage, or the possibility of such damage.

"Lost-time injuries/diseases" – those occurrences that resulted in a fatality, permanent disability or time lost from work of one day/shift or more.

"No lost-time injuries/diseases" – those occurrences which are not lost-time injuries and for which first aid and/or medical treatment was administered.

"Near misses" – any unplanned incidents that occurred at the workplace which, although not resulting in any injury or disease, had the potential to do so.

"Organisation" – refers to Clubs and Associations Affiliated with Racing NSW and Horse Trainers registered with Racing NSW.

4. SAFEWORK NSW

Since 1 September 2015, the functions of WorkCover NSW have been assumed by three new organisations. **SafeWork NSW** is now the NSW workplace health & safety regulator, and offers advice on improving work health and safety, provides licences and registration for potentially dangerous work, investigates workplace incidents and enforces work health and safety laws in NSW:
http://www.safework.nsw.gov.au/

5. WORK HEALTH AND SAFETY ACT

Under the ***Work Health & Safety Act***, the term "Employers" is replaced by "Person/s Conducting a Business or Undertaking" and "Employees" is replaced by "Workers":

An Employer is known as a **"Person Conducting a Business or Undertaking" (PCBU).** From a racing industry perspective, managers of registered race clubs, self-employed trainers or corporate entities employing licensed trainers **(i.e. Managers, Trainers)** would all be classified as a PCBU.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

An **Officer** (of a PCBU) is a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking. An officer of a PCBU must exercise due diligence to ensure that the PCBU complies with their duties under WHS Legislation.

A **Worker** includes an employee, labour hire staff, volunteer, work experience student, contractor, sub-contractor, apprentice, trainee and outworker.

As noted above, a Contractor or Sub-Contractor is defined as a **worker** when carrying out work for a PCBU.

Certain **volunteers** have the same responsibilities as a worker.

A **Health and Safety Representative (HSR)** plays an important role in the consultation process between Workers and PCBU's.

A member of an employee representative body can apply for an entry permit to enter a workplace.

Arising from the above definitions:

A **PCBU** conducts a business undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. Further information may be found here:
https://www.safework.nsw.gov.au/about-us/glossary/glossary-acordion/pcbu

A **worker** carries out work for a PCBU. More information may be found here:
https://www.safework.nsw.gov.au/resource-library/whs-pcbus,-workers-and-officers-fact-sheet#:~:text=A%20PCBU%20conducts%20a%20business,to%20carry%20out%20the%20work.

A **volunteer** association is a group of volunteers that has no employees. The association is not regarded as a PCBU. A group of volunteers that employs someone to carry out work is not regarded as a volunteer association; it is a PCBU. A volunteer is regarded as a worker when engaged by a PCBU to carry out work. More information may be found here:
https://www.safework.nsw.gov.au/legal-obligations/volunteering

A **HSR** is the "eyes and ears" of the PCBU for all work health and safety matters.

Under work health and safety laws, union officials will still be able to enter a workplace to investigate a suspected breach of workplace safety, but they will need a work health and safety (WHS) entry permit. Once received, the entry permit will remain valid for three (3) years. If a union official wishes to enter a site for reasons other than a suspected breach of workplace safety, they will need to give the PCBU at least 24 hours' notice and then visit the site within 14 days.

One of the key amendments of the WHS Laws is removal of:

- "reverse onus of proof" for employers (PCBU) through qualifying their primary duty of care by what is "reasonably practicable", rather than them having to prove that compliance was not reasonably practicable; and,

- Deeming of liability for directors and managers of corporations for breaches of the WHS Act. Officers must demonstrate they have exercised all due diligence but will now only be liable for their own acts or omissions.

"Reasonably Practicable", in relation to a duty to ensure health & safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health & safety, taking into account and weighing-up all relevant matters including:

(a) The likelihood of the hazard or the risk concerned occurring; and,
(b) The degree of harm that might result from the hazard or risk; and;
(c) What the person concerned knows, or ought to reasonably know, about
    (i) The hazard or the risk; and,
    (ii) Ways of eliminating or mitigating the risk; and,
(d) The availability and suitability of ways to eliminate or minimise the risk; and,
(e) After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

"Primary Duty of Care" means that:

1. A PCBU must ensure, so far as is reasonably practicable, the health & safety of:
   (a) Workers engaged, or caused to be engaged by the person; and,
   (b) Workers whose activities in carrying out work are influenced or directed by the person,
   while the workers are at work in the business or undertaking.
2. A PCBU must ensure, so far as is reasonably practicable, that the health & safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
3. Without limiting 1 and 2, a PCBU must ensure, so far as is reasonably practicable:
   (a) The provision & maintenance of a work environment without risks to health & safety; and,
   (b) The provision & maintenance of safe plant & structures; and,
   (c) The provision & maintenance of safe systems of work; and,
   (d) The safe use, handling & storage of plant, structures & substances; and,
   (e) The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and,
   (f) The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health & safety arising from work carried out as part of the conduct of the business or undertaking; and,
   (g) That the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
4. If:
   (a) A worker occupies accommodation that is owned by or under the management or control of the PCBU, and
   (b) The occupancy is necessary for the purposes of the worker's engagement because other accommodation is not reasonably available,
   then the PCBU must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health & safety.
5. A self-employed person must ensure, so far as is reasonably practicable, his or her own safety while at work (Note: A self-employed person is also a PCBU for the purposes of this section).

Duty of Officers

1. If a PCBU has a duty or obligation under the Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.
2. ***Due Diligence*** includes taking reasonable steps:
   (a) To acquire & keep up-to-date knowledge of work health & safety matters; and,
   (b) To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally the hazards & risks associated with those operations; and,
   (c) To ensure that the PCBU has available for use, and uses, appropriate resources & process to eliminate or minimise risks to health & safety from work carried out as part of the conduct of the business or undertaking; and,
   (d) To ensure that the PCBU has appropriate processes for receiving & considering information regarding incidents, hazards & risks and responding in a timely way to that information; and,
   (e) To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the Act; and,
   (f) To verify the provision & use of the resources & processes referred to in paragraphs (c) - (e).

For the purposes of paragraph (e), the duties of a PCBU under the Act may include:

- Reporting notifiable incidents.
- Consulting with workers.
- Ensuring compliance with notices issues under the Act.
- Ensuring provision of training & instruction to workers about health & safety.
- Ensuring that health & safety representatives receive their entitlements to training.

Duty of Workers

While at work, a worker must:

(a) Take reasonable care for his or her own health & safety; and,
(b) Take reasonable care that his or her own acts or omissions do not adversely affect the health & safety of other persons; and,
(c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the Act; and,
(d) Co-operate with any reasonable policy or procedure of the PCBU relating to health & safety at the workplace that has been notified to workers.

Duty of other persons at the workplace

A person at the workplace (whether or not the person has another duty) must:

(a) Take reasonable care for his or her own health & safety; and,
(b) Take reasonable care that his or her own acts or omissions do not adversely affect the health & safety of other persons; and,
(c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the Act.

Enforcement

It is a function of SafeWork NSW to monitor and enforce compliance with the *WHS Act* (s. 152(b)). Under the *WHS Act*, there are three categories of offences for breach of health and safety policy:

- **Category 1 offence – Reckless conduct** (s.31 *WHS Act*)
  A person commits a Category 1 offence if:
  (a) The person has a health and safety duty, and
  (b) The person, without reasonable excuse, engages in conduct that exposes an individual to whom the duty is owed to a risk of death or serious injury or illness, and
  (c) *The person is reckless as to the risk to an individual of death or serious injury or illness*
  Maximum penalty for offence by a PCBU: 18,805 penalty units or 10 years imprisonment or both.
  NOTE: For FY2025-26, one penalty unit = $123.31 (Cat. 1 offence value = $2,318,844).

- **Category 2 offence – Failure to comply with health & safety duty** (s.32 *WHS Act*)
  A person commits a Category 2 offence if:
  (a) The person has a health and safety duty, and
  (b) The person fails to comply with that duty, and
  (c) The failure exposes an individual to a risk of death or serious injury or illness.
  Maximum penalty for offence by a PCBU: 3,626 penalty units (Cat. 2 offence value: $447,122).

- **Category 3 offence – failure to comply with health and safety duty** (s.33 *WHS Act*)
  A person commits a Category 3 offence if:
  (a) The person has a health and safety duty, and
  (b) The person fails to comply with that duty.
  Maximum penalty for offence by a PCBU: 1,214 penalty units (Cat. 3 offence value: $149,698).

***** UPDATE – INDUSTRIAL MANSLAUGHTER LAWS *****

On 22 June 2024, the Industrial Manslaughter Bill passed NSW Parliament. The Bill is an Act amending the WHS Act 2011 to create an offence of Industrial Manslaughter and to provide for matters relating to gross negligence. The laws do not create new WHS obligations or duties for PCBU's (employers) but aim to deter unsafe practices and strengthen accountability.

This outcome is supported by an increase in fines and maximum imprisonment terms, which will almost double in the case of Category 1 offences, which are the most serious offence under the WHS Act other than Industrial Manslaughter. More information on the WHS Amendment (Industrial Manslaughter) Bill 2024 may be found here:
https://www.parliament.nsw.gov.au/bills/Pages/bill-details.aspx?pk=18597

1. PURPOSE

To define the system for the control of documents.

To ensure:

- All documents and data are reviewed and approved prior to issue.
- Pertinent issues of appropriate documents are available for use where needed.
- All locations of control documents are recorded.
- All superseded documents are controlled and/or removed from use

2. SCOPE

All documents and data used in the Work Health Safety and Injury Management System.

3. DEFINITIONS

WHS Injury Management Systems Document Register	A form containing the register and masters of documents and data used in the WHS and Injury Management System.
Document	Written or printed paper used to convey information or data.
Form	A document to which information or data may be added.
Data	Information required in a revisable form, which needs to be controlled to ensure that the correct issue is available.

4. RESPONSIBILITIES

The **PCBU (i.e. Manager / Trainer)** is responsible for:

- Approving the Work Health and Safety Policy.
- Reviewing the Work Health Safety and Injury Manual, procedures and systems prior to approval.
- Approving all documents, forms and data relevant to the Work Health Safety and Injury Management Systems Manual.
- Maintaining the WHS Injury Management Systems Document Register (Form 002.1) and controlling the issue of the master list.
- Keeping a copy of superseded/obsolete pages from the Work Health Safety and Injury Management Systems Manual to avoid the reintroduction of unsuccessful aspects of that document.
- Maintaining the Register of Updates (Form 002.2) and the Forms Master Register (Form 002.3).
- Maintaining a list of passwords and backing up the computer system.

5. PROCEDURE

Introduction

This procedure is applicable to all documents, forms and data pertinent to the implementation and effective operation of the Work Health Safety and Injury Management System.

Work Health Safety and Injury Management Systems Manual

The Work Health Safety and Injury Management Systems Manual is the only document generated internally which is under section issue and change control. The WHS Injury Management Systems Document Register identifies the issue status of each section in the manual and its issue is to be listed in the master list of documents as the issue of the manual. A distribution list exists (on the document register) of controlled copies of the Work Health Safety and Injury Management Systems Manual.

Document and Data Approval and Issue

All documents in the documented Work Health Safety and Injury Management System (both internal and external) will be reviewed for adequacy in relation to the purpose the document was originated for. After this review has taken place, the document will be approved by the Manager / Trainer. The authorised signature indicates this review has taken place and that the document is acceptable for use and may be issued.

The Manager / Trainer is responsible for the issue of all documents and forms. Control of documents is by date. Issue numbers have been included for staff to know how many times the document has changed.

Re-issuing of Document

The Work Health Safety and Injury Management Systems Manual is the only document generated internally which is under section issue and change control. Procedures will be re-issued as a complete document.

Documents subject to change

- ☐ **Internally generated documents** other than forms, schedules and computerised documents are to be listed on the WHS Injury Management Systems Document Register (Form 002.1). The WHS Injury Management Systems Document Register records the document name and number, the current effective date, the number of copies distributed and to whom they were distributed.
- ☐ **Externally produced documents** – textbooks, journals, catalogues, industry magazines, machine manufacturer's service, repair and instruction manuals, etc. must be recorded.

Control of Forms

Forms appear on the Forms Master Register (Form 002.3). For printed forms the master copy may be a computer copy or a photocopy or an original of the form. Forms with a number will be approved on the Forms Master List. Distribution of the forms is to be by the Manager / Trainer.

Forms are numbered e.g. 002.3 - 002 represents element 002 in the standard (i.e. Document Control); 3 represents the particular form used in Document Control. In procedures form numbers may not be listed. It is expected that the current list of forms is referenced to give the form number. It is not necessary to control the distribution of forms. The Manager / Trainer is to notify actual and potential users of forms when a change has occurred to eliminate private stocks. Stocks of superseded forms may be used if the change was minor, e.g. a rectified spelling mistake, the addition of a form number.

- **Incoming Externally Generated Documents**

All incoming externally generated documents are to be passed to the Manager / Trainer for review and approval. This approval is to be signified by signing the title page or a photocopy of the front cover. The Manager / Trainer is to photocopy the title page/front cover and record on the back of the photocopy the distribution. The photocopies are to be filed together and form the master list of external documents subject to change. If not approved, then the documents are to be disposed of.

- **Material in computer systems**

Material in computer systems which is freely available is to be protected from changes by password protection. Other material in the computer is only to be accessible by password at the levels of a) read only, b) interact and c) change. The decision as to the level of access by any function in the organisation is to be by the Manager / Trainer.

- **Controlled/Uncontrolled documents**

Documents generated internally which are subject to issue and change control other than forms are to be printed in the same format as this Manual. Any document not printed in this format is an uncontrolled copy.

Uncontrolled documents may be stamped “uncontrolled” and signed and dated by the Manager / Trainer. The stamping of “uncontrolled” highlights to personnel that the document may not be the current issue. It is the responsibility of all personnel to ensure that all uncontrolled documentation is current.

Externally generated documents which are subject to change and have been superseded, if still required, are to be marked clearly “superseded”; the photocopy in the register is also to be marked. Such documents when not in use are to be kept out of sight, preferably under lock and key. The Manager / Trainer will determine the issue status of all “current” externally generated documents on the document register at least once each year.

- **Document Review**

Documents and forms shall be continuously reviewed for improvement and effectiveness. Management review meetings, audits and injury/incidents are opportunities to review documentation. Supervisors are responsible for reviewing documents in their department for suitability and effectiveness. The Manager / Trainer is responsible for ensuring that all documents entered on a register are reviewed at least every two (2) years.

- **Document Format**

  Procedures will follow the general format of this procedure. “Purpose”, “scope”, “procedure” and “records” will always appear. Additional general headings may be used e.g. Definitions, references, responsibilities, equipment, safety etc. Procedures must include responsibility as part of the procedure or under the separate heading “responsibilities”.

- **Changes to documents and data**

  Changes occur as a result of:
  - ☐ personal injury, property damage or “near miss”
  - ☐ an audit, either internal or external
  - ☐ as a result of corrective action
  - ☐ management’s discretion
  - ☐ a system improvement
  - ☐ current practice being changed as a result of a potential problem, or legislative change.

- **Changing documents quickly by use of a memo**

  The Manager / Trainer may issue a memo to change any aspect of the Work Health and Safety and Injury Management System. The memo will be issued to all holders of the document and will have an expiry date of one month, unless specified. After this time, the document will be changed or the memo will be re-issued.

- **Changing documents or adding new documents**

  Documents with minor changes are to be passed direct to the Manager / Trainer who may process the changes or wait for a significant change to occur before re-issue.

  Changes required as a result of an audit will occur automatically as part of the corrective action system.

  Required changes to documents or a proposed new document are to be attached to a system improvement notice detailing the reasons for the change or the new document. Changes may be marked on an uncontrolled copy of the document.

  Changes to documentation will be reviewed and approved by the same authority as the original document. Background information will be supplied as a basis for reviewing changes to any existing documents. If changes are approved, the revised approved document is to be forwarded to the Manager / Trainer who is to distribute the revised document or make handwritten approved changes in accordance with the section “distribution of documents”. Updated documents are to be entered in the Register of Updates (Form 002.2).

  When a new document is approved, the Manager / Trainer is to give the document a number and enter it on the WHS Injury Management Systems Document Register.

- **Handwritten changes**

  Handwritten changes to the Work Health, Safety and Injury Management System documentation are not permitted.

- **Control of computerised documents and data**

  All software and data stored on a computer system is to be backed up or master copies of discs are to be maintained. Backing up is to be done daily and are to be in the form of disk or USB drive, depending on technology available. A copy of all backed up data is to be stored off site.

  No software is to be entered into the organisation's computers until it has been checked for viruses by the Manager / Trainer.

- **Obsolete/Superseded Documents**

  The Manager / Trainer will keep the last obsolete/superseded copy of the Work Health and Safety and Injury Management Systems Manual and Forms. This can be maintained as a soft copy (computer file) or a hard copy (documents). Other documents may be kept if they are needed for the organisation's defence (legal purpose) or for knowledge purposes.

  Superseded external documents which are subject to change, if still required, are to be clearly marked or stamped "superseded". Such documents when not in use should be kept out of site, preferably under lock and key.

- **Filing and archiving**

  All records shall be maintained for a period of ten (10) years unless specific timeframes are stated. All records shall be readily accessible and stored to prevent damage, deterioration or loss. Confidentiality shall be maintained at all times.

6. RECORDS

Copies of obsolete documents, forms and data backed up computer files and copies of passwords are to be maintained.

Records associated with this procedure are:

Form 002.1 WHS Management Systems Document Register
Form 002.2 Register of Updates
Form 002.3 Forms Master Register

WHS MANAGEMENT SYSTEMS DOCUMENT REGISTER

Form 002.1

Document No	Document Title	Date	Issued To	No. of Copies
001.	Introduction, Structure, Definitions & Duties			
002.	Document Control			
003.	Work Health and Safety Policy			
004.	Responsibility and Accountability Profiles			
005.	Recruitment			
006	Hazard Identification, Risk Assessment and Control			
007	Safe Work Method Statement			
008	Hazardous Chemicals and Dangerous Goods			
009	Electrical Inspection and Testing			
010	Purchasing Controls			
011	Hot Work Permit			
012	Plant and Structure Isolation			
013	Developing Skills and Competency			
014	Health Controls / First Aid			
015	Work at Height / Fall by Person			
016	Personal Protective Equipment			
017	Noise Management			
018	Confined Space Entry			
019	Manual Tasks			
020	Worker Consultation, Representation and Participation			
021	Injury / Incident Notification, Reporting and Investigation			
022	Claims Administration and Injury Management			
023	Contractor Management			
024	Planning and Review			

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REGISTER OF UPDATES

Form 002.2

Document No.	Description/Topic	Revision No.	Date of Issue

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

FORMS MASTER REGISTER

Form 002.3

Form No	Title	Issue					
002.1	WHS Management Systems Document Register						
002.2	Register of Updates						
002.3	Forms Master Register						
003.1	Work Health and Safety Policy						
005.1	Pre-placement Health Assessment Request						
005.2	Pre-placement Health Assessment Health Declaration						
005.3	Pre-placement Health Assessment Job Certificate						
005.4	Initial and Follow Up Safety Induction Checklist						
005.5	Induction Competency Questionnaire						
006.1	Walk-through Audit Checklist – Racecourse & Amenities						
006.2	Workplace Inspection Checklist – Stables & Surrounds						
006.3	Corrective Action Report						
006.4	Hazard Report						
007.1	Task Analysis Inventory						
007.2	Safe Work Method Statement						
008	WHS Online Forms						
009.1	Electrical Inspection and Testing Register						
010.1	Pre-purchase Safety Checklist						
010.2	Risk Assessment Checklist						
011.1	Hot Work Permit						
012.1	Risk Assessment Checklist						
012.2	Permit to Work						
013.1	Training Needs Analysis						
013.2	Annual Training Program						
013.3	Training Record						
013.4	Training Attendance Register						
014.1	Referral for Treatment						
015.1	Work at height / Fall by Person Risk Assessment Checklist						
015.2	Work at Height / Fall by Person Permit						
016.1	Issue of PPE						
018.1	Confined Space Register						
018.2	Risk Assessment						
018.3	Confined Space Entry Permit						
019.1	Manual Tasks Survey						
019.2	Manual Tasks Risk Assessment						

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Form No	Title	Issue					
019.3	Manual Task Register						
020.1	Consultation Meeting Form						
022.1	Insurer Notification Significant Injury						
022.2	Return to Work Plan						
022.3	Workers Compensation File Notes						
022.4	Physical Requirements for Return to Work Plan						
023.1	Tenderer WHS Management System Questionnaire						
023.2	Contract WHS Approval and Acceptance Form						
023.3	Contractor Inspection Checklist						
023.4	General Health and Safety Checklist						
023.5	Contractor Non-Conformance Report						
023.6	Contractor WHS Performance Report						
023.7	WHS Requirements for Contractors						
023.8	Contractor Competency Assessment						
024.1	Monthly Health and Safety Report						
024.2	WHS Improvement Plan						

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

The WHS Policy is a statement of the PCBU's commitment and an accurate reflection of the approach to WHS within the New South Wales Thoroughbred Racing Industry.

2. SCOPE

This policy is a statement of intent covering the general approach to the WHS of workers, invitees, and contractors within New South Wales Thoroughbred Racing Industry.

This policy statement is to be read in conjunction with Doc. 004 Responsibility and Accountability Profiles.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring the WHS Policy is prepared and signed.

The **Worker Representatives** are responsible for:

- Facilitating consultation with workers on the WHS Policy and providing management with any recommendations made by workers.

4. PROCEDURE

- The WHS policy shall be developed jointly by the Manager / Trainer and workers.
- The policy shall be reviewed annually.
- The WHS policy shall be permanently displayed on notice boards throughout the site and included in the Worker Induction Program.

5. RECORDS

Records associated with this procedure are as follows:

Form 003.1 Work Health and Safety Policy

Form 003.1

WORK HEALTH AND SAFETY POLICY

The Organisation is committed to ensuring the:

- Health, safety and welfare of all workers, contractors or visitors at its workplaces.
- Timely and effective Injury Management of injured or ill workers.

The Organisation is committed to complying with applicable Work Health Safety and Injury Management Legislation, Regulations, Codes of Practice, Organisational Standards and Industry "Best Practice".

The Organisation will:

- Adopt a consultative approach.
- Integrate the management of WHS into the overall management systems.
- Apply a preventative approach of risk management through systematic hazard identification, assessment and control activities.
- Provide appropriate training and information.
- Provide adequate resources to meet these commitments
- Establish Annual Targets and Objectives which will be routinely monitored and reviewed.

The implementation of this Policy and the achievement and maintenance of a safe and healthy working environment is a collective responsibility of all workers.

- The ***Manager /Trainer*** is responsible to ensure that effective WHS Management Systems are in place and to provide adequate resources to achieve this.
- They will also be held accountable for the health, safety and welfare of all workers (and visitors) within their area of responsibility.
- ***Managers*** hold positions of authority and carry the responsibility of ensuring that the WHS Policies and Procedures are implemented in the workplace.
- ***All Workers*** must co-operate and observe the Organisation's WHS Policies and Procedures. All workers must ensure that nothing is done that would compromise the health and safety of themselves and others.
- ***All Contractors, PCBU*** and ***Workers*** must comply with their responsibilities for the health and safety of all persons present at the workplace.

_____

Manager / Trainer

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

Work Health and Safety is an integral part of work and should not be seen as an "add on". WHS is legally and practically a management function. Effective leadership and program administration are vital to the success of the Organisation's Work Health and Safety program. The PCBU's leadership lays the foundation upon which a successful program is built.

The purpose of this section is to document the core responsibilities for each level of the organisation.

2. SCOPE

All levels of PCBU management have responsibility for and will be held accountable for **Establishing, Maintaining and Improving WHS through effective consultation**:

- Systems and procedures for promoting the Health, Safety and Welfare of Workers, Visitors and the Public according to their influence and control
- Systems and procedures to ensure an acceptable and legal working environment
- Design, selection, maintenance, modification and repair of plant, equipment and tools
- Procedures to ensure competency of employees and contractors
- Mechanisms to promote the Organisation's priority given to Health, Safety and Welfare through the provision of clearly defined responsibilities and accountabilities, adequate instruction, training, information and supervision to minimise the risks associated with work.

Whilst not intended to be exhaustive or exclusive the above activities shall be taken into account with those for specific roles detailed on subsequent pages.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for

- Ensuring WHS responsibility and accountability profiles are developed and included in position descriptions and that the staff appraisal system includes WHS criteria in accordance with the developed profiles.

- Conducting regular reviews to ensure all workers meet their responsibilities.

Workers are responsible for:

- Complying with their responsibilities as outlined by their specific roles.

4. PROCEDURE

- Every person within the racing industry has a responsibility for WHS to the extent of which they are capable. Capability is determined by the level of authority, qualifications, skills, training and physical capability.

- When functions are required outside the expertise of the Manager / Trainer or other personnel within the Organisation, the Manager / Trainer shall engage the services of appropriately qualified personnel to provide advice or deliver services as required.
- The responsibility and accountability profiles shall be endorsed and supported by relevant personnel during their Safety Induction Program Ref: Doc. 005 Recruitment Procedures. In addition, they are to be included in all position descriptions and form an integral part of regular individual performance appraisals.

5. RECORDS

Records associated with this procedure are:

Attachment 1 Responsibility and Accountability Profiles

ATTACHMENT 1

RESPONSIBILITY AND ACCOUNTABILITY PROFILES

The **PCBU** is responsible for ensuring the Organisation's Work Health and Safety Policy objectives are met. As such he / she shall:

- Promote and support the implementation of the Organisation's Work Health and Safety Policy and Program standards.
- Establish and regularly review annual quantifiable safety targets with his / her direct reports.
- Define individual responsibilities and performance objectives for his direct reports.
- Ensure that Work Health and Safety principles are included in all Contract Specifications and that these principles are reviewed during the Tender Evaluation Process.
- Ensure that his / her direct reporting personnel have sufficient knowledge and training to achieve their set accountabilities.
- Review all major accident/incident investigation reports to ensure action has been taken to prevent recurrence.
- Participate at least half yearly in a Workplace Inspection.
- Participate regularly in safety training programs by way of formal introduction.
- Ensure adequate financial and human resources are available to implement the Organisation's Work Health and Safety Program.
- Ensure Work Health and Safety is an agenda item at all Management Meetings.
- Comply at all times with established policies and standards.
- Ensuring that all records are maintained to comply with relevant Health and Safety Legislation.
- Ensure effective consultation for all WHS issues.
- Monitor and review annually the targets and objectives.

The Officer(s) must actively participate in all aspects of the Work Health and Safety Program. As such they are responsible for:

- Promoting and supporting the implementation of the Organisation's Work Health and Safety Policy and Program standards.
- Establishing and implementing routine performance reporting to the Manager / Trainer.
- Promptly report to the PCBU all hazards which they are unable to control to an acceptable level.
- Establishing high standards of performance from all worker levels.
- Defining individual responsibilities and performance objectives for their direct reports.
- Ensuring that direct reporting personnel have sufficient knowledge and training to achieve their set accountabilities.
- Establishing safety targets in consultation with their direct reports.
- Ensuring that Work Health and Safety principles are reviewed during the Tender Evaluation process.
- Monitoring contract personnel to ensure compliance with policies and standards established in the Contract Specification.
- Promptly investigating all accident/incident investigation reports with relevant personnel to ensure action is taken to prevent recurrence.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

- Manage any reported concussion incidents including arranging all necessary examination, testing, assessment and clearances.
- Supporting and participating in membership of the Health and Safety Committee/ Consultative Process.
- Participating in Workplace Inspections.
- Participating regularly in safety training program to maintain up-to-date knowledge on WHS issues.
- Supporting WHS training programs by way of formal introduction.
- Ensuring prompt corrective action is taken to control workplace hazards.
- Promoting and supporting rehabilitation at the workplace.
- Ensuring Work Health and Safety is an agenda item at all regular Staff Meetings.
- Complying at all times with established policies and standards.
- Communicating and enforcing the Organisation's Safe Work Method Statement to all persons present in their area of control.
- Ensuring workers work within their capacity, experience and training.
- Ensuring all persons are issued with, trained and use appropriate protective equipment when and where required.
- Participating in Injury Management Programs.

All Workers (including Contractors) are responsible for:

- Ensuring their personal compliance with the Organisation's policies and standards to protect their own health and safety as well as that of others present at the workplace.
- Notifying their Supervisor immediately of any situation they believe could pose a risk of personal injury or property damage.
- Participating in and contributing to the effectiveness the Organisation's health and safety activities, including consultation.
- Reporting immediately any injury or "near-miss" situation.
- Concussion should also be reported to their Supervisor if workers believe they or another worker may be suffering from concussion. More information is available here: https://www.racingnsw.com.au/wp-content/uploads/Concussion.pdf

1. PURPOSE

Induction procedures form an important part of the Work Health and Safety Program. Just as there are knowledge and skill requirements for a particular position, there are also specific physical capabilities which are required for certain tasks.

The induction process is of critical importance in assimilating new workers into the working team, creating constructive work attitudes and safety awareness and in providing a basis for high performance standards.

2. SCOPE

This system covers selection and induction of all new and transferred workers (casual and permanent).

The Pre-placement Health Assessment is but one element of the recruitment process and as such no reference shall be made to the position being filled subject to the result of the health assessment.

All new and transferred workers are to receive formal safety induction. This system shall comply with equal opportunity and anti-discrimination Legislation.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Identifying preferred applicants to attend a Pre-placement Health Assessment.
- Completing the Pre-placement Health Assessment Request (Form 005.1).
- Ensuring the applicant is fully aware of the physical requirements of the position, so that they can complete the appropriate Health Declaration (Form 005.2).
- Receiving notification on suitability from the Provider.
- Discussing suitable applicant with modifications and unsuitable applicants with the Provider.
- Ensuring the completed Pre-placement Health Assessment Job Certificate (Form 005.3) is maintained on file.
- Ensuring that written approval from the applicant is received prior to release of information regarding the outcome of the Pre-placement Health Assessment.
- Ensuring all persons involved in the recruitment process have received appropriate training.
- Ensuring the system is in place and complied with at all times.
- Co-ordinating the selection of Providers to carry out Pre-placement Health Assessment.
- Monitoring receipt of safety induction checklists.
- Reviewing all safety induction checklists to ensure they are complete.
- Reissuing to the Immediate Supervisor any incomplete checklists and ensuring follow up.
- Ensuring all completed forms are filed on the individual's personnel file.

The **Prospective Workers Immediate Supervisor** is responsible for:

- Ensuring the implementation of the Safety Induction Procedure.
- Ensuring the appropriate Safety Induction Checklist (Form 005.4) is completed and forwarded to the PCBU within the prescribed time.

The **Provider(s)** is responsible for:

- Ensuring a thorough working knowledge of potential health and safety risks associated with nominated positions.
- Conducting a Pre-placement Health Assessment to assess the compatibility of the Applicant to the requirements of the position so as to minimise risks to the Applicants health and safety.
- Notifying the Manager / Trainer of the applicant's suitability by telephone, as well as completing and forwarding to the Manager / Trainer the Pre-placement Health Assessment Job Placement Certificate (Form 005.3).
- Notifying the Manager / Trainer should a predisposition be detected, so as to discuss workplace modification which could be made to accommodate any pre-disposition.
- Retaining the full records of all applicants for the duration of the Provider contract.

Workers are responsible for:

- Participating in the Safety Induction Program.
- Co-operating with the Organisation in acknowledging receipt and understanding of safety requirements relevant to their position.

4. PROCEDURE

Selection

- All prospective workers must complete the Application for Employment Form.
- Short listed applicants for recruitment or internal transfer shall undergo a Pre-placement Health Assessment prior to commencing their new position.
- Should a pre-existing condition or predisposition be detected, the Provider is to liaise with the Manager / Trainer to discuss the possibility of workplace modification which could be made to accommodate any pre-disposition.
- Notification of the applicant's suitability for the position must be in writing.

Induction

The Safety Induction Procedure is divided into two phases:

- The first being conducted prior to the employee commencing work.
- The second phase being completed by the end of the **fourth** week of employment.

All new workers shall be assigned a Supervisor to assist them become familiar with the workplace and work practices.

5. RECORDS

Records associated with this procedure are:

Application for Employment

Form 005.1 Pre-placement Health Assessment Request Form
Form 005.2A Pre-placement Health Assessment Health Declaration (Administration Areas)
Form 005.2B Pre-placement Health Assessment Health Declaration (Non-Administration Areas)
Form 005.3 Pre-placement Health Assessment Job Certificate
Form 005.4A Initial and Follow-Up Safety Induction Checklist (Non-Administration Areas)
Form 005.4B Initial and Follow-Up Safety Induction Checklist (Administration Areas)
Form 005.5 Induction Competency Questionnaire
Induction Booklet

PRE-PLACEMENT HEALTH ASSESSMENT REQUEST FORM

Form 005.1

We introduce _____ who presents for assessment of their capability to carry out the prescribed tasks without ill effects to their own health.

Details of the candidates proposed work are:
Short Description_____
_____

Specific Duties and Environments	Tick	Details
Driving Motor Vehicles		
Driving Forklift Trucks		
Operating Machinery		
Handling Horses		
Riding Horses		
Light Manual Tasks		
Keyboard Operation		
Sedentary Work		
Lifting and Heavy Manual Tasks		
Prolonged Standing		
Work at heights on ladders, platforms, walkways etc.		
Confined Spaces		
Maintenance Tasks		
Close Eye Work		
Shift Work and or Split Shifts		
Working Alone or in isolation		
Wet Work		
Cold/Hot Work		
Noise		
Airborne Dust		
Chemical Handling		
Colour Identification		
Outdoor Activities		
Others (*please list)*		

SIGNATURE ..... DATE.....NAME .....

PRE-PLACEMENT HEALTH ASSESSMENT HEALTH DECLARATION

(ADMINISTRATION AREAS)

Form 005.2A

The following are the job requirements for employment within the **Administration Areas** of the Organisation

Please tick each question and sign the declaration.

NOTE: If any adjustments to work equipment or the workplace would assist you to meet the health requirements, please discuss them with the Manager / Trainer.

1.	**Mobility** ■ Able to climb up and down stairs ranging from two to twenty-five ■ Able to sit for a thirty-minute period without discomfort ■ Able to reach and retrieve objects above shoulder height without discomfort ■ Able to retrieve objects from floor level without discomfort	**Yes**	**No**
2.	**Vision** ■ Able to read small size newsprint in normal daylight with or without spectacles/contact lenses	**Yes**	**No**
3.	**Communication** ■ Oral Able to communicate effectively in English Able to hear and interpret voice sounds via a telephone ■ Written Able to read and write English using either keyboard or other method	**Yes**	**No**
4.	**Dexterity** ■ Able to operate a keyboard for up to thirty minutes continuously without discomfort	**Yes**	**No**

Declaration

I understand the health requirements specified for this position and I am not aware of any health condition which might interfere with my ability to perform the duties of the position or which might lead to foreseeable injury to myself or others in the normal course of my work. I am aware that misleading statement may threaten my appointment or continued appointment.

Applicant's Signature:.....

Date .....

PRE-PLACEMENT HEALTH ASSESSMENT HEALTH DECLARATION

(NON-ADMINISTRATION AREAS)

Form 005.2B

The following are the job requirements for employment within the _____of the Organisation.
Please tick each question and sign the declaration.

NOTE: If any adjustments to work equipment or the workplace would assist you to meet the health requirements, please discuss them with the Manager / Trainer.

		Yes	No
1.	**Mobility** ■ Able to climb up and down stairs ranging from two to forty ■ Able to stand, sit, or crouch without discomfort ■ Able to retrieve articles from floor level without discomfort ■ Able to reach and retrieve objects above shoulder height without discomfort ■ Able to sit for a thirty-minute period without discomfort		
2.	**Vision** ■ Able to read small size newsprint in normal daylight with or without spectacles/contact lenses ■ Able to clearly distinguish a one metre object at a distance of 10 metres with or without spectacles/contact lenses		
3.	**Communication** ■ Oral Able to communicate effectively in English Able to hear and interpret voice sounds via a telephone ■ Written Able to read and write English		
4.	**Additional Requirements (Manager / Trainer to mark specific requirements)** ■ Able to negotiate ladders and work from heights or on ladders without feeling dizzy or disoriented ■ Able to work on fixed platforms not exceeding twenty metres from ground level ■ Able to work with and / or around horses ■ Able to ride a horse ■ Able to read and interpret engineering drawings and technical data and transfer into functional activity ■ Able to use self-contained breathing apparatus without feeling claustrophobic ■ Able to work in confined areas (e.g. pits) without feeling claustrophobic ■ Able to work on your own for periods of up to eight hours without feeling isolated		

Declaration

I understand the health requirements specified for this position and I am not aware of any health condition which might interfere with my ability to perform the duties of the position or which might lead to foreseeable injury to myself or others in the normal course of my work. I am aware that misleading statement may threaten my appointment or continued appointment.

Applicant's Signature:.....Date:.....

PRE-PLACEMENT HEALTH ASSESSMENT JOB CERTIFICATE

Form 005.3

CONFIDENTIAL

Recommendations should relate to the applicant's health in terms of their capacity to perform the tasks required, rather than a medical diagnosis.

To: **The Manager / Trainer**	
Name of Applicant/Worker	
Position Applied for Held	

The above applicant has been examined and is medically:

1 ☐	Suitable for placement in the position indicated above
2 ☐	Suitable for placement in the position indicated above, subject to the following conditions ....
3 ☐	Unsuitable for placement in the position indicated above at the present time. ....
4 ☐	Unsuitable for placement in the position indicated above .....

RESULTS .....
.....
.....
.....

SIGNATURE ..... NAME: ..... DATE: .....

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

INITIAL AND FOLLOW UP SAFETY INDUCTION CHECKLIST

(NON-ADMINISTRATION AREAS)

Form 005.4A

NAME		
DEPARTMENT		
POSITION		
DATE OF EMPLOYMENT		
DATE OF INDUCTION		
START TIME	a.m.	p.m.
INDUCTION CONDUCTED BY		

NOTE: Where any elements in this checklist are provided by other people, please mark activity accordingly.

The items on this checklist are to be reviewed by the Immediate Supervisor. Sufficient time should be spent on this component of the induction program to ensure all issues are understood by the worker. On completion the form should be signed and forwarded to the Manager / Trainer to be retained on file.

	Date		Inductor		Employee	
	Initial (I)	**Follow Up (F)**	**I**	**F**	**I**	**F**
Safety Policy						
Hazard Reporting Procedure						
Reporting Injuries						
First Aid Provisions						
Workers' Compensation						
Return To Work Policy / Co-ordinator						
Accident / Incident Investigation						
Health and Safety (HS) Committee / Health and Safety Representative (HSR).						
Protective Equipment/Clothing						
Machine Safety Checks						
Machine Guarding						
Operation and Adjustment of Machines						
Emergency Equipment and Procedures						
Manual Handling						
Safety Rules						
Horse and Stable Rules						
Horse Riding						

	Date		Inductor		Employee	
	Initial (I)	Follow Up (F)	I	F	I	F
Outdoor Work – Rain, Storm etc.						
Please list all sections of the Operating Manual used during Induction (i.e. Mucking Out, Horse Walkers etc)						
Housekeeping						
Safety Hazards						
Chemicals (Safety Data Sheets) incl. Vet Products						
Moving Vehicles						
Electricity						
Confined Spaces						
Practical Jokes						
Long Hair						
Evacuation Procedures						
Compressed Air						
Smoking Policy						
Drug and Alcohol Policy						

Comments.....
.....

- Appropriate written material should be handed out for further reading and later reference.
- Detailed information on potential hazards of the work environment and work tasks should be included in task instruction
- Follow-up sessions over a four week period should include an assessment of knowledge and skills from initial induction.

Initial Induction	Follow-Up
I have provided the new worker with information on all the issues contained in the Safety Induction Checklist.	**I have assessed the worker's knowledge and skills on each safety issue. Where relevant, clarification and/or correction has been made.**
INDUCTOR'S SIGNATURE: ..... **DATE:.....**	**INDUCTOR'S SIGNATURE: .....** **DATE:.....**
I have received and understood all the information contained in the Safety Induction Checklist	**I have been assessed and provided with clarification and/or correction as required on the issues contained in this document.**
WORKER'S SIGNATURE: ..... **DATE:.....**	**WORKER'S SIGNATURE: .....** **DATE:.....**

On completion, forward to the Manager / Trainer

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

INITIAL AND FOLLOW UP SAFETY INDUCTION CHECKLIST
(ADMINISTRATION)
Form 005.4B

NAME		
DEPARTMENT		
POSITION		
DATE OF EMPLOYMENT		
DATE OF INDUCTION		
START TIME	a.m.	p.m.
INDUCTION CONDUCTED BY		

NOTE: Where any elements in this checklist are provided by other people, please mark activity accordingly.

The items on this checklist are to be reviewed by the Immediate Supervisor. Sufficient time should be spent on this component of the induction program to ensure all issues are understood by the worker. On completion the form should be signed and forwarded to the Manager / Trainer to be retained on file.

	Date		**Inductor**		**Employee**	
	Initial (I)	**Follow Up (F)**	**I**	**F**	**I**	**F**
Safety Policy						
Hazard Reporting Procedure						
Reporting Injuries						
First Aid Provisions						
Workers' Compensation						
Return to Work Policy / Co-ordinator						
Accident/Incident Investigation						
Health and Safety (HS) Committee / Health and Safety Representative (HSR)						
Machine and Equipment Safety Checks/Guards						
Operation and Adjustment of Machines and Equipment						
Emergency Equipment and Procedures						
Manual Handling						
Safety Rules, including Horses and Stables						

	Date		Inductor		Employee	
	Initial (I)	**Follow Up (F)**	**I**	**F**	**I**	**F**
Please list all sections of the Operating Manual used during the Induction						
Housekeeping						
Safety Hazards						
Electricity/Power Outlets						
Screen-based Equipment i.e. Computers						
Chemicals (SDS)						
Practical Jokes						
Long Hair						
Evacuation Procedures						
Smoking Policy						
Drug and Alcohol Policy						

Comments

.....

.....

- Appropriate written material should be handed out for further reading and later reference.
- Detailed information on potential hazards of the work environment and work tasks should be included in task instruction
- Follow up sessions over a four week period should include an assessment of knowledge and skills from initial induction.

Initial Induction	**Follow Up**
I have provided the new employee with information on all the issues contained in the Safety Induction Checklist.	**I have assessed the employee's knowledge and skills on each safety issue. Where relevant, clarification and/or correction has been made.**
INDUCTOR'S SIGNATURE: ..... **DATE:.....**	**INDUCTOR'S SIGNATURE: .....** **DATE:.....**
I have received and understood all the information contained in the Safety Induction Checklist	**I have been assessed and provided with clarification and/or correction as required on the issues contained in this document.**
WORKER'S SIGNATURE: ..... **DATE:.....**	**WORKER'S SIGNATURE: .....** **DATE:.....**

On completion forward to the Manager / Trainer

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

INDUCTION COMPETENCY QUESTIONNAIRE

Form 005.5

Name: Date:		
List the responsibilities of your Employer/PCBU (5 marks)		
List your WHS responsibilities (4 marks)		
List three non-employees who may be present in your work area? (3 marks)		
How does your organisation consult with workers? (2 marks)		
What are you required to do if you: Identify a workplace hazard? (2 marks)		
Sustain a workplace injury? (2 marks)		
Where would you find information about chemicals used in your work area? (2 marks)		
Where would you find information about Safe Work Method Statements? (2 marks)		
What are you required to do: Prior to handling a horse, using any plant or equipment? (2 marks)		
If you detect a fault with any plant or equipment? (1 mark)		
TOTAL /25	Assessor	Name: Signature Date:

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

Recognising the exposure, evaluating its origin and potential to cause loss and controlling potential loss exposure are three basic elements of any successful Work Health and Safety management system.

2. SCOPE

This procedure covers both systematic and incidental identification, assessment and control of all workplace hazards.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Participating in workplace inspections on a half yearly basis.
- Allocating appropriate human and financial resources to effectively control workplace hazards.
- Reporting where applicable to more Senior Personnel (i.e. Board etc.) high risk activities which require additional financial or human resources to implement effective controls.
- Appointing trained personnel to conduct hazard surveys on a regular basis.
- Ensuring that this procedure is effectively implemented throughout the Organisation.
- Reviewing all inspection documents and taking appropriate actions to ensure effective controls are implemented and monitored.
- Reviewing and sign-off on all Hazard Reports.
- Reporting to employees the outcome of Workplace Inspections and Hazard Reports.

Supervisory Personnel are responsible for:

- Ensuring the inspections are conducted in accordance with the specified frequency.
- Identifying the need to further develop Identification, Assessment and Control Checklists i.e. machinery, equipment, vehicles etc.
- Participating in all inspections of their Area(s) of control.
- Establishing the Inspection Team.
- Maintaining a Hazard Register of all inspections and hazard reports in a ring binder.
- Completing a Hazard Report Form (Form 006.4) for all reported hazards.
- Reviewing the inspection results and taking appropriate corrective action.
- Ensuring a copy of the completed Workplace Inspection Checklist along with the Corrective Action Report (Form 006.3) is forwarded to the Manager / Trainer by the tenth day of the inspection month.
- Reviewing and updating inspection checklist as indicated by accident/incident reports and workplace changes.

4. PROCEDURE

- A program of planned inspections shall be implemented in each Area to identify, assess and control hazards in the workplace and/or those associated with the work activities undertaken.
- Utilising the prepared Checklists as a guide only (Form 006.1 and/or Form 006.2 as appropriate), inspections shall be undertaken in:
  - ☐ Administration Areas Quarterly
  - ☐ All other areas Monthly
- In addition, where it has been identified that daily wear and tear on equipment could result in personal injury specific hazard identification, assessment and control checklists shall be developed.
- The Corrective Action Report (Form 006.3) shall be completed only for issues which are not able to be corrected/controlled by person(s) carrying out the inspection.
- The checklists shall be upgraded to reflect changes in equipment, processes and work practices or as indicated by accident/incident investigation. All changes shall be in accordance with Doc. 002 Document Control.
- The inspection team shall comprise of a management representative and include at least one worker from the work area being inspected.
- Hazards identified during day-to-day activities are to be recorded on the Hazard Report Form (Form 006.4).
- To establish priorities for the control of workplace hazards a Risk Assessment shall be undertaken using the Risk Prioritisation Model Attachment 6 for all identified Workplace Hazards.
- The implementation of controls shall be based on the Hierarchy of Control (Attachment 6).

5. RECORDS

Records associated with this procedure are:

Form 006.1	Walk-through Audit Checklist – Racecourse & Amenities
Form 006.2	Workplace Inspection Checklist – Stables & Surrounds
Form 006.3	Corrective Action Report Form
Form 006.4	Hazard Report Form
Attachment 6	Risk Prioritisation Model/Hierarchy of Control.

WALK THROUGH AUDIT CHECKLIST – RACECOURSE & AMENITIES

Form 006.1

This checklist is to be completed prior to the conduct of a race meeting and/or at other time(s) as deemed appropriate. Please either tick ✓ if the item is OK and in place, or put a cross **X** next to the items which either do not exist or require maintenance. If **X** is recorded, please write the Area, hazard identified or maintenance required, the corrective action needed to be undertaken and whether the corrective action is to be undertaken by a Worker (Employee/Volunteer) or a Contractor.

Refer also to the Racing NSW Minimum Standards for reference to prescribed standards as necessary (summarised after checklist): http://www.racingnsw.com.au/rules-policies-whs/minimum-standards/

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
1. Offices							
1.1 Housekeeping							
1.11	Work areas free from rubbish & obstructions						
1.12	Surfaces safe and suitable						
1.13.	Free from slip/trip hazards						
1.14	Floor openings covered						
1.15	Stock/material stored safely						
1.16	Are all aisles:						
	- Unobstructed & clearly defined						
	- Adequate lighting						
	- Vision at corners						
	- Wide enough						
	- Free from trip hazards						
1.17	Appropriate fire fighting equipment, tested & tagged						
1.2 Electrical							
1.21	No broken plugs, sockets, switches						
1.22	No frayed or defective leads						
1.23	Power tools & appliances in good condition						
1.24	No work near exposed live electrical equipment						
1.25	Tools and leads inspected and tagged						

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
1.26	No strained leads						
1.27	No cable trip hazards						
1.28	Switches/circuits identified						
1.29	Lock-out procedures/danger tags in place						
1.210	Earth leakage Residual Current Device systems used						
1.211	Start/stop switches clearly identified						
1.212	Switches secure						
2. Machinery Shed							
2.1 Plant & Equipment							
2.11	Plant and equipment in good condition						
2.12	Daily safety inspection procedures/checklists						
2.13	Fault reporting/rectification system used						
2.14	Operators trained and licensed						
2.15	Warning and instructions displayed						
2.16	Warning lights operational						
2.17	Reversing alarm operational						
2.18	Satisfactory operating practices						
2.19	Fire extinguisher(s), tested & tagged						
2.110	Tyres satisfactory						
2.111	SWL of lifting or carrying equipment displayed						
2.2 Workplace							
2.21	Adequate work space						
2.22	Clean and tidy						
2.23	Free from excess oil and grease						
2.24	Adequately guarded						
2.25	Warnings or instructions displayed						
2.26	Fire extinguisher(s), tested & tagged						
2.31	Stored appropriately						

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
2.3 Hazardous Substances							
2.31	Stored correctly						
2.32	Containers labelled correctly						
2.33	Adequate ventilation/exhaust systems						
2.34	Protective clothing/equipment available/used						
2.35	Personal hygiene – dermatitis control						
2.36	Waste disposal procedures						
2.37	Safety Data Sheets available						
2.38	Chemical handling procedures developed						
2.39	Chemical Register developed						
2.310	Appropriate First Aid equipment – First Aid kit, shower, eye bath, etc.						
2.311	Hazard signage displayed						
3. Public Areas							
3.1 Stairs, steps and landings							
3.1.1	No worn or broken steps/treads						
3.1.2	Handrails in good repair						
3.1.3	Clear of obstructions						
3.1.4	Adequate lighting						
3.1.5	Emergency lighting						
3.1.6	Non-slip treatment/treads in good condition						
3.1.7	Kick plates where required						
3.1.8	Clear of debris and spills						
3.1.9	Used correctly						
3.2 Horse Pathways, Enclosures & Parade Ring							
3.2.1	Appropriate barricades, fencing, hoarding, etc. all in-place & secure						
3.2.2	Signage in place as required						
3.2.3	Suitable lighting in place & operational						

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
3.2.4	Footpaths & ramps clean & free of debris						
3.2.5	Dust and noise controls in place						
3.2.6	Site access controlled (security)						
3.2.7	Traffic control procedures in place						
3.3 Amenities and Toilets							
3.3.1	Washrooms clean						
3.3.2	Toilets clean						
3.3.3	Lockers clean						
3.3.4	Meal rooms, canteens, food preparation areas, etc. clean						
3.3.5	Rubbish bins available						
3.4 First Aid							
3.4.1	Cabinets & contents clean and orderly						
3.4.2	Stock meets requirements and within expiry dates						
3.4.3	First Aiders names displayed						
3.4.4	First Aiders location & phone number/s						
3.4.5	Qualified First Aiders present						
3.4.6	Record of treatment and supplies dispensed						
3.5 Lighting							
3.5.1	Adequate and free from glare						
3.5.2	Lighting clean and efficient						
3.5.3	Windows clean						
3.5.4	No flickering or inoperable lights						
3.5.5	Emergency lighting system present & operable						

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
4. Fire Protection Systems							
4.1	Extinguishers, hose reels, etc in place						
4..2	Fire fighting equipment tested & tagged						
4.3	Appropriate signage for fire fighting equipment						
4.4	Position/s of fire fighting equipment relative to hazard/s is appropriate						
4.5	Emergency exit signage present and operational						
4.6	Exit doors easily opened from inside						
4.7	Exit pathways clear of obstruction						
4.8	Alarm/communication system – tested and operational						
4.9	Smoking and naked flame restrictions observed						
4.10	Minimum quantity of flammable materials at workstation						
4.11	Flammable material storage procedures						
4.12	Emergency personnel/wardens identified and trained						
4.13	Emergency procedures documented and issued						
4.14	Emergency telephone numbers displayed						
4.15	Trial evacuations conducted						
4.16	Personnel trained in use of fire fighting equipment						
4.17	Communication facilities available for field work & operative						
5. Grounds & Facilities							
Are the following in good repair (clean, tidy, non-slip, etc.):							
5.1	Paths, walkways and roadways						
5.2	Handrails, stairs and steps						
5.3	No damage to stands and seating						
5.4	Temperature in air conditioned facilities comfortable						

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Item No.	Item Checked	✓ ✘	Area	Hazard	Mainten. Needed	Corrective Action Needed	Worker or Contractor
5.5	Indoor air quality adequate						
5.6	Lighting adequate						
5.7	Ladders – rungs and bolts firm						
5.8	Fall protection provided on high ladders						
5.9	Risks from neighbouring workplaces controlled						
5.10	Dust suppressed/reduced by spraying water						
5.11	No pot holes/open drains						
5.12	Vegetation kept under control						
5.13	No pedestrian/vehicle blind spots						
5.14	Compliance with parking rules						
5.15	Correct storage of waste						
5.16	No unsecured freestanding objects						
5.17	Track requires mowing						
5.18	Public area/grounds require mowing						
5.19	Painting required						
5.20	Line-trimming required						
5.21	List other maintenance required						

Race Club Name: ……

Completed Date: ……

Completed By: ……

Signed: ……

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

RACING NSW MINIMUM STANDARDS – SUMMARY

In completing the pre-raceday Walk Through Audit Checklist, clubs should ensure that the listed items comply with Racing NSW Minimum Standards where prescribed. These are fully detailed at http://www.racingnsw.com.au/rules-policies-whs/minimum-standards/ and summarised (only) below:

Item	Minimum Standard	✓ ✖ N/A
1. Racing and Training Surfaces		
1.1 Turf Tracks		
1.1.1 Presentation	Uniform, dense mat of turf; safe and consistent surface	
1.1.2 Drainage	Tracks free-draining; useable during light rain & following heavy rain	
1.1.3 Condition	Turf in optimum health, strong root system & seasonal leaf growth	
1.1.4 Grass Type	Mono-stand of the Club's selected cultivar present	
1.1.5 Grass Standard	All turf surfaces of high density, smooth, free of scalping & weed free	
1.1.6 Weed Control	Documented site-wide weed control program; Legislation compliant	
1.1.7 Pest & Disease Management	All turf surfaces have documented, integrated pest & disease management program	
1.1.8 Turf Replacement	Turf replacement completed within 4 working days of race meeting	
1.1.9 Filling-in Timing	Filling-in completed after racing/trackwork or within 2 working days	
1.1.10 Filling-in Process	Divots replaced, depressions filled with approved soil, surface level	
1.1.11 Mowing/Vacuum	Mowing frequency seasonal (2-3/week in Summer; fortnightly Winter) Scarify/vacuum in growing season to prevent thatch build-up	
1.1.12 Mowing Height	Turf presented at 75mm – 125mm height for racing & training	
1.1.13 Fertiliser Program	Documented & scientifically based on topsoil chemistry test results	
1.1.14 Topsoil Chemistry	Complies with benchmarks laid-down in RNSW Minimum Standards	
1.1.15 Water Management	Sufficient water applied to achieve Good 3 track rating by race time	
1.1.16 Tyre Footprinting	All equipment used on-track fitted with suitable turf tyres (no rutting)	
1.1.17 Rolling	Tracks rolled as necessary only to stabilise/re-instate the surface	
1.1.18 Course Renovation	Topdressing consistent with in-situ material, applied during growing season only & controlled to avoid altering track geometry/cambers	
1.1.19 Drains	Drains capable of removing stormwater runoff, mowed/slashed/clean	
1.2 Track Preparation for Raceday, Barrier Trials & Trackwork		
1.2.1 Irrigation	Irrigation system shut-down by 6:00am on raceday	
1.2.2 Training Tracks	All training tracks groomed to pleasing visual standard	
1.2.3 Finish Line presentation	Raceday finish line provides appropriate gap for photography	
1.2.4 Knock-in	Knock-in is performed during and after races	
1.2.5 Rolling	Rolling completed after race meetings, assuming suitable conditions	
1.2.6 Trackwork schedules	Trackwork hours clearly defined & published, track clear before maintenance	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Item	Minimum Standard	✓ ✖ N/A
1.3 Sand Tracks and Cinders Tracks		
1.3.1 Track structure	Basecourse: Compacted, no visible stones, soft spots or pavement failure Surface course: Suitable depth (not <100mm), correctly graded, no debris	
1.3.2 Daily surface preparation	Tracks harrowed, rolled & trimmed at conclusion of daily trackwork	
1.3.3 Daily water management	Prior to trackwork, sufficient water applied to relieve jarring, provide secure footing, provide dust-free environment & consolidate surface without ponding	
1.3.4 Drainage	Drains shaped or cast to fall, railed-off, kept clear and cleaned-out.	
1.3.5 Grading/De-compaction	Grade to maintain design levels & drainage; deep-rip heavy compaction	
1.4 Synthetic All Weather Tracks		
1.4.1 Surface layer	Parameters meet specifications, even depth 100-120mm, Clegg CIV 50-80	
1.4.2 Maintenance tasks	Program meets manufacturer specifications, horse droppings removed daily	
1.5 Dirt Tracks		
1.5.1 Harrowing	Track harrowed & levelled daily following conclusion of trackwork	
1.5.2 Rolling	Track tyre rolled daily at conclusion of trackwork	
1.5.3 Drainage	All drains kept clean & free-flowing; sumps, pits & pipes cleaned monthly	
1.5.4 Water management	Water applied evenly via irrigation system or water truck	
1.5.5 Rails	All rails checked as per Section 3	
1.5.6 Grading	Track graded monthly, rolled & prepared to meet supplier's specification	
1.5.7 Ripping/de-compaction	Track deep-ripped when CIV fall outside supplier's specification	
1.5.8 Renovations	Track renovated annually including top-up with approved specified materials	
1.6 Underground and Overhead Services		
1.6.1 Location of Services	Location of all on-course in-ground & overhead services to be formally documented on WAE (Work As Executed) Services Plan. Conduct desktop search using Dial Before You Dig ("DBYD") at https://www.1100.com.au/ & also engage DBYD-Certified Services Locator to locate services on-site.	
1.6.2 Inspection of underground drainage structures & pits	Clubs to arrange for an inspection of all underground drainage structures located underneath racing/training surfaces or in the vicinity of tracks. Drainage structures to be documented on the WAE Plan in 1.6.1 & inspected annually for soundness/integrity by a suitably qualified person. Suspect or damaged pipes must be either re-lined (if appropriate), repaired or replaced as necessary.	

Item	Minimum Standard	✓ ✖ N/A
2. Water Reticulation		
2.1 Irrigation Management		
2.1.1 General	All aspects of irrigation system are kept in full working order at all times	
2.2 Irrigation System Operation		
2.2.1 General Operation	System performs consistently with regard to flowrates & uniformity	
2.2.2 Inspection	System tested against performance criteria at least twice yearly	
2.2.3 Faults/Repairs	System inspected for leaks, heads functionality, etc. Log records kept	
2.2.4 Mowing	Trim sprinklers, valve boxes twice weekly (growing season), monthly (non-growing season)	
2.2.5 Leaks	Leaks identified and repaired immediately	
2.2.6 Filters	Filters cleaned, backwashed or replaced as per manufacturer intervals	
2.3 Water Carts and Trucks		
2.3.1 Sand, cinders & dirt	Water applied for dust suppression, track stabilisation, surface management	
2.3.2 Horse Stalls	Water delivered as required for daily cleaning	
2.3.3 Unpaved access roads	Water applied for dust suppression on racedays and as necessary	
2.3.4 Dusty public areas	Water applied for dust suppression on racedays and as necessary	
3. Rails and Fences		
3.1 Specifications	All materials & components installed meet manufacturer specifications	
3.2 Upkeep	All components in sound condition, any damage repaired immediately	
3.3 Height	Colorbond® rail – Height from ground to top of rail: 1080mm (Steriline), 1150mm (Simtrack). PVC rail – Height from ground to top of rail: 1200mm (Barriers International), 1225mm (Global Barrier Systems Mawsafe), 1250mm (Simtrack), 1260mm (Fornells). Separation fence heights in accordance with BCA requirements.	
3.4 Inspections	Rails inspected day before race meeting/barrier trial & re-checked on the day	
3.5 Inspections during meeting	Visual check completed after each race; Stewards must approve repairs	
3.6 Presentation	Top lines of fences level and/or follow terrain, freshly painted (no staining)	
3.7 Movement Criteria	Racecourse Manager determines appropriate location & movement(s)	
3.8 Movement Authorisation	All recommendations reviewed & approved in consultation with RNSW	
3.9 Movement Timing	Moveable rail must be in position asap prior to race meeting	
3.10 Equipment impact	Impacts of rail movement activities do not affect turf condition/appearance	
4. Crossing and Gaps		

Item	Minimum Standard	✓ ✖ N/A
4.1 Inspection & Actions	Gaps inspected by Club prior to trackwork, exposed rail ends enclosed	
4.2 Checklist	Checklist used to ensure gap safety procedures followed at all times	
4.3 Traffic damage	Crossing to be even, consistent, free of ridges & depressions	
4.4 Limb Injury prevention	Jarring to horses prevent by providing suitable crossing hardness/materials	
4.5 Turf blocking	Turf blocks (300mm deep) installed, rolled & consolidated prior to use	
4.6 Drainage	Crossings able to shed water to alleviate ponding	
5. Grounds		
5.1 All turf areas except turf tracks, mounting enclosures & club lawns		
5.1.1 Presentation	Regularly maintained to good, aesthetically pleasing standard at all times	
5.2 Club lawns		
5.2.1 Presentation	Regularly maintained to good, aesthetically pleasing standard at all times	
5.3 Mounting enclosure lawns		
5.3.1 Presentation	Best possible condition for all racedays	
5.3.2 Inspections	Prior to public usage to ensure free of holes, hazards, etc.	
5.4 Gardens & Trees		
5.4.1 Presentation	Best possible condition, showing imagination & style	
5.4.2 Supervision	Club WHS Officer & qualified Arborist co-ordinate & supervise all tree works	
6. Raceday Equipment, Other Equipment and Training Infrastructure		
6.1 Mobile starting barriers	Inspected prior to every day of use (structure, padding, gates, electrics, etc)	
6.2 Semaphore board	Inspected prior to raceday (structure, electrical/cabling, display, timing, etc)	
6.3 Other equipment	- Photo finish operational & calibrated; mirror box clean & correctly aligned - Totalisator secure & operational - Public address system operational, wiring/cabling in sound condition - Distance markers visible, correct location (distances surveyed 610mm off face of inside rail) - Raceday saddlecloths meet minimum requirements - NSW Official Price model to be adopted & displayed at TAB race meetings	
6.4 Surveillance towers	Compliance with AS1657; structural adequacy, sound foundations	
6.5 Injured horse welfare	Full serviced horse ambulance & sight reduction screens provided	
6.6 Horse walkers	Inspected prior to use daily (superstructure, padding, floor, instructions available)	

Item	Minimum Standard	✓ ✖ N/A
6.7 Equine pool	Inspected prior to use daily (chemicals added & water testing, handrail, flotation device, temperature)	
7. Maintenance and Staff Facilities **7.1 Maintenance of equipment and other training infrastructure**		
7.1.1 Full working order	All equipment in full working order at all times & safety compliant	
7.1.2 Redundant equipment	No redundant equipment or parts kept on-site	
7.1.3 WHS	All operators trained to operate equipment in accordance with SOP's & WHS Safe work practices applied, PPE used as necessary, leads tested & tagged	
7.1.4 Risk Assessments	Risk assessments & SWMS maintained & used	
7.1.5 Mowers	Mower blades sharp; mower guards functional & intact	
7.1.6 Servicing	Equipment serviced in accordance with programmed maintenance schedule	
7.2 Staff Facilities		
7.2.1 WHS	All areas clean & tidy, equipment neatly & safely stored, access controlled	
7.2.2 Cleaning-high use areas	Lunchroom, toilets & lockers cleaned daily	
7.2.3 Cleaning – maintenance compound	Maintenance compound swept & kept clean of debris weekly	
7.2.4 Security	All areas protected by security	
8. Safety Standards for buildings including public facilities & food premises		
8.1 Building services compliance & audit	Annual audit to ensure all systems & facilities comply with Building Code of Australia (BCA) requirements plus verification certificate of confirmation.	
9. WHS and Environmental		
9.1 WHS	Staff trained in WHS; accredited training resources engaged as required	
9.2 Environmental	Environmental Management System (EMS) in-place satisfying ISO14001	
9.3 On-course ambulance	Fully operational ambulance provided for all race meetings & barrier trials	

NOTE:

As previously advised, the above listing of Minimum Standards constitutes a **summary only**. Clubs should familiarise themselves with the full version of the Minimum Standards which can be viewed and/or downloaded from the Racing NSW website:

http://www.racingnsw.com.au/rules-policies-whs/minimum-standards/

WORKPLACE INSPECTION CHECKLIST – STABLES & SURROUNDS

Form 006.2

Date	
Time	
Area	
Inspector/s	

The Inspectors shall not limit themselves to only those items on the checklist, rather the entire work area should be reviewed for all WHS hazards.

✓ **Tick** box if situation controlled

✗ **Cross** box if situation requires attention

N/A if certain areas do not apply to you

Complete the **Corrective Action Report Form** for issues which cannot be corrected immediately

	Previous Corrective Action Report Form reviewed

Item	✓ ✗ N/A	Immediate Rectification Implemented
Section 1: Outdoor Areas		
1. Work Environment		
Thermal comfort		
Adequate airflow		
Lighting – general		
Lighting - emergency		
1.1 Floors and horse walking areas		
Floors even and in good condition		
No slips, trips, fall hazards or open drains		
Clear of stock/materials		
1.2 Stable doorways, yard and paddock gates		
Not obstructed, corridors clear		
Operate without excessive force		
Correctly signed		
Fire doors not propped open or blocked		
Exposed bolts, latches, chains		
1.3 Boxes, yards and paddocks, laneways		
Doors and gates operate without force		
No broken lining boards in boxes or shelters, free of sharp edges, splinters, holes and cracks		
Feed bins clean and free of sharp edges		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Item	✓ ✗ N/A	Immediate Rectification Implemented
Water buckets clean – auto waterers operational and clean		
Yards clean and free of hazards – rocks, stones, holes, post and rail not damaged		
Clean bedding. Soiled bedding removed to suitable disposal area		
Laneways free of obstacles, hazards		
Electric fencing strained and operational		
No machinery or tools lying in walk area		
1.4 Tracks and paddocks where horses are worked		
No machinery or tools on or adjacent to track		
No holes or rubbish		
Post and rails not damaged		
Section 2: Ancillary Rooms		
2. Storage and Tack Room		
Free of trip hazards and floor anti-slip		
No sharp edges to cupboards		
Locks working		
Heaviest objects stored between shoulder and hip height		
Lightest objects above shoulder or below hip height		
Ease of accessing gear or other items		
Appropriate step ladder(s) available		
Adequate lighting		
Adequate ventilation		
2.1 Feed Room		
Clear and uncluttered		
Feed storage bins in good order; lift-up lids can be secured		
Lifting procedures are known and used when emptying feed into storage bins		
Floor anti-slip, free of objects		
Lighting suitable to see under shelves		
Adequate ventilation		
Trolley available		
Dust masks available when tipping feed		
Lightest objects above shoulder and below hip height		

Item	✓ ✗ N/A	Immediate Rectification Implemented
Heaviest objects between shoulder and hip height		
Ease of accessing objects		
Grain crusher guards and instructions in place		
Vermin check – spiders and mice		
2.2 Toilets, washrooms, staff rooms		
Hygienic and tidy		
Lighting adequate		
Adequate ventilation		
Suitable hand washing and drying facilities		
Section 3: Grounds, Amenities and Stairways		
3. Grounds and Amenities		
Are the following in good order (clean, tidy, even, non-slip): - Paths, walkways and roadways - Handrails, steps and stairs		
No damage to stands and seating		
Indoor air quality adequate		
Dust reduced by spraying water		
No pot holes/open drains		
Lighting adequate		
Risks from neighbouring workplaces controlled		
Vegetation kept under control		
No pedestrian/vehicle blind spots		
Compliance with parking rules		
3.1 Ladders and steps		
Stored correctly		
No broken or missing rungs or other defects		
Fall protection provided in high ladders		
3.2 Stairways (if applicable)		
Adequate illumination		
Free of slip, trip and fall hazards		
Steps deep enough and anti-slip surface		
Handrails/toeboards		
No broken/chipped edges		

Item	✓ ✗ N/A	Immediate Rectification Implemented
Landings clear of obstructions		
Handrails in good condition		
Section 4: Electricity Source, Fire Equipment and Security		
4. Power outlets, cords and boards		
No double adaptors		
No piggyback plugs		
Covered leads if across walkways, internal roads or paths (trip hazard)		
Good condition		
Earth leakage protection		
Free of obstruction		
No exposed power/energy sources		
4.1 Fire Equipment		
Not obstructed		
Correctly signed		
Locking devises/seals unbroken		
Inspection tags present and checked within 6 months		
Fire extinguishers operational		
Fire hoses operational		
Fire pumps in operational order		
4.2 Security Management		
Visual deterrents such as surveillance, signage and security		
Alarms situated properly		
Security measures in place for staff working on their own and those working in hours of darkness		
Workers (employees) trained appropriately in the event of threatening circumstances		
Counselling available for victims of threatening situations/ circumstances		
Cash management procedures in place		
Section 5: Work Practices, Machinery and Tools		
5. Work Practices – Trainer and staff		
Correct use of P.P.E. (personal protective equipment)		
Correct manual handling procedure		

Item	✓ ✗ N/A	Immediate Rectification Implemented
Horse handling techniques		
Correct use and storage of equipment		
Adequate waste containers		
Isolation procedure developed and used		
Clear aisle access		
Evacuation procedure known		
First Aid Attendant(s) known		
First Aid Kit adequately stocked		
Ergonomic aspects addressed (e.g. safe office furnishings, well designed works areas, etc.)		
Worker (employee) advice notices provided & displayed (includes bullying, harassment, safety information, etc.)		
Reporting procedure/s known, i.e. hazard, safety, medical, bullying, harassment, other.		
5.1 Use & storage of tools, machinery & equipment (including horse walkers, horse floats & trailers)		
In sound working order		
Registration up to date		
Workers (employees) trained in correct usage of tools & machinery		
Tools in good working order, i.e. pitchforks, shovels, wheelbarrows, rakes, power tools, blowers, electric clippers, Ventolin pumps, electric leads, power points, switches, etc.		
Tools placed securely (i.e. not able to fall)		
No sharp edges		
Pre-operating instructions for tools & machinery are available, i.e. treadmills, horse walkers, swimming pools, horse spas, etc.		
Warnings and instructions for machinery & tools displayed.		
No damage to furniture or fittings		
Section 6: Tack and Gear, Chemicals **6. Tack and Gear**		
Regularly inspected for wear & tear and replaced, i.e. saddles, bridles, head collars, bits, leads, rugs, sheets, bandages, boots, etc.		
Suitable for the task		
No sharp edges on tack or gear		
Personal protective equipment ("P.P.E."):		

Item	✓ ✗ N/A	Immediate Rectification Implemented
• Instructions are clearly displayed. • Is correctly used. • Is not out of date i.e. vests, skull caps, safety irons, etc.		
Gear stored correctly		
No damaged gear is used		
Gear is clean; appropriate disinfecting regime of bits between horses		
6.1 Chemicals (including veterinary products)		
Correct labelling		
Stored correctly		
Hazards made aware to workers (employees)		
No flammable substances in stables		
SDS (Safety Data Sheets) available at point of use, e.g. Disinfectant – dilution rates, First Aid, etc.		
Comments: To include other hazards identified		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

CORRECTIVE ACTION REPORT FORM

Form 006.3

Date Initiated_____ **Work Area**_____

Date Hazard Reported	Description of Hazard	Controls/Action Required	Risk Class (High, Medium Low)	Responsible Person	Proposed Completion Date	Action Status or reasons for delay in completion

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

HAZARD REPORT FORM

Form 006.4

Section A To be completed by the person in charge of the area where hazard exists
Section B To be completed by the person in charge of the area where hazard exists
Section C To be completed by the Manager / Trainer and Work Health & Safety Committee Representative of the Area

Section A

Hazard Identified	Date: _____ Time: _____ Location: _____ Hazard: _____
Hazard Classification (1-6)	☐ Requires immediate attention (within 24 hours) ☐ Requires action within 2-5 days ☐ Long Term Project
Give a detailed description of the hazard (include task involved, any equipment, tools, people. Use sketch if necessary)	--- --- --- --- ---

Section B

Possible remedies (list any suggestions you have for reducing or eliminating the problem, e.g. re-design, mechanical devices, education, maintenance work, etc.)	--- --- --- --- --- ---
Reported To:	Name:
	Position
Action Required	(To be completed by Supervisor and include action at local level or referral to other sources) --- --- ---

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Section B cont...

Date	By Whom	Controls/Action Required	Completion Date	Action Status

Section C

Name of Manager / Trainer	Signature	Date
Comments:		
Name of WHS Representative	Signature	Date
Comments:		

Evaluation		Hazard Eliminated
		Hazard Controlled
Further Action Required		Yes
		No

List further actions and person(s) responsible.

ATTACHMENT 6

RISK PRIORITISATION MODEL/HIERARCHY OF CONTROL

Consequences	Probability			
	Very likely could happen at any time	**Likely could happen some time**	**Unlikely could happen but very rare**	**Very Unlikely could happen but probably never will**
Kill or Cause Permanent Disability or Ill Health	**1**	**1**	**2**	**3**
Long Term Illness or Serious Injury	**1**	**2**	**3**	**4**
Medical Attention and Several Days Off Work	**2**	**3**	**4**	**5**
First Aid Required	**3**	**4**	**5**	**6**

As the priority moves to a lower number, greater management intervention/control is required.

Class 1 Extremely important to control the risk immediately, through to:

Class 6 This risk may not need immediate attention but should have a control plan developed for progressive implementation.

Hierarchy of Control

- Eliminate
- Substitute
- Engineer
- Administration
- Personnel Protective Equipment

1. PURPOSE

Almost all tasks undertaken by a worker are the result of some form of instruction. Personal injury and property damage can be minimised by compliance with established rules and procedures. Therefore standard work procedures are designed to control workplace hazards and develop a uniform standard of behaviour.

2. SCOPE

General and specific work procedures pertaining to all workers are to be developed for each work area within the Organisation. All relevant work procedures are to be communicated to all personnel. Knowledge of work procedures will be evaluated following initial introduction and periodically thereafter.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring that this procedure is implemented in their area of control.
- Maintaining a Master File of all Safe Work Method Statements.

Supervisory Personnel are responsible for:

- Completing a Task Analysis Inventory Ref Form 007.1 in consultation with workers to identify high risk tasks.
- Developing Safe Work Method Statements according to this procedure Ref. Form 007.2.
- Forwarding completed Safe Work Method Statements to the Manager / Trainer.
- Reviewing Safe Work Method Statements in accordance with this procedure.
- Ensuring all workers are trained and competent to implement Safe Work Method Statements.
- Ensuring compliance by all persons.
- Taking corrective action for non-compliance (Ref. Organisation Disciplinary Policy).

Workers are responsible for:

- Participating in the development of Safe Work Method Statements.
- Complying at all times with established Safe Work Method Statements.
- Not undertaking any task unless they have received appropriate training.
- Notifying their immediate Supervisor of any hazard they believe poses a risk to the health and safety of persons involved in carrying out Safe Work Method Statements.

4. PROCEDURE

- The potential impact of WHS shall be considered for all tasks undertaken by workers.
- Safe Work Method Statements shall be implemented in each Area utilising the Risk Prioritisation Model (Ref. Doc. 006 Hazard Identification, Assessment and Control Procedure).

- Completion of the Task Analysis Inventory (Form 007.1) shall be undertaken to identify existing high risk tasks i.e. those with a Risk Priority range of 1 through to 3 (Ref. Doc. 006 Hazard Identification Assessment and Control Procedure).
- Tasks identified, as high risk shall have a Safe Work Method Statements (Form 007.2) developed within one month of their identification.
- For tasks whose risk rating is greater than 3, a program of progressive implementation shall be established.
- Safe Work Method Statements shall be developed in consultation with workers involved in carrying out the tasks.
- All new/modified equipment and work processes shall have a Safe Work Method Statements developed prior to use.
- A review of Safe Work Method Statements shall be undertaken:
  - ☐ Within 24 hours of a lost time injury or incident notifiable to SafeWork NSW (Ref. Doc. 021 Accident/Incident Reporting and Investigation).
  - ☐ Prior to introducing new or modified plant / equipment and / or work processes
  - ☐ Within one month of any accident/incident.
  - ☐ Routinely every two (2) years.
- Where technical expertise is required, the Manager / Trainer is responsible for providing such expertise.
- All relevant workers shall receive training and be assessed for competency in Safe Work Method Statements prior to carrying out any tasks.
- A master file shall be maintained by the Manager / Trainer.
- Safe Work Method Statements shall be readily available to all workers.
- Racing NSW has developed twenty-three (23) Safe Work Method Statements to assist Managers / Trainers which are available for free download from the Racing NSW website here: https://www.racingnsw.com.au/rules-policies-whs/work-health-safety-whs/safe-work-method-statements-swms/

5. RECORDS

Records associated with this procedure are:

Form	007.1	Task Analysis Inventory
Form	007.2	Safe Work Method Statements
Relevant		Induction Booklet

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

TASK ANALYSIS INVENTORY

Form 007.1

Task	Task Description	Risk Prioritisation

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

SAFE WORK METHOD STATEMENT

Form 007.2

SAFE WORK METHOD STATEMENT (PART 1)

Job:	**Document Reference No:**
Department: **Section:** **Work Area:**	**Revision Date:** **Manager's Approval:** **Manager's Name:** (Print)
Key Safety Plant / Equipment (including P.P.E)	**Safety Checks / Hazardous Substances**
Codes of Practice Legislation: Applicable to Work? YES / NO **If YES, state:**	**External Considerations**

Person Required to Carry Out Work	Duties and Responsibilities:	Qualifications/Experience/ Training Required to Complete work

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

SAFE WORK METHOD STATEMENT (PART 2)	**Document Reference:**	
Job:	**No:**	

Procedure (in steps):	**Possible Hazards in Executing Procedure:**	**Key Safety Controls and Associated Procedures:**	**Person(s) Responsible**

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

Chemicals are an integral part of everyday life, and whilst chemical products are often useful, in some instances indispensable, if they are not properly managed they may pose considerable health and safety risks.

Depending on their particular make up, chemicals may be defined and regulated as dangerous goods, poisons, controlled substances or hazardous substances. Certain chemicals may be regulated by more than one set of laws and more than one Government Department.

2. SCOPE

This system covers all chemicals sold, used and/or produced throughout the workplace whether used or produced directly in work processes, for maintenance of plant, equipment, buildings, grounds or the environment.

3. DEFINITIONS

- **Hazardous Chemical**

  A substance, mixture or article that satisfies the criteria for a hazard class in the Globally Harmonised System of Classification & Labelling of Chemicals – GHS, (including a classification referred to in Schedule 6 of WHS Regulation 2025), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes;
  - ☐ acute toxicity - oral - category 5
  - ☐ acute toxicity - dermal - category 5
  - ☐ acute toxicity - inhalation - category 5
  - ☐ skin corrosion/irritation - category 3
  - ☐ serious eye damage/eye irritation - category 2B
  - ☐ aspiration hazard - category 2
  - ☐ flammable gas - category 2
  - ☐ acute hazard to the aquatic environment – categories 1, 2 and 3
  - ☐ chronic hazard to the aquatic environment – categories 1, 2, 3 and 4, or
  - ☐ hazardous to the ozone layer.

- **Safety Data Sheet (SDS) – previously called Material Safety Data Sheet (MSDS)**

  A document that describes the properties and uses of a hazardous chemical through identity, chemical and physical properties, safety and risk information, precautions for use and safe handling information.

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring the implementation of this system.
- Ensuring compliance with the WHS Regulation 2025 Chapter 7 Hazardous Chemicals: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.7

- Ensuring that a hazardous chemical used, handled or stored at the workplace is correctly labelled.
- Maintaining and storing environmental and health surveillance reports.
- Ensuring confidentiality of health surveillance reports.
- Selecting a suitably qualified person to conduct environmental monitoring and health surveillance as required.
- Allocating responsibility for ensuring completion of all Forms.
- Ensuring that a register of hazardous chemicals used, handled or stored at the workplace is prepared and kept at the workplace.
- Ensuring that information collected via the Hazardous Chemicals Register is not listed as a Hazardous Chemicals Prohibited for Specified Use under State or Federal Legislation.
- Ensuring all out of date and no longer used hazardous chemicals are disposed of using approved methods of disposal. Refer WHS Regulation 2025 Schedule 7 (Safety Data Sheets): https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sch.7
- Ensuring Safety Data Sheets issued within the past five years are available for all hazardous chemicals.
- Contacting suppliers as requested to ensure up to date Safety Data Sheets are available.
- Ensuring that the Regulator is given written notice of a quantity of a Schedule 11 hazardous substance or group of Schedule 11 hazardous chemicals that exceeds the manifest quantity is used, handled or stored at the workplace. Refer WHS Regulation 2025, Schedule 11: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sch.11
- Erecting an outer warning placard when the total quantity of a hazardous chemicals (or substances) exceeds the Schedule 11 placard quantity.
- Managing of risks to health and safety associated with using, handling, generating or storing hazardous chemicals at the workplace, including:
  - ☐ Review of control measures;
  - ☐ Display of safety signs if required;
  - ☐ Identification of risk of physical or chemical reaction;
  - ☐ Prevent introduction of ignition source into the area (specific control);
  - ☐ Keeping hazardous substances stable.
- Containing and managing spills including provision of spill containment system(s).
- Protection of hazardous chemical(s) from damage (caused by impact or excessive loads).
- Provision of fire protection and fire fighting equipment designed and built for the types of hazardous substances in the quantities at the workplace.
- Provision of emergency plans and safety equipment (as necessary).
- Controlling of risks as they relate to storage, handling and containers for hazardous substances.
- Liaison with Waste Management Authorities.
- Health monitoring (and associated records) if there is a significant risk to the worker's health due to exposure to a hazardous substance(s).
- Provision of induction, information, training and supervision to a worker if necessary to protect from risks arising from use or handling of a hazardous substance(s).
- Prevention of exposure to prohibited carcinogens. Refer WHS Regulation 2025, Schedule 10: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sch.10

- Prevention of exposure to asbestos or asbestos containing material (ACM).
- Monitoring compliance with established procedures.

Supervisory Personnel are responsible for:

- Ensuring all containers are correctly labelled.
- Ensuring Safety Data Sheets are available for the Risk Assessment to be conducted prior to new substances being introduced to the workplace.
- Conducting a Risk Assessment for each hazardous substance.
- Notifying all workers (i.e. contractors/sub-contractors) that no substances are to be brought on site without prior approval.
- Ensuring compliance with the WHS Regulation 2025 Chapter 7 Hazardous Chemicals as required: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.7
- Ensuring Hazardous Chemicals Registers are maintained.
- Maintaining a master copy of all Hazardous Chemicals Registers and all Safety Data Sheets.
- Establishing and maintaining the Register of Hazardous Substances for which Health Surveillance is required.
- Ensuring documented Safe Work Method Statements (SWMS) are developed and that workers are provided with relevant information, training and instruction to allow them to comply with the SWMS's.
- Ensuring that workers have ready access to all relevant documents relating to hazardous substances.

Workers are responsible for:

- Complying with established Safe Work Method Statements.
- Notifying their Supervisor of any hazardous chemical they become aware of and for which training has not been provided.
- Notifying their Supervisor of any situation they believe poses a risk of injury and/or illness to persons exposed to hazardous chemicals.

5. PROCEDURE

- In order to identify hazardous substances used, stored or produced throughout the workplace, an audit is to be undertaken in each area on an annual basis.
- The audit is to be undertaken in consultation with the Manager / Trainer and Workers of the various work areas.
- Information obtained during the audit is to be recorded on the Hazardous Chemical Register.
- Following the audit, the range of substances shall be assessed in order to:
  - ☐ Justify their continuing use/storage.
  - ☐ Establish whether the same function can be obtained by using a less hazardous product.
  - ☐ Ensure they are not listed as Hazardous Chemicals Prohibited for Specified Uses.
  - ☐ Ensure compliance with WHS Regulation 2025 Chapter 7 (Hazardous Chemicals): https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.7
  - ☐ Ensure appropriate controls are in place to protect workers' health and safety.

- All out of date and/or no longer used hazardous chemicals shall be disposed of using approved methods of disposal. Refer WHS Regulation 2025 Schedule 7 (Safety Data Sheets): https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sch.7
- Supervision of safe disposal is the responsibility of the Manager / Trainer.
- All new substances (purchased or produced) shall be entered on the Hazardous Chemical Register kept by the Manager / Trainer.
- Containers which are not correctly labelled will require identification and shall be managed in the following way:
  - ☐ If the product name is not known, the container is to be clearly marked “Caution Do Not Use Unknown Substance” and stored in isolation until its contents are investigated.
  - ☐ When the investigation is complete the container is to be labelled correctly.
  - ☐ If it is not possible to identify the contents, the Manager / Trainer is to be notified and will be responsible for consulting with the relevant Waste Management Authority to establish appropriate method of disposal.
- Under no circumstances are food and/or drink containers to be used to store any substances or products.
- Substances which are decanted and not consumed immediately must be correctly labelled with the product name and their risk and safety phrase.
- All containers must remain correctly labelled until they are thoroughly cleaned so that they no longer contain any hazardous chemical.

Safety Data Sheets (SDS)

- Safety Data Sheets issued within the past five years shall be available for all hazardous chemicals.
- In addition to the master file, each Work Area shall have a copy of a current SDS available to workers (employees).
- All SDS shall be formatted according to the National Code of Practices for the Preparation of Safety Data Sheets: https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-preparation-of-safety-data-sheets-for-hazardous-chemicals-v2.pdf

Labels

- All containers used to store chemicals or other substances must be labelled so that the label:
  - ☐ Is on the outside of the container
  - ☐ Provides the name, and the Australian address and business telephone number of:
    - The Manufacturer or
    - The Importer
  - ☐ Is in the English language
  - ☐ Is of durable print
  - ☐ Is firmly secured
  - ☐ Is in lettering of a size and style which is easily legible
  - ☐ Is of a contrasting colour(s) to background colour
  - ☐ Is in no way defaced or altered

- In addition, labels must identify the product and provide safety information including:
  - ☐ The dangerous goods “diamond” and/or the poison label where appropriate
  - ☐ The chemical name(s) of the ingredient(s) and each proportion
  - ☐ The trade name of the substance
  - ☐ Possible harmful effects of the substance
  - ☐ Hazard statement, signal work and precautions statement
  - ☐ Information about the hazards, first aid and emergency procedures
  - ☐ How to use the substance safely
  - ☐ Expiry Date

Environmental Monitoring and Health Surveillance

- Where Monitoring and Surveillance is required, it shall be carried out by a suitably qualified person. Health surveillance shall be supervised by an Authorised Medical Practitioner. The results of any environmental monitoring must:
  - ☐ Be held on file by the PCBU
  - ☐ Be kept for at least 30 years
  - ☐ Be accessible to employees, worker representatives and Statutory Authorities.

  The results of any health surveillance must:
  - ☐ Remain confidential
  - ☐ Be held on file for at least 30 years.

6. RECORDS

Records associated with this procedure are:

ALL ONLINE FORMS
Health and Environmental Reports
Monitoring Reports
Safety Data Sheets

1. PURPOSE

The purpose of this procedure is to document the regular inspection and testing of all electrical equipment as specified by WHS Legislation and / or Australian Standards.

2. SCOPE

This procedure relates to all fixed and portable electrical equipment including extension cords;

- Prior to initial introduction to service, except where the equipment is new and is accompanied by written evidence that it complies with relevant WHS Legislation and / or Australian Standards.
- Prior to return to service after repair which could affect the integrity of electrical safety.
- Routinely in line with WHS Legislation and / or Australian Standards.

3. DEFINITIONS

Electrical Equipment

Any apparatus, appliance, cable, conductor, fitting, insulator, material, meter or wire that:

- Is used for controlling, generating, supplying, transforming, transmitting or operated by electricity at a voltage greater than extra-low voltage.
- Is operated by electricity at a low voltage greater than extra low voltage
- Is part of an electrically installation located in an area in which the atmosphere presents a risk to health and safety from fire or explosion or
- Is, or is part of, an active impressed current cathode protection system within the meaning of AS 3000 – 2018: https://infostore.saiglobal.com/preview/as/as3000/3000/3000-2018_v6.pdf?sku=1974289

Electrical Installation

A group of items of electrical equipment permanently connected together and supplied with electricity from the works of an electricity supply authority or generating source.

Electrical Work

Connecting electricity supply wiring to electrical equipment or disconnecting electricity supply wiring from electrical equipment.
Installing, removing, adding, testing, replacing, repairing, altering or maintaining electrical equipment or an electrical installation.

Static Equipment

Office Equipment or equipment that is situated in a permanent position and is not regularly unplugged.

Lease or Hired Equipment

Equipment issued by Suppliers.

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Managing risks to health and safety associated with electrical risks in the workplace.
- Disconnection of unsafe electrical equipment from the electricity supply.
- Ensuring that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is:
  - Supplied with electricity through an electrical socket outlet, and;
  - Used in an environment which is likely to result in damage or reduced lifespan.
- Ensuring that work is not carried out on electrical equipment while it is energised and equipment de-energised to allow electrical work to be carried out is not inadvertently re-energised.
- Prevention of unauthorised access to electrical equipment being worked-on.
- Ensuring electrical work on energised electrical equipment is only carried in strict compliance with Clauses 157 and 158 of the WHS Regulation 2025, Chapter 4 Part 4.7 Division 4: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.4-pt.4.7-div.4
- Ensuring that electrical work on energised electrical equipment is carried out by a competent person with appropriate tools, testing equipment, PPE and SWMS including a competent safety observer.
- Ensuring that any electrical risk associated with the supply of electricity to electrical equipment through a socket outlet is minimised by use of an appropriate residual current device.
- Ensuring that no person, plant or thing at the workplace comes within an unsafe distance of an overhead or underground electric line.
- Ensuring the established procedure is complied with at all times.
- Ensuring corrective action is implemented in line with the risk assessment.
- Ensuring maintenance of all records associated with this procedure.

Supervisory Personnel are responsible for:

- Ensuring all electrical equipment, appliances and residual current devices are tested regularly by a competent person in accordance with the developed schedule.
- Ensuring all new purchases of electrical equipment are tagged and entered on the Electrical Inspection and Testing Register (Form 009.1) prior to installation / use.
- Ensuring only qualified persons undertake any inspection and testing of electrical equipment.
- Ensuring the Electrical Inspection and Testing Register is completed following all inspections and testing.
- Ensuring “OUT OF SERVICE” tags are placed on all equipment which is non-conforming.
- Implementing corrective action based on their level of authority and control.

Workers are responsible for:

- Visual checks on all electrical leads and appliances prior to use
- Reporting all defects and untagged appliances to their Supervisor.
- Ensuring they never use any damaged and / or untagged electrical leads or appliances.

NOTE: **The use of personally-owned appliances such as radios, toasters, heaters etc. is STRICTLY PROHIBITED.**

5. PROCEDURE

- Under no circumstances are workers permitted to tamper with or attempt to repair any electrical equipment.
- Inspection and testing of electrical equipment shall be undertaken in accordance with AS 3760 (In-service Safety Inspection and Testing of Electrical Equipment): https://infostore.saiglobal.com/preview/863152537474.pdf?sku=116835_SAIG_AS_AS_268438
- Inspection and testing shall only be undertaken by appropriately qualified person(s).
- Prior to using electrical leads and appliances all persons shall check for current Inspection Tags
- Leads and appliances which are not tagged shall not be used.
- The Supervisor shall be immediately notified of leads and / or appliances which are not tagged.
- The Supervisor shall issue an “Out of Service Tag” to be placed on damaged or untagged equipment and implement corrective action.
- Copies of Inspection Reports and corrective action shall be maintained by the Manager / Trainer

6. RECORDS

Records associated with this procedure include, but are not limited to:

Form 009.1 Electrical Inspection and Testing Register
Electrical Reports
Purchase Orders
Risk Assessments

ELECTRICAL INSPECTION AND TESTING REGISTER

Form 009.1

Site								**Corrective Action**		
Inspection Date	Equipment	Location	Tag Number	Inspector	License Number	Pass	Fail	Action	Date	Next Inspection Due

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

The control of workplace incidents and losses resulting from substandard equipment, materials and services begins with the purchasing process. Effective purchasing procedures limit health and safety risks and associated losses prior to goods and services being delivered on site.

2. SCOPE

Purchasing procedures will be implemented to restrict the purchase of unnecessary hazardous substances and to ensure that health and safety considerations are applied to the procurement of all goods and services.

This procedure covers the purchase, hire or lease of capital items as well as everyday materials.

The purchase of services as in the Management of Contractors is covered in Doc. 023 Contractor Controls.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring that the established procedures are complied with at all times.
- Randomly monitoring purchase requisitions to ensure WHS issues are specified.
- Ensuring appropriate risk control strategies are implemented as required.
- Ensuring all records associated with this procedure are maintained.

Supervisory Personnel are responsible for:

- Informing employees and their representatives of proposed purchases in relation to their impact on WHS.
- Completing the Pre-Purchase Safety Checklist (Form 010.1).
- Participating in the risk assessment and establishing the acceptance or rejection of purchases.
- Completing the Risk Assessment Checklist (Form 010.2) for all purchases in consultation with employees.
- Ensuring all goods delivered comply with purchases specifications.
- Developing Safe Work Method Statements (SWMS) for all new purchases in consultation with workers.
- Ensuring appropriate training is provided to workers to enable them to carry out tasks associated with the new purchase.

Workers are responsible for:

- Participating in the selection and risk assessment process of new purchases.
- Not operating or using any equipment and substances until they are trained in the Safe Work Method Statements (SWMS).

4. PROCEDURE

- The potential impact of work health and safety will be considered **prior to the** purchase, hire and lease of any equipment or substance (Form 010.1). On site trials may be necessary to fully assess the work health and safety impact of certain equipment.
- Work Health and Safety requirements based on relevant Legislation and standards will be included in the purchase specifications of all goods. Workers and their representatives shall be consulted prior to the purchase, hire or lease of any equipment or substances.
- A comprehensive risk assessment **prior to installation / commissioning** is to be undertaken to document all potential risks (Form 010.2). This process is to be undertaken in consultation with workers and their representatives.
- For each risk identified, determine its consequence and probability using the Risk Rating Matrix (Ref. Doc. 006 Hazard Identification Risk Management Control and Monitoring).
- The outcome of the risk assessment shall govern the acceptance or rejection of the purchase.
- Safe Work Method Statements shall be developed, with relevant workers trained and assessed for competency prior to carrying out tasks associated with new purchases.
- On delivery all goods shall be checked to ensure compliance with purchase, hire or lease specifications.

5. RECORDS

Records associated with this procedure are:

Lease and Hire Documents
Purchase Orders
Safety Data Sheets
Operating Manuals

Form 010.1 Pre-Purchase Safety Checklist
Form 010.2 Risk Assessment Checklist

PRE-PURCHASE SAFETY CHECKLIST

Form 010.1

Date	Department	Order No. / Requisition No.
Purchase Requested By		Authorised By:
Item Description		

Use this checklist to confirm that the WHS requirements have been considered prior to the purchase of the above equipment or item.

Consultation Requirements: There may be a need to consult with some or all of the following regarding WHS issues prior to the purchase. Record the consultation details as indicated.

Consulted With	Name	Date
Manager / Trainer		
WHS Representative		
Relevant Workers		
Installers of the item		
Maintainers of the item		
Applicable contractors		
External Agencies or Regulators		
Others		

General WHS Requirements: The specification of the purchased item shall to comply with specific Legislation and / or Australia Standards. Record the Appropriate details as indicated.

Pre-Purchase WHS Considerations	Required (Yes/No/NA)	Verification following delivery
Manual Task Legislation		
Plant Safety Legislation		
Operators licences, permits, certificates of competency		
Registration of plant and equipment		
Public Safety Legislation		
Dangerous Goods		
Hazardous Chemicals		
Noise Legislation		
Guarding, Emergency Stops, Safety Devices		
Ergonomics, Seating		
Workplace layout, access and storage		
Safety Signage		
Instruction Manuals, Safety usage data		
Training for Installers, Maintainers and Users		
Relevant Australia Standards (state AS No.)		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from SafeWork **NSW and/or Standards Australia**

Special WHS Requirements: Where appropriate, consider the following issues regarding waste and/or by-products. If 'Yes' indicate who will obtain the information and verify that it has been received.

Special WHS Requirements	**Required (Yes/No/NA)**	**Verification Following Delivery**
Revision of the Dangerous Goods Register		
Labelling & Packaging (Size, weight, type, etc.)		
Storage with or near other materials		
Access to SDS		
Monitoring of the workplace for:		
Radiation		
Dust		
Fumes/vapours		
Noise		
Heat/Cold		
Vibration		
Lighting levels		
Worker Health Assessments		
Specialised First Aid equipment or training		
Special spill clean-up equipment or procedures		
Special fire protection or emergency requirements		
Personal Protective Equipment:		
Footwear		
Eye/face protection		
Respirators		
Hearing protection		
Head protection		
Gloves, hand protection		
Clothing, overalls		
Harness, lifeline		
Other		

Waste Disposal Requirements: The following issues may need to be considered regarding the disposal of waste and/or by products. If yes, indicate who will obtain the information needed and verify that it has been received.

Waste Management/Disposal Requirements	**Required (Yes/No/NA)**	**Verification following delivery**
Revision of the Waste Management Plan		
Environmental Impact of discharges on:		
Air		
Water		
Land		
Noise		
Potential impacts on neighbours		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from SafeWork **NSW and/or Standards Australia**

Other Requirements Relevant to WHS

List any other requirements that need to be specified on the project specification or purchase order, and nominate who will verify that they have been fulfilled.

Other WHS Requirements	Required (Yes/No/NA)	Verification following delivery

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from SafeWork **NSW and/or Standards Australia**

RISK ASSESSMENT CHECKLIST

Form 010.2

This form is to be completed **prior to installation**, commissioning and/or use of hired, leased or new equipment.

Equipment Description	
Installation Date	

Risk Assessment Carried out		**Date**	
Repetitive Actions		Entrapments	
Physical Exertion		Gravitational aspects	
Moving Components		Electrical system	
Compressed fluid/gases		Radiation sources	
Lighting		Noise/vibration sources	
Thermal Hazards		Effective safety devices	
Chemical Hazards		Accessibility of controls	
Biological Hazards		Accessibility of maintenance	
Access for normal operations		Waste Disposal	
Mechanical Protrusions		Fire and/or explosion	
Describe hazards identified			

Action to be taken			
Risk	**Action**	**Responsible Person**	**Completed**

WHS Representative	Date	Supervisor	Date	Manager / Trainer	Date

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from SafeWork **NSW and/or Standards Australia**

1. PURPOSE

To control and prevent fires which could be started by temporary ignition sources involving open flame, heat or spark producing equipment.

2. SCOPE

This procedure includes but is not limited to cutting, welding, brazing, grinding and soldering operations. It applies equally to all personnel including contractors.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring all personnel including Contractors and Subcontractors understand the intent of the Hot Work Permit and it is adhered to at all times.
- Ensuring maintenance of all records associated with this procedure.

Supervisory Personnel are responsible for:

- Ensuring implementation of the Hot Work Permit in their Area(s) of control.
- Issuing Hot Work Permits.
- Ensuring only trained personnel undertake any Hot Work.
- Ensuring Hot Work Permits are only issued on a limited time basis.
- Ensuring all elements on the Hot Work Permit are complete prior to work commencing and at the completion of the work or shift.
- Allocating qualified persons to undertake Fire Watch during as well as up to a minimum four hours after completion of Hot Work.

Workers and Contract Personnel are responsible for:

- Obtaining a Hot Work Permit prior to undertaking any tasks which may generate ignition sources.
- Ensuring adherence at all times to the Hot Work Permit.
- Wearing the required personnel protective equipment at all times.
- Notifying the Manager / Trainer when Hot Work Completed.
- Reporting any non-compliance with the Hot Work Permit.

Fire Watch Personnel are responsible for:

- Ensuring appropriate extinguishers (Minimum of Two Full Extinguishers) and fire hose(s) are available in the area where the Hot Work is being carried out.
- Ensuring the minimum number of personnel are available prior to work commencing.
- Minimum of one person as both observer and initial operator of fire fighting equipment.
- Work areas which are not readily accessible must have **a minimum of two persons** one who will act as observer and initiate operation of fire fighting equipment; the second person will initiate emergency procedures as required.
- Ensure that during scheduled work breaks the area remains under Supervision of persons trained in the use of fire fighting equipment.

4. PROCEDURE

- **Persons who wear contact lenses shall check with their Doctor / Optometrist regarding the suitability of wearing their lenses when carrying out welding operations.**

- **Under no circumstances shall Fire Detection and /or Fire Suppression Equipment be compromised, i.e. turned off, obstructed, etc.**

- Hot Work Permits shall be issued for all tasks involving the use of open flame or spark producing equipment.
- Hot Work Permits shall only be valid per task and for a limited time. **The maximum time being one shift**. Where any work extends over one shift a new Hot Work Permit shall be required.
- Hot Work Permits shall not be filled out in advance (i.e. the shift or day before).
- Prior to the commencement of any Hot Work, a Hot Work Permit shall be obtained from the Supervisor.
- Person(s) performing the Hot Work shall complete the Hot Work Permit in consultation with the Supervisor responsible for the Area where the Hot Work is to be undertaken

The **Supervisor** responsible for the area where Hot Work is to be undertaken shall:

- Undertake all the precautionary checks prior to and after the hot work has been completed as per the checklist on the Hot Work Permit.
- Conduct a final check and sign off on the Hot Work Permit.
- Maintaining all records associated with this procedure.

5. RECORDS

Records associated with this system include but are not limited to:

011.1 Hot Work Permit
Contractor Documents

HOT WORK PERMIT

Form 011.1

BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED? Is there a safer way?

This Hot Work Permit is required for any operation involving open flames, heat or sparks producing equipment. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding

INSTRUCTIONS

HOT WORK PERFORMED BY: _____

NAME OF PERSON(S) UNDERTAKING HOT WORK: _____

_____

_____

_____

NAME OF PERSON(S) ON FIRE WATCH: _____

_____

I VERIFIED IN ACCORDANCE WITH THE REQUIRED CHECKLIST ALL PRECAUTIONS HAVE BEEN TAKEN TO PREVENT A FIRE AND PERMISSION IS AUTHORISED FOR THIS WORK.

Date _____ Start Time: _____

Finish Time: _____

LOCATION, BUILDING, FLOOR:

NATURE OF JOB:_____

_____

_____

PERSONAL PROTECTIVE EQUIPMENT

☐ Overalls ☐ Safety Boots ☐ Welding Safety Helmets

☐ Oxy Goggles ☐ Hearing Protectors

Other (List): _____

ISOLATION CHECKLIST

☐ Pipelines (Water, Gas) ☐ Mechanical / Electrical Drives

☐ Electrical Services ☐ Sludge / Deposit / Waste

☐ Harmful Materials ☐ Hydraulics

Required precaution checklist

☐ √ Completed ☐ **NA** Not Applicable

☐ Available sprinklers, hose reels and extinguishers are in service/ operable.

☐ Hot Work equipment in good repair.

☐ Flash back protectors fitted

REQUIREMENTS WITHIN 15 METRES OF WORK

☐ Flammable liquids, dust, lint and oily deposits moved.

☐ Explosive atmosphere in area eliminated

☐ Floors vacuumed clean

☐ Shelves, ledges, combustible floors wet down, covered with damp sand or fire-resistant sheets

☐ Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal shields

☐ All wall and floor openings covered

☐ Fire-restive tarpaulins suspended beneath work

WORK ON WALLS, CEILINGS OR ROOFS

☐ Construction is non-combustible and without combustible covering or insulation

☐ Combustibles on other side of walls removed

WORK ON ENCLOSED EQUIPMENT

☐ Enclosed equipment cleaned of all combustibles and flammables

☐ Containers purged of flammable liquids / vapours

☐ Confirm non-flammable liquids / vapours present.

FIRE WATCH/ HOT WORK AREA MONITORING

☐ Fire watch will be provided during and for 60 minutes after work. Including any coffee or lunch breaks.

☐ Fire watch is supplied with minimum of two full suitable extinguishers and hose

☐ Pneumatics

Others Please list; _____

_____

FIRE WATCH SIGNOFF

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe

Signed: _____

FINAL CHECK

Work area was monitored for a minimum of 4 hours following Hot Work and found fire safe:

Signed:

☐ Fire watch personnel trained in use of equipment and in initiating emergency procedures / alarm.

☐ Fire watch may be required for adjoining areas, above, and below.

☐ Monitor Hot Work area for a minimum of 4 hours after job is completed

☐ Other Precautions Taken

_____

_____

1. PURPOSE

To provide a system of safe controlled access to plant and structures for maintenance or capital works that ensures personnel safety and structures integrity.

2. SCOPE

This procedure applies to both fixed and portable plant and structures and is designed to protect persons from injury whilst carrying out installations, repairs, maintenance and cleaning functions on machinery or structures or from using machinery and structures which may be defective.

3. DEFINTIONS

Authorised Competent Person: A person who has met the requirements for training and experience and who has accepted the responsibilities associated with the authorisation.

4. RESPONSIBILITIES

The **Manager /Trainer** is responsible for:

- Ensuring implementation of the Plant and Structures Isolation Procedure such that:
  - ☐ All persons understand the intent of the procedure.
  - ☐ All persons adhere to the procedure
    and
  - ☐ The procedure is used whenever necessary.
  - ☐ Ensuring that the procedure is regularly monitored and amended as required.
- Conducting a documented risk assessment on all powered plant and structures to identify the need for implementing an isolation procedure.
- Ensuring a Permit To Work is issued prior to any task being undertaken on plant or structures.
- Ensuring only Authorised Competent Persons carry out work on plant and structures.

Authorised Competent Persons including Contractors are responsible for:

- Participating in the risk assessment and Permit To Work processes.
- Complying at all times with the Plant and Structures Isolation Procedure.
- Obtaining a Permit To Work prior to undertaking any work on plant and structures.
- Immediately notifying the Manager / Trainer of any situation they believe poses a threat to the health and safety of persons involved in plant and structures work.

Workers are responsible for:

- Complying with this procedure.
- Reporting non-compliance with Permit To Work.

5. PROCEDURE

- The Permit to Work shall be valid for a limited time only. **The maximum time being one shift**. Where work extends over one shift a new Permit to Work shall be required.
- A risk assessment shall be conducted on all powered plant and structures to identify the need for implementing an Isolation Procedure.
- The risk assessment shall be conducted in consultation with an Authorised Competent Person, the Manager / Trainer and workers who operate / use the plant and structure.
- The risk assessment shall include, but not be limited to sources power from:
  - ☐ Mechanical Power Transmission
  - ☐ Electrical Power
  - ☐ Hydraulic and / or Pneumatic Power
  - ☐ Service Supplies
  - ☐ Process and Material Supplies
- The risk assessment shall also include a systematic method of assessing the integrity and vulnerability of existing safeguards and control, such as inter-locks, braking systems, overrun devices, work holding devices and emergency stop systems.
- When a failure may adversely affect safety each component within the system shall be considered in turn. The likely types of failure and their consequences for the system as a whole shall be taken into account.
- On the completion of the risk assessment, a Safe Work Method Statement (SWMS) shall be developed for the detailed isolation procedure for the specific Plant / Structure.
- Where there is a risk of people being injured by working plant / structure that is being installed inspected, lubricated maintained or repaired, the plant / structure shall be isolated with a “DANGER DO NOT START” tag and “PADLOCK” and “KEY”.
- **Every energy source shall be identified, isolated, tagged and locked out.**
- External isolation and dissipation shall be undertaken as a means of interrupting power sources.

The following methods whilst not exhaustive shall be applied as required.

MECHANICAL POWER TRANSMISSION

- Isolating Clutches
- Removal of drive belts or chains, or shaft sections

ELECTRICAL POWER

- Isolating switches, locks and key removed
- Removal of fuses from receptacles and switchboards.
- Removal of plugs from sockets. Tagging must also be applied.

HYDRAULIC AND / OR PNEUMATIC POWER

- Isolating valves must be locked and key removed.
- Electrical isolation of hydraulic pumps.
- Disconnection from pneumatic mains.
- Open venting to atmosphere.

SERVICE SUPPLIES

- Isolation of water, steam, gas or fuel lines.

PROCESS AND MATERIAL SUPPLIES

- Isolation of process lines.
- Line bleeding.
- Line blanking off.

INTERNAL ISOLATION AND ENERGY DISSIPATION

- In each case, any residual energy storage or material in the plant or structure shall also need to be discharged.

MECHANICAL POWER

- Allow fly wheels or high-speed rotating parts, to run down and minimised the potential energy of other parts.

ELECTRICAL POWER

- Discharge capacitors.
- Disconnection and stand by batteries.

HYDRAULIC POWER

- Discharge accumulators.
- Relaxation of Pressurised pipe work.

PNEUMATIC POWER

- Discharge air pressure through the system.

NOTE: Air pressure **MUST NOT** be used as a means of “Holding up”. Mechanical props are required.

SERVICE SUPPLIES

- Residual water, gas or fuel shall be vented, purged or drained.

PROCESS AND MATERIAL SUPPLIES

- Emptying, venting, purging, draining or cleaning or any combination of these shall be required prior to entry.
- Assessments shall also be undertaken to identify energy sources which may result in the release or ejection of material from grippers, magnets or other holding devices.
- Following external and internal isolation and dissipation of hazards, a check shall be made to ensure no hazard remains. This may include special instruments or sensors.
- Where controls are remote from the plant or structure the controls and facilities shall be lockable or such that they can only be operated by the use of keys.

TAGS / PADLOCKS

- Tags are for information only. There must be a system of lockout to prevent unauthorised start up.

OUT OF SERVICE TAGS

- All personnel are authorised to use Out of Service Tags to enforce the instruction and warn persons not to start plant or structure which are or are suspected of posing a risk of injury to personnel or require repairs to be carried out.

DANGER TAGS

- Only Authorised Competent Persons are permitted to use Danger Tags.
- The person who places a tag on any plant or structure is the only person authorised to remove it, even if it means recalling them to the job.
- The person using the tag shall date and sign the tag and secure it in position. When the task has been completed, they shall remove the tag again date and sign it and return it to the Manager / Trainer.

TAGS MAY ONLY BE USED IN CONJUCTION WITH A POSITIVE LOCKOUT DEVICE.

- Authorised Competent Persons only are permitted to apply padlocks which shall only have one access key and shall be held by the Authorised Competent Person.
- Where two or more persons are working on the same job, each must have their own TAG and LOCK in position and each shall be responsible for removal of their own TAG and LOCK at the completion of the job.
- In the event that a person is required to leave the job prior to its completion they shall inform;
  - ☐ The person relieving them to exchange tags and padlocks.
  - ☐ The new person shall sign the tag enter the date and time and shall ensure their tags and locks are in position.
- Any violation or unauthorised attempts to remove tags, locks or start plant and structure must be reported immediately to the Manager / Trainer. Personnel found to have breached this procedure shall be subject to disciplinary action and possible legal action.

PORTABLE EQUIPMENT ISOLATION PROCEDURE

- Where maintenance is required or isolation to clear work from any portable plant the following steps shall be applied;
  - ☐ Isolate the equipment at the main isolation switch
  - ☐ Disconnect plug from the socket
  - ☐ Cap off plug with isolation plug cover
  - ☐ Fill out details on the Out of Service Tag date and sign
  - ☐ Securely place (i.e. cable ties) Out of Service Tag on equipment
  - ☐ Immediately report situation to the Manager / Trainer
- Enter details of work required on the Hazard Report Form 006.4.

6. RECORDS

Records associated with this procedure include but are not limited to:

Form 012.1 Risk Assessment Checklist
Form 012.2 Permit to Work

RISK ASSESSMENT CHECKLIST

Form 012.1

Due to the diverse nature of Plant / Equipment and the variations of energy sources the following criteria, whilst not exhaustive shall be used as a basis, to assist in identifying risks associated with Plant and Structures Isolation.

Risk Factors	Control Strategies Please List
Mechanical Power Transmission Electrical Power Hydraulic Power Service Supplies Process Supplies Material Supplies Others Please Specify	
Specialised Equipment	
P.P.E.	
Other Permits Required: **Work at Heights, Confined Space, Hot Work etc.**	

List all names and signatures of persons involved in Risk Assessment.

Name(s):	Signature(s):	Date:

PERMIT TO WORK

Form 012.2

BEFORE INITIATING THIS PERMIT

Can the job be avoided ☐ Yes ☐ No

Has the Risk Assessment Checklist been completed ☐ Yes ☐ No

Name of Issuing Person: _____

Name(s) of Authorised Competent Person(s) _____

Carrying Out Job _____

Permit Valid Date: _____ Time: _____ Till: _____

Plant / Structures: _____

Location: _____

Additional Permits Required: _____

Hot Work: ☐ Yes ☐ No Issued ☐ Yes ☐ No

Confined Space: ☐ Yes ☐ No Issued ☐ Yes ☐ No

Working at Heights: ☐ Yes ☐ No Issued ☐ Yes ☐ No

Others (Please Specify):

Brief Description of Work to be Undertaken:

_____

_____

_____

_____

The Master Isolation Point(s) are:

_____

Preparation

Isolation carried out by:

Name: _____ **Date:** _____

Signature: _____ **Time:** _____

ISSUED BY: **Name:** _____ **Date:** _____

The area around the plant / structures is clean and tidy.

The equipment to be worked-on has been identified by me and all hazards, conditions and requirements have been highlighted to the recipients.

Name: _____ Date: _____

Signature: _____ Time: _____

RECIPIENTS: Authorised Competent Personnel Only
I accept the Permit under these conditions and will ensure those working with me are aware and will comply:

Name: _____ Date: _____

Signature: _____ Time: _____

Recipients:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

TESTING

I have ceased work on this plant / structures and release this Permit for Testing. I will stand by as Safety Observer.

Name: _____ Date: _____

Signature: _____ Time: _____

Test Completed: _____ Time: _____

Name: _____ Date: _____

Signature: _____ Time: _____

Test Completed: Time:

The Plant / Equipment is left in a safe clean and tidy state.

Name: _____ Date: _____

Signature: _____ Time: _____

CANCELLATION

This Permit and all other related Permits have been cancelled.

Name: _____ Date: _____

Signature: Time:

1. PURPOSE

Training is an essential component demanded by WHS Legislation. All training shall be "needs" based and provided to all levels within the organisation to allow them to competently carry out their health and safety responsibilities.

2. SCOPE

All levels of management and all workers shall receive pre-requisite training which enables them to develop, implement and review the organisation's Work Health Safety and Injury Management System.

Clear and measurable training objective shall be set with formal training records maintained for each worker.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring appropriate resources are allocated to implement and co-ordinate the training program.
- Identifying relevant training courses and providers and developing an annual training program for workers (Form 013.2).
- Maintaining a master file of all training analysis and records, conducted either internally or externally.

Supervisory Personnel are responsible for:

- Conducting an area specific training needs analysis (Form 013.1),
- Ensuring that appropriate training is provided for all persons in their area of control and that no person is allocated work tasks for which they have not received training.
- Ensuring individual training records are maintained (Form 013.3).
- Ensuring that the Training Attendance Register (Form 013.4) is completed for all training programs.

Workers are responsible for:

- Consulting with the PCBU and providing input into both work area and individual training needs.
- Actively participating in training programs as required.

4. PROCEDURE

- An organisational training needs analysis (Form 013.1) shall be undertaken annually. This analysis shall take into account:
  - ☐ Training requirements detailed under each procedure in this Manual.
  - ☐ Any proposed changes to work organisation, roles and responsibilities.
  - ☐ Other risks or requirements that may be identified in consultation with the PCBU/ Officer and workers.
- A training needs analysis shall be conducted for each worker. The analysis shall consider:
  - ☐ Legislative requirements.
  - ☐ knowledge and skill requirements of their tasks.
  - ☐ responsibility statements and position descriptions.
  - ☐ needs and skills of the current workers.
- A training program shall be developed taking into account providers and training programs currently available. The program shall consider initial training as well as refresher training.
- The development of the annual program shall form part of the annual work health and safety improvement program.
- Training records shall be kept to demonstrate legal compliance and to enable monitoring of the training plan for both the organisation and individual workers (Form 013.2 and Form 013.3). The records shall include:
  - ☐ Persons attending.
  - ☐ Date and duration of training program.
  - ☐ Aims, objectives and evaluation.
  - ☐ Name of Trainer.
- Budgetary allowances shall be made to enable achievement of training targets.
- Development of training programs and selection of provider(s) shall take into account special needs of any workers.

5. RECORDS

Records associated with this procedure include but are not limited to

Statutory Licenses
Certificates of Attendance and/or Competencies
Training Log Books

Form 013.1 Training Needs Analysis
Form 013.2 Annual Training Program
Form 013.3 Training Record
Form 013.4 Training Attendance Register

TRAINING NEEDS ANALYSIS

Form 013.1

Name		Position	
Date of Analysis		Review Date	

Industry Competency Standard or Task Competencies	Training Required Yes ☐ No ☐	Type of Training *	Proposed Date of Training	Comments	Date Training Completed

- Type of Training – On the Job; Accredited; Non-Accredited; Refresher

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ANNUAL TRAINING PROGRAM

Form 013.2

Year 2026	Year 2027

Name	Training Program (Examples Only)	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
	Forklift / Tractor / Barriers														
	HSR/HS Committee														
	Manual Tasks														
	WHS Form Guide														
	Elevated Work Platform														
	Employee (Worker) WHS Awareness														
	Legislative Requirements														
	WHS Risk Management for Managers														
	Contract Management														
	High Risk Work Licenses														
	WHSIM System														
	First Aid														
	PPE														

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

TRAINING RECORD

Form 013.3

Worker	
Site	
Number	

DATE	TRAINING PROGRAM	HOURS	SIGNATURE

NOTE: Photocopies of current Licences, Certificates and Competency Standards must be maintained on file.

TRAINING ATTENDANCE REGISTER

Form 013.4

DATE OF TRAINING SESSION	TIME
TOPIC OF TRAINING	
AIM and OBJECTIVES	
TRAINER / ORGANISATION	
ACCREDITED ☐	NON-ACCREDITED ☐

NAME	DEPARTMENT	SIGNATURE

NOTES:

……

……

……

……

……

DURATION OF SESSION: ..... **SIGNATURE OF TRAINER**: .....

1. PURPOSE

The successful management of work health and safety requires anticipation that, in spite of the best efforts to prevent accidents, some injuries may occur.

Legislation demands that a minimum standard of first aid services be provided.

2. SCOPE

Comprehensive services shall be established and maintained to effectively deal with potential injury or illness.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring that First Aid personnel, equipment and medical treatment are provided in accordance with current Legislation.
- Ensuring the release of workers to attend First Aid training courses.
- Co-ordinating the assessment of First Aid requirements in relation to personnel and equipment.
- Providing information to First Aid Attendants and other relevant personnel on legislative changes relating to First Aid.
- Maintaining a Central Register of trained First Aid personnel.
- Maintaining copies of all completed Injury Report.
- Reviewing Injury Report to ensure all entries are complete.

Supervisory Personnel are responsible for

- Ensuring adequate personnel and facilities are available.
- Monitoring the effectiveness of First Aid services.
- Reviewing all First Aid reports.
- Ensuring completion of the Incident Report Form as per this procedure.

First Aid Attendants are responsible for:

- Providing prompt and appropriate first aid to injured/ill persons including suspected concussion cases.
- Arranging referral to medical services where the needs assessment exceeds the First Aid Attendant's competence.
- Ensuring that First Aid kits in their area of control are fully serviceable and stocked.
- Conducting monthly checks of stock levels and ensuring no unauthorised stock is stored in the kits.
- Recording and completing all details on the Injury Report and notifying the injured worker's Supervisor.

Workers are responsible for:

- Reporting all injuries and/or illnesses to their Supervisor.
- Reporting any suspected concussion injury affecting themselves or other worker/s.

4. PROCEDURE

- An assessment of First Aid requirements shall be undertaken in accordance with current Legislation.
- Whilst dressings, bandages etc. may form part of the general supplies, there shall be designated First Aid kit(s) which comply with current Legislation located in areas readily accessible to workers.
- **Emergency Eye Wash Facilities** are required in work areas where eye injuries may occur associated with particular hazards or potentially hazardous work processes such as:
  - ☐ Chemical liquids or powders are handled in open containers
  - ☐ Spraying or hosing operations are carried out
  - ☐ Welding, cutting or machine operations are conducted
  - ☐ The wearing of eye protection is required
  - ☐ There is any possibility of flying particle/s.
- **First Aid Attendants** are to assess and provide initial First Aid. Should further treatment be required the injured worker is to be referred to either a medical practitioner or the local hospital.
- All workers must immediately report workplace injuries to their Supervisor.
- All workers must immediately report any suspected concussion injury affecting either themselves or another worker/s. The **Manager / Trainer** will arrange for the necessary examinations, assessments and clearances. More concussion information is available on the Racing NSW website here: https://www.racingnsw.com.au/wp-content/uploads/Concussion.pdf
- **The Incident Report Form** (Online) is to be completed by the First Aid Attendant and Manager of the Area where the incident happened or in their absence the senior person on site (either will immediately date or sign in the appropriate place). Completed forms must be forwarded to the Manager / Trainer within 24 hours from the time of injury.
- The **Manager / Trainer** will organise transport (if an ambulance is not required) of the injured worker to the injured worker's nominated Medical Practitioner/Local Hospital and will supply each worker seeking attention from a Medical Practitioner, with a copy of the organisation's Referral for Treatment (Form 014.1).

5. RECORDS

Records associated with this procedure are:

Online Form	Incident Report Form
Form 014.1	Referral for Treatment
State Specific:	Notification requirements for Workplace Incidents.

REFERRAL FOR TREATMENT

Form 014.1

Date

Name of Nominated Treating Doctor
Address

Dear Dr _____,

The bearer of this letter (name)_____ (position) _____
is employed by _____and we would appreciate your assessment / treatment of this worker

_____has in place a comprehensive Return To Work Program for workers and is committed to the prevention of absences from work due to work related injuries or illness. Where this is not possible, we are committed to providing injured workers with suitable duties to enable them to return to work at the earliest opportunity.

We would appreciate your assistance in formulating a **Return To Work Plan** to ensure that the above worker can safely return to work on either their pre-injury duties or on suitable duties if possible.

Should you have any questions regarding availability of suitable duties, please do not hesitate in contacting me contact Telephone: _____

Thank you for your co-operation and support in treating our worker to enable the earliest return to work as possible.

Yours sincerely,

Return to Work Co-ordinator.

1. PURPOSE

To control the risk of people and objects falling from heights and overloading of roof surfaces and structures.

2. SCOPE

This procedure describes the requirements to control the risks associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or another person:

- On a surface through which a person could fall;
- In any other place from which a person could fall and includes, but is not limited to:
  - In or on an elevated workplace from which a person could fall
  - In the vicinity of an opening through a person could fall
  - In the vicinity of an edge over which a person could fall.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Managing risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.
- Ensuring that any work involving the risk of a fall is conducted on ground level, so far as is reasonably practicable.
- Providing safe means of access to and exit from the workplace.
- Minimising the risk of a fall by providing adequate protection including:
  - Providing a fall prevention device if reasonably practicable;
  - Providing a work positioning system if a fall prevention device is not reasonably practicable;
  - Providing a fall arrest system if fall prevention or work positioning systems are not reasonably practicable.
- Establishing emergency procedures, including rescue procedures, in relation to use of a fall arrest system as a control measure.
- Providing relevant workers with suitable and adequate information, training and instruction in relation to the emergency procedures.
- Ensuring all workers (including Contractors) understand the intent of the Work at Height / Fall by Person procedure and it is adhered to at all times.
- Maintaining all records associated with this procedure.

Supervisory Personnel are responsible for:

- Ensuring implementation of the Working at Height procedures in their Area(s) of control.
- Ensuring a risk assessment is conducted prior to any work being undertaken at Heights. Ref: Risk Assessment Checklist.
- Issuing a Work at Height / Fall by Person Permit.
- Ensuring all elements on the Working at Height Permit are completed prior to work commencing.
- Ensuring Work at Height / Fall by Person Permits is only issued on a limited time basis.

All Persons required to Work at Height / Fall by Person are responsible for:

- Obtaining a Work at Height / Fall by Person Permit prior to undertaking any work which is conducted.
- From an unprotected drop from one level to another of more than 2 metres.
- Suspended ceilings.
- Other high structures which have not been designated as workplaces.
- Involving the transfer of additional loads onto roofs or structures i.e. tools, plant /equipment etc.
- In the vicinity of an opening through which a person could fall.
- On a surface through which a person could fall.
- From an elevated platform including scaffolding, ladders and elevating work platforms i.e. Cherry picker, cages, scissor lifts etc.
- Co-operating with the risk assessment.
- Ensuring compliance at all times to the Working at Height Permit.

Workers are responsible for:

- Complying with the Work at Height / Fall by Person Permit.
- Reporting non-compliance with the Work at Height / Fall by Person Permit.

4. PROCEDURE

- Work at Height / Fall by Person Permits shall only be valid for a limited time. The maximum time being one shift. Where work extends over one shift a new Working at Height Permit shall be required.

- The Manager / Trainer, in consultation with persons required to Work at Height / Fall by Persons at different levels, shall complete all sections on the Risk Assessment Checklist (Form 015.1) prior to issuing a Work at Height / Fall by Person Permit. (Form 015.2)

- Work at Height / Fall by Person Permits shall be issued prior to commencing any Work at Height / Fall by Persons, on suspended ceilings or other structures not designated as a workplace.

- Working at Height Permits shall not be filled out in advance (i.e. the shift or day before).

- Prior to issuing a Work at Height / Fall by Person Permit, the Manager / Trainer shall:
  - ☐ Ensure the scope of the work is authorised including any limitations, the agreed precautions and the names(s) of all persons authorised to do the work are recorded on the Work at Height / Fall by Person Permit.
  - ☐ Ensure all persons involved in the work have been trained and assessed as competent in the procedure.
  - ☐ Arrange for the Work at Height / Fall by Person Permit to be authorised by a suitably qualified engineer where the work will involve transfer of additional loads onto a roof structure (i.e. tools, equipment etc.)

- Arrangements shall be established to provide a safe work area for Work at Height / Fall by Persons in the following priority:

- ☐ Where practical, Work at Height / Fall by Persons shall be carried out from a permanent platform which complies with relevant Australian Standard(s).
- ☐ Where the above is not practical, a suitable temporary platform which complies with relevant Australian Standard(s) shall be provided.
- ☐ NOTE: Work must not be carried out on Ladders. .
- ☐ Where work is to be conducted off a platform or other surfaces above the surrounding area, fall protection shall be provided.
- ☐ Where it is not practicable to provide approved guard rails, perimeter scaffolding or netting, the use of lifelines and full body safety harnesses shall be considered.

- Safety Line anchor points shall be specified, taking into account the required mechanical strength suitable attachment methods and potential movement of safety lines in the event of a fall from the work area. All anchor points (temporary or permanent) shall be authorised by a suitably qualified engineer. Certification and maintenance records shall be maintained and reviewed prior to work commencing.

- Where the work will involve transfer of additional loads onto a roof or structure (e.g. tools, equipment etc.) the work shall be reviewed and authorised by a suitably-qualified Engineer, preferably a Chartered Professional Engineer (“CPEng”).

- Arrangements shall be implemented to ensure personnel working in the vicinity of potential plant emission points, including “live” relief valve and process vents shall not be exposed to hazardous substances or conditions.

- Arrangements shall be implemented to prevent the risk of any objects falling from elevated work areas and to protect or prevent people from walking beneath such work areas.

- Any items to be removed from the work area shall be carried or lowered. **Under no circumstances shall any item be thrown or dropped from the work area.**

- Prior to accepting a Work at Height / Fall by Person Permit, the recipient shall read and agree the identified hazards and precautions and shall register acceptance by signing the Work at Height / Fall by Person Permit.

- The Work at Height / Fall by Person Permit shall be kept on the job at all times while work is proceeding and a record (copy) of the Permit shall be retained with the PCBU’s copy.

- Tops of structures on which people are required to work shall be designed to withstand the minimum loads specified in AS 1170 Part 1 unless specifically required otherwise: https://infostore.saiglobal.com/preview/863156030060.pdf?sku=117838_SAIG_AS_AS_246733

- Notices shall be mounted at all likely access points to structures to indicate requirements for a Work at Height / Fall by Person Permit to access the area and the presence of any fragile panels.

- Safety lines, dedicated anchor points, static lines and harnesses shall be inspected prior to use and or at defined intervals. Records shall be maintained.

5. EQUIPMENT MAINTENANCE

- All equipment used to provide temporary access shall be maintained fit for purpose by its owner.

- The owner of temporary access equipment shall specify the scope and frequency of inspection, followed by the appropriate maintenance, all carried out by competent personnel.

6. TRAINING

- All persons shall receive appropriate training to work on particular forms of temporary platforms or access equipment, and shall work in compliance with that training at all times.

- The Manager / Trainer shall ensure that persons required to Work at Height / Fall by Persons and / or different work levels receive appropriate, recorded training. All persons shall work fully in compliance with practices included in that training, but shall immediately report any difficulties in compliance to the Manager / Trainer.

7. RECORDS

Records associated with this procedure include, but are not limited to;

Form 015.1 Work at Height / Fall by Person Risk Assessment Checklist
Form 015.2 Work at Height / Fall by Person Permit
Engineers Reports
Certificates
Training Records
Equipment Maintenance Logs, including PPE.

WORK AT HEIGHT / FALL BY PERSON

RISK ASSESSMENT CHECKLIST

Form 015.1

Due to the diverse nature of Work at Height / Fall by Persons and the variety of work that may be undertaken at heights, the following criteria, whilst no exhaustive should be used as a basis, to assist in identifying risk associated with Work at Height / Fall by Persons and / or different work levels.

Risk Factor	Control Strategy – Please List
■ Estimated working height _____ ■ Work undertaken above _____ ■ Safety of persons at ground level ■ Openings through which person(s) could fall ■ Surface through which person could fall. ■ Likely hazards (chemical, physical energy sources) _____ ■ Distance from Overhead Power Lines _____ ■ Distance from "Live" Relief Valves _____ ■ Distance from Process Vents _____ ■ Distance from Overhead Crane _____ ■ Distance from Other Structures _____ Process vents _____ i.e. T.V. antennas, cables, etc. _____ ■ Working platform pre-operation checks ■ License Personnel _____ competent / license personnel ■ Working off Scaffold Type _____ Toe-boards _____ Rails _____ Competent / licensed personnel _____ ■ Safety Harness, lanyards pre-operation check ■ Equipment Type _____ Training provided _____ Lanyard type and ratio _____ ■ Vertical lifelines _____ ■ Anchor points for harness(s) _____	
■ PPE Please List: _____ _____ i.e. Footwear, Clothing, Head/Eye Protection, etc.	
■ Ultra Violet Radiation	
■ Ladders for access only Type _____ Height _____	

Risk Factor	Control Strategy Please List
■ Equipment to be used at heights (Please specify each type and estimated weight). _____ _____ _____	
■ Loads to be used on work area ■ Rescue Procedures ■ Special Conditions Please Specify _____ _____	
DO NOT WORK IN WINDY OR WET CONDITIONS	

List all names and signatures of persons involved in Risk Assessment.

Name:	Signature	Date:
_____	_____	_____
_____	_____	_____

WORK AT HEIGHT / FALL BY PERSON
PERMIT
Form 015.2

BEFORE INITIATING THIS PERMIT

Can the job be avoided? ☐ Yes ☐ No

Has the Risk Assessment Checklist been completed? ☐ Yes ☐ No

Name of Issuing Person: _____

Name(s) of Person(s) Conducting Work: _____

Permit valid from: Date: _____ Time: _____till _____

Location where work is to be undertaken: _____

Additional Permits Required:

Hot Work	☐ Yes ☐ No	Issued ☐ Yes ☐ No
Confined Space	☐ Yes ☐ No	Issued ☐ Yes ☐ No
Plant & Structure Isolation	☐ Yes ☐ No	Issued ☐ Yes ☐ No
Engineers Report Required:	☐ Yes ☐ No	Issued ☐ Yes ☐ No

Brief Description of Work:

_____

_____

Equipment Required Including PPE: _____

_____

_____

Competency / Licenses
Please Specify _____

Permit(s) Displayed ☐ Yes ☐ No

Work Commenced: Date _____ Time: _____

Work Ceased: Date _____ Time: _____

Signature: Issuing Person Signature of Person(s) Conducting Work

1. PURPOSE

Work Health and Safety is concerned with protecting people from workplace hazards. Having identified what these hazards might be, the next step is to consider how people at the workplace can be protected from them. Four commonly used methods of controlling workplace hazards are:

- Engineering
- Administrative
- Work Practices
- Personal Protective Equipment (PPE)

Engineering, Administrative and/or Work Practice controls should be thoroughly evaluated and considered before resorting to Personal Protective Equipment. Given that PPE should be the last line of defence, it is imperative that it is selected and used in accordance with established standards.

2. SCOPE

This procedure applies to the control of identified workplace hazards involving all personnel/workers, as well as non-employees (i.e. Contractors, Visitors etc.).
It deals with the selection, use and issue of Personal Protective Equipment (PPE) as well as subsequent training and supervision of personnel in regard to use and maintenance of PPE.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for;

- Ensuring adequate financial resources are available to implement of this system.
- Ensuring implementation of this system.
- Monitoring purchasing controls to ensure PPE comply with relevant Australian Standards.

Supervisory Personnel are responsible for:

- Ensuring that hazard assessments and suitable hazard control measures have been implemented prior to reliance on PPE.
- Ensuring workers are consulted in the selection of personal protective equipment and that the equipment complies with the relevant Australian Standards.
- Ensuring all purchases of PPE comply with the relevant Australian Standard.
- Ensuring that PPE requirements are written into Safe Work Method Statements.
- Ensuring that stocks of PPE are readily available.
- Issuing approved PPE to workers and recording issues and replacements (Form 016.1).
- Ensuring that mandatory signs are provided and displayed so they are readily identifiable.
- Providing workers with information on the correct use, storage and maintenance of PPE.
- Monitoring compliance with the use of PPE and take corrective action for non-compliance.

Workers are responsible for:

- Co-operating with management's requirements for PPE.
- Participating in the selection of PPE.

- Complying with Safe Work Method Statements.
- Ensuring they maintain use and store PPE according to training requirements.
- Reporting to their immediate Supervisor any damage, defect or cleaning requirement for PPE.

4. PROCEDURE

- The need for PPE shall be assessed for each task. Personal Protective Equipment shall be provided and used wherever there is an actual or potential risk exposure to a hazard/s.
- PPE shall only be considered as an option in the following circumstances:
  - ☐ A hazard has only recently been identified.
  - ☐ The task is carried out infrequently and does not justify rectification.
  - ☐ All reasonably practical solutions for elimination, substitution or control of the hazards have been exhausted.
- Where it has been assessed that PPE is required, the use of such equipment will be regarded as a basic pre-requisite for performing the task.
- Appropriate cleaning / decontamination equipment and/or cleaning stations shall be provided for re-usable PPE.
- All purchases of PPE are to comply with the relevant Australian Standards.
- Worker representatives and the workers required to use the specified PPE shall be consulted during the selection process.
- Personal issue of all PPE shall be provided with the exception of self-contained breathing apparatus, harnesses, and lifelines.
- Replacement of PPE shall be on a ”new for worn/damaged basis” or according to any local agreement.
- Areas and tasks where the wearing of PPE is mandatory must be clearly identified using appropriate signage according to AS 1319 – 1994 Safety Signs for the Occupational Environment: https://infostore.saiglobal.com/preview/825391963983.pdf?sku=99237_SAIG_AS_AS_270559
- All workers are to receive education and training in the use of storage and maintenance of required PPE.

5. RECORDS

Records associated with this procedure are:

Form 016.1 Issue of PPE
Purchase Orders
Supplier Lists
Supplier Brochures
Individual Training Records
Relevant Australian Standards

ISSUE OF PPE

Form 016.1

Name: _____

I acknowledge receipt of the following articles:

Date	Quantity	Description	Size

I understand that I am required to wear all protective clothing equipment issued to me and follow PPE Policy.

Signed _____ **Date** _____

1. PURPOSE

The noise management program is designed to effectively reduce exposure to excessive noise in order to protect workers from noise induced hearing loss. The noise control strategies will be directed at:

- The noise source
- The paths of transmission
- The receiver.

2. SCOPE

This procedure covers existing noise sources, noise emissions introduced through new and/or modified plant and equipment or when repairs are carried out which could increase the noise generated.

3. DEFINITIONS

Exposure Standard for Noise The eight-hour equivalent continuous A-weighted sound pressure level in decibels (dB(A)) referenced to 20 micropascals and the the C-Weighted peak sound pressure level in decibels (dB(C)) referenced to 20 micropascals, as defined in WHS Regulation 2025, Chapter 4 Part 4.1 Clause 56: https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sec.56

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Managing risks to health and safety relating to hearing loss associated with noise.
- Ensuring that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise.
- Ensuring appropriate noise control strategies are implemented.
- Co-ordinating an initial noise survey as well as ongoing monitoring and assessment.
- Ensuring testing criteria is in accordance with AS/NZS 1269 Occupational Noise Management: https://infostore.saiglobal.com/preview/826568749078.pdf?sku=117823_SAIG_AS_AS_246693
- Provision of audiometric testing for any worker who is frequently required to use Personal Protective Equipment to protect from the risk of hearing loss associated with noise that exceeds the exposure standard for noise, in accordance with the prescribed frequency of testing.
- Reviewing the noise survey results and recommendations.
- Ensuring that noise criterion is included in contract specifications for the supply of plant and equipment.
- Maintaining all records relating to noise surveys and noise monitoring programs.

Supervisory Personnel are responsible for:

- Ensuring that a screening audiogram is included in the Pre-placement Health Assessment for prospective workers who have previously been exposed to noise and/or whose proposed employment may subject them to a noisy environment.
- Ensuring that hearing protector selection complies with AS/NZS 1270 Acoustic Hearing Protectors: https://infostore.saiglobal.com/preview/826618537646.pdf?sku=117820_SAIG_AS_AS_246682
- Ensuring the supply and use of hearing protectors for non-workers as required.
- Ensuring use of hearing protectors are written into Safe Work Method Statements as required.
- Ensuring workers receive training in the correct use, maintenance and storage of hearing protectors.
- Monitoring compliance with hearing protector use.

Workers are responsible for:

- Complying at all times with the wearing of hearing protectors when present in designated areas or when using designated equipment/tools.
- The maintenance, use and storage of hearing protectors in accordance with procedures.
- Complying with Audiometric Testing requirements.

5. PROCEDURE

- An initial noise survey shall be undertaken to identify noise sources.
- Where noise levels exceed the exposure standard for noise, specialist services will be sought. Ref: Doc. 028 Specialist Resources.
- Noise criterion is to be incorporated in the purchase of new plant and equipment. The noise criterion shall be specified in a manner which allows some basic choice between items of plant and equipment which complies with the criterion but excludes those not complying.
- As part of the commissioning of new or modified equipment, noise emissions shall be measured and assessed.
- Noise measurement and assessment shall be conducted in all areas every five years as well as when new plant / structures modifications or repairs are undertaken which could increase the noise generated.
- Areas identified as generating excessive noise, i.e. >exposure standard for noise, shall be targeted for noise reduction strategies.
- The first option for reducing the noise level shall be via engineering controls, such as:
  - ☐ Maintenance of equipment.
  - ☐ Isolation of noise source.
  - ☐ Isolation of the operator.
  - ☐ Substitution of machines.
  - ☐ Substitutions of process.
- In the short term, where engineering controls are not practical, protection of employees hearing shall be via the use of hearing protectors.
- Areas where noise levels exceed the exposure standard for noise shall be designated by mandatory signs as areas where hearing protection must be worn by all persons entering the area. This shall include all workers and non-workers.
- Ancillary tools and equipment including vehicles which generate noise levels >the exposure standard for noise are to be designated by signs and their operation requires the wearing of personal hearing protectors.

- Hearing protectors – muffs/plugs shall be selected in line with compatibility to job requirements.
- All hearing protectors shall comply with AS / NZS 1270 – Acoustic Hearing Protectors: https://infostore.saiglobal.com/preview/826618537646.pdf?sku=117820_SAIG_AS_AS_246682
- Hearing protectors provided shall be suitable to the level of noise exposure, but they must reduce the noise level reaching the worker to below the exposure standard for noise. Hearing protectors should not "over-protect" the worker, i.e. noise reduction below 75dB(A), as this may increase the worker's sense of isolation and/or preclude the hearing of warning signals, etc.
- Where the noise level is too high to permit direct voice communication, special hearing protectors fitted with communication devices shall be provided.
- All workers shall be issued with their own hearing protectors.
- The chosen hearing protectors shall be trailed by workers whilst in the designated areas and/or whilst using the designated tools/equipment to enable the preferred protection to be selected under normal working conditions.
- All persons required to use hearing protectors shall receive training on the correct use, storage and maintenance of the protectors.
- All hearing protectors shall be maintained in accordance with the manufacturer's specifications. Where the worker is required to undertake this maintenance, their Supervisor shall carry out random checks to ensure standards are met.
- When not in use, hearing protectors shall be securely stored in the worker's locker or other designated storage area.
- Test equipment shall comply with relevant Australian Standards.
- All workers working within the designated areas and those required to use the designated tools/equipment shall be given a screening audiogram within 3 months of commencing employment, plus at least every 2 year period thereafter.
- A prospective worker found to have a noise induced hearing loss following screening audiometry may be required to undergo further testing which is to be carried out by a specialist such as an Audiologist or an Ear, Nose and Throat Physician. A copy of the specialist report is to be placed on the prospective worker's personnel file. Should such further testing indicate any level of noise induced hearing loss, consideration should be given to requesting the prospective worker to lodge a claim with their previous employer prior to commencing employment with the organisation to minimise the Company's liability for hearing loss.
- Records of screening audiometry shall be maintained on the worker's personnel file.
- Results of noise surveys will be held on a central file maintained by the Manager / Trainer.
- Results of any noise surveys and screening audiometry must be held on file for at least 30 years.

6. RECORDS

Records associated with this procedure are:

Purchase Orders
Supplier Lists
Noise Surveys
Screening Audiometry

1. PURPOSE

To protect the health and safety of all persons required to undertake work in a confined space, all necessary steps shall be taken to identify, assess, control and monitor risks associated with all confined space entry tasks.

2. SCOPE

This procedure shall be complied-with by all persons required to enter a Confined Space including Contract personnel.

3. DEFINITIONS

Confined Space

As per WHS Regulation 2025 Chapter 1 Part 1.1, means an enclosed or partially enclosed space that:

a) is not designated or intended to be, occupied by a person and
b) is or is designed or intended to be, at normal atmospheric pressure while any person is in the space and
c) is or is likely to be a risk to health and safety from:
   i) an atmosphere that does not have a safe oxygen level or
   ii) contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion,
   iii) harmful concentrations of any airborne contaminants or
   iv) engulfment,

but does not include a mine shalt or the workings of a mine.

https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.1-pt.1.1

As per AS 2865 – 2009 Confined Spaces:

https://infostore.saiglobal.com/preview/826318671522.pdf?sku=123622_SAIG_AS_AS_274657

Atmospheric Monitoring

The continuous measurement of oxygen concentration or airborne contaminants over an uninterrupted period of time.

Atmospheric Testing

The measurement of oxygen concentration or airborne contaminants that is not continuous.

Competent Person

A person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to perform correctly a specified task.

Contaminant

Any dust, fume, mist, vapour, biological matter, gas or other substance in liquid or solid form, the presence of which may be harmful to health and safety.

Entry To a Confined Space

When a person's head or upper body is within the boundary of the confined space.

Explosive Limit:

Lower Explosive Limit (LEL)

The concentration of a flammable contaminant in air below which the propagation of a flame does not occur on contract with an ignition source.

Upper Explosive Limit (UEL)

The concentration of a flammable contaminant in air above which the propagation of a flame does not occur on contact with an ignition source.

Exposure Standard

An airborne concentration of a particular substance in the person's breathing zone, exposure to which, according to current knowledge, should not cause adverse health effects nor cause undue discomfort to nearly all persons. The exposure standard can be of three forms: time weighted average (TWA), short term exposure limit (STEL) or peak exposure limit.

The following terms are used in calculating levels of atmospheric contaminants:

(a) Time-Weighted Average (TWA).

The average airborne concentration of a particular substance when calculated over a normal eight hour workday, for a five day working week.

(b) Short Term Exposure Limit (STEL).

A 15 minute TWA exposure which should not be exceeded at any time during a workday even if the eight hour TWA average is within the TWA exposure standard. Exposure at the STEL should not be longer than 15 minutes and should not be repeated more than four times a day. There should be at least 60 minutes between successive exposures at the STEL.

(c) Peak.

A maximum or peak airborne concentration of a particular substance determined over the shortest analytically practicable period of time, which does not exceed 15 minutes.

NOTE: For further information refer to the Safe Work Australia Hazardous Chemical Information System (HCIS): http://hcis.safeworkaustralia.gov.au/

Flammable Range

The range of flammable contaminant (percentage by volume) in air at which an explosion can occur upon ignition. Expressed by lower explosive limit (LEL) and upper explosive limit (UEL).

Hot Work

Welding, thermal or oxygen cutting, heating, including fire producing or spark producing operations that may increase the risk of fire or explosions.

Impairment

The condition of being unable to safely conduct a task as a consequence of physical or mental unfitness.

Regulatory Authority
A Minister of the Crown, a government department, commission or other authority having power to issue regulations, orders or other instructions having the force of law in respect of any subject covered by this Standard.

Safe Oxygen Range
A concentration of oxygen content in the atmosphere having a minimum of 19.5% by volume and a maximum of 23.5% by volume under normal atmospheric pressure (equivalent to a partial pressure of oxygen (pO_2) of 19.8 kPa (148mm Hg).

At pressure significantly higher or lower than the normal atmospheric pressure, expert guidance should be sought.

Stand By Person
(Emergency Response Initiator)
A competent person assigned to remain on the outside of, and in close proximity to, the confined space and capable of being in continuous communication with and, if practical, to observe those inside. In addition, where necessary, the Competent person may operate and monitor equipment used for the safety of personnel in the confined space and initiate emergency response.

Self-Contained Breathing Apparatus (SCBA)
A portable respirator that supplies oxygen, air and other respirable gas from a source carried by the user.

Supplied Air Respirator
A device that supplies air to the wearer from a source other than ambient atmosphere.

Written Authority
A Document which permits entry to or work in a confined space.

NOTE:
The Written Authority is sometimes known by other names, for example as an entry permit, an access authority or a permit to work.

4. RESPONSIBLITIES

The **Manager / Trainer** is responsible for:

- Ensuring, so far as is reasonably practicable, that a worker does not enter a confined space before the following requirements are satisfied:
  - ☐ risks to health and safety associated with entering, working in, or in the vicinity of a confined space are managed through completion of a risk assessment to be recorded in writing;
  - ☐ risk assessment process to be appropriately review (by a competent person) and as necessary revised to reflect any review and revisions of control measures.
- Ensuring that no worker is directed to enter a confined space to carry out work unless a confined space entry permit for the work has been issued which:

- ☐ Has been issued by a competent person, in writing, and specifies:
  - The confined space to which the permit relates;
  - The names of the persons permitted to enter the space;
  - The period of time during which the work in the space will be carried out;
  - Measures to control risk associated with the proposed work in the space.
- ☐ Contains space for acknowledgement that work in the confined space has been completed and that all persons have left the confined space.

- Ensuring that a site survey is carried out to identify all confined spaces.
- Ensuring that appropriate signage is erected which:
  - ☐ Identifies the confined space;
  - ☐ Informs workers that they must not enter unless they have a confined space entry permit;
  - ☐ Is clear and prominently located next to each entry to the space.
- Ensuring purging or ventilation of any contaminant in the atmosphere of the space is carried out.
- Ensuring the atmosphere of the space has a safe oxygen level.
- Ensuring the concentration of any flammable gas, vapour or mist in the space is < 5% of its LEL.
- Ensuring an ignition source is not introduced into the confined space.
- Establishing first aid and rescue procedures in the event of an emergency in the confined space.
- Ensuring first aid and rescue procedures are initiated from outside the confined space as soon as practicable in the event of an emergency.
- Ensuring entry and exit openings are not obstructed and are large enough to allow emergency access.
- Ensuring air supplied respiratory equipment is available for use and is provided to the worker in an emergency.
- Allocation of human and financial resources to ensure compliance with Confined Space Entry requirements.
- Ensuring procedures are developed and complied with for all Confined Space Work.
- Ensuring information, training and instruction is provided to relevant workers
- Ensuring the following record keeping requirements are satisfied:
  - ☐ A record of all training provided to a worker is kept for 2 years;
  - ☐ Confined space entry permit is kept until at least the work is completed;
  - ☐ Risk assessment is kept until at least 28 days after the work is completed.
  - ☐ If a notifiable incident occurs, the assessment or permit must be kept for at least 2 years after the incident.

The **Supervisory Personnel** are responsible for:

- Maintaining a Confined Space Register and all Confined Space Entry Permits.
- Ensuring contract personnel engaged to carry out Confined Space Work are competent, have developed procedures and use an entry permit at least equal to that of the organisation.
- Ensuring a risk assessment has been completed prior to commencement of work in a confined space.
- Issuing Confined Space Entry Permits along with other relevant Work Permits ie. Hot Work Permit.

- Ensuring compliance at all times with Confined Space Entry Permits, Work at Height / Fall by Person, Plant and Equipment Isolation.
- Monitoring conformance and amending procedures as required.

Competent Persons including contract personnel are responsible for:

- Complying at all times with the Confined Space Entry and other related procedures ie. Hot Work etc.
- Immediately notifying their manager / the organisation / contract personnel of any situation they believe poses a threat to the health and safety of persons involved in Confined Space Work.

Workers are responsible for:

- Co-operating with management in the development of appropriate procedures.
- Comply at all times with the requirements of the developed procedure.

5. PROCEDURE

- In order to identify Confined Spaces and the hazards associated with working in a confined space an audit shall be undertaken throughout the site.
- Information collected via the audit shall be recorded on the Confined Space Register.
- The Confined Space Register shall be accessible to all persons onsite.
- Following the audit, a Risk Assessment shall be undertaken for all identified Confined Spaces.
- Each Confined Space shall be sign posted and secured against unauthorised entry.
- Due to the risks associated with work in a confined space where possible work shall be undertaken outside the Confined Space. Where this is not possible the Confined Space Entry Procedure SHALL be complied with at all times.
- **Trained and competent personnel only** are permitted to carry out work in a confined space.
- **Documentation must be completed before any Confined Space Work is carried out.**
- Documented Confined Space Entry Permits shall be developed for each identified Confined Space.
- Written approval from a **Competent Person** shall be obtained prior to any proposed work being undertaken in a Confined Space.
- Under **NO CIRCUMSTANCES** is any person, be they a **worker** or **contractor (worker),** permitted to enter a Confined Space prior to all aspects of the Confined Space Entry Procedure being completed.
- To minimise the risks associated with Confined Space work, all new and modified “Confined Spaces”, shall be assessed for potential risks at the conceptual and design stages as well as prior to commissioning. The risk reduction strategies are to be assessed in accordance with:
  - ☐ Legislation
  - ☐ Codes of Practice
  - ☐ Australia Standard(s)
  - ☐ Industry Standard(s).

6. RISK ASSESSMENT

Work involving entry into a Confined Space shall be planned. A risk assessment of the likely hazards shall be made prior to commencement of work. The assessment shall include:

- Processes of Identification
- Hazard Identification
- Risk Control

Precautions shall be taken to avoid exposure to harmful substances and / or oxygen deficient atmospheres.

Planning shall also include procedures for emergency situations.

7. TRAINING

Only persons with appropriate training shall be employed to work in a Confined Space. Training of selected persons to carry out confined space work shall include, but not be limited to:

- Hazard identification, risk assessment and control of confined space activities
- Emergency entry and procedures
- Use of respiratory protective equipment
- First Aid, including Cardio-Pulmonary Resuscitation (CPR).
- Lock Out / Isolation Procedures
- Use of safety equipment
- Rescue Drills
- Fire Protection
- Communications
- Aspects essential for maintaining the safety of the breathing environment.
- Legislative Requirements and relevant National & International Standards.

8. AUTHORITY TO ENTER A CONFINED SPACE

Overall authority to enter a confined space shall be the Manager / Trainer. The authority extends to those in control of workers and for persons in control of contractors undertaking the task.

9. RECORDS

Records associated with this procedure include but are not limited to:

Form 018.1	Confined Space Register
Form 018.1	Risk Assessment
Form 018.3	Confined Space Entry Permit
	Training Records / Certificates for Competent Person(s)

CONFINED SPACE REGISTER

Form 018.1

Location of Confined Space	Potential Hazard (e.g. Physical, Chemical, Electrical, etc.)	Reason for Entry to Confined Space	Design Changes Available to Eliminate Entry ☐ Yes ☐ No

RISK ASSESSMENT
Form 018.2

Due to the diverse nature of Confined Spaces and the variety of work that may be undertaken in a confined space, the following criteria, whilst not exhaustive, should be used as a basis to assist in identifying the risks associated with Confined Space work.

Risk Factor	**Control Strategy - Please List**
■ The soundness and security of the overall structure and need for illumination and visibility.	
■ Identify nature of substances last contained in the Confined Space	
■ Likely hazards (i.e. chemical, physical, energy sources)	
■ Documented instruction in work procedures, the use of protective equipment and the use of mechanical equipment.	
■ Likely changes to the condition of the Confined Space due to work to be undertaken.	
■ Signposting and barricading at the entry point to the Confined Space	
■ Requirements for rescue established and arrangements made taking into account: ☐ Obstacles within the Confined Space ☐ The number of person(s) to be working in the Confined Space at any one time ☐ The number of stand-by persons required outside the Confined Space to maintain equipment being used, ensure adequate observation and communication to initiate rescue procedures. **NOTE** A minimum of three people shall remain at the opening whilst a person is working in the confined space. At least two of these stand-by persons shall be qualified first aid personnel, with the third person being the Competent Person. One stand-by person must remain in continuous observation of the person in the confined space. In the event that rescue of the person from the confined space is required, the Competent Person is to immediately phone for an ambulance. Simultaneously rescue along with resuscitation if required shall be undertaken by the two stand-by persons.	
■ Pipeline vessels are labelled in accordance with AS 1319 – 1994: https://www.saiglobal.com/PDFTemp/Previews/OSH/as/as1000/1300/1319.pdf	
■ All power, material supply and services to the Confined Spaces identified	
■ Isolation procedures for all energy sources developed	

■ Cleaning method(s)	
■ Rescue equipment complies with AS 2626 – 1983: https://www.saiglobal.com/PDFTemp/Previews/OSH/As/as2000/2600/2626.pdf	
■ General duration of work in Confined Space (maximum single working period for anyone thirty (30) minutes) **NOTE: STEL – 15 minute TWA MUST BE ASSESSED AND COMPLIED WITH.**	
■ Duration of work break from Confined Space (minimum break twenty (20) minutes)	
■ Method for bringing Confined Space to atmospheric pressure	
■ Personnel ☐ Level of Fitness ☐ Level of Training	
Additional Protective Measures ■ Prohibition of hot work adjacent to access ■ Prohibition of smoking, use of mobile phone and naked flame within Confined Space or adjacent area. ■ Avoidance of contamination of breathing atmosphere from operations of sources outside Confined Space (i.e. exhaust from internal combustion engine etc.). ■ Prohibition of movement of equipment in adjacent access. ■ Prohibition of spark generating equipment mobile phone clothing and footwear.	
■ Confined Space Entry Permit developed.	

CONFINED SPACE ENTRY PERMIT

Form 018.3

GENERAL

Location of work:	**Date:**
Description of work:	
All sections of this Permit must be completed and authorised before work is to proceed and only work listed is to be undertaken.	

CONTROL MEASURES

Isolation			**Personal Protective Equipment**
Space needs to be isolated from:			The following safety equipment shall be worn:
	Location/Method		Type
Battery Units			
Water/gas/steam/chemicals			Respiratory protection
Mechanical/electrical drives			Harness/lifelines
Auto fire extinguishing systems			Eye protection
Hydraulic/electric/gas/power			Hand protection
Sludge/deposits/wastes			Footwear
Locks and/or tags have been affixed to isolation points	Yes / No		Protective clothing
Atmosphere			Hearing protection
The atmosphere in the confined space has been tested:			Safety helmet
Results of test:			Personal Atmospheric monitors equipment
Oxygen			Communications equipment
Flammable Gases	% LEL		Type / Fully Charged
			Other
Other gases:			**Other Precautions**
ppm	(less than …..ppm)		Warning notices/barricades Yes/ No
ppm	(less than …..ppm)		Smoking forbidden Yes/ No
Other atmospheric / airborne contaminants:			All persons have been trained Yes/ No
			Ventilation requirements:
Including any chemical agents.			Intrinsically safe equipment
			Other Requirements (Please List)
The conditions for entry are as marked below:			
1. With supplied air breathing apparatus	Yes / No		
2. Without respiratory protection	Yes / No		**Emergency Response Procedures / Equipment**
3. With escape unit	Yes / No		Available / In place
Hot Work Permit Completed	**Yes / No**		
Area clear of all combustibles including Flammable airborne contaminant	Yes / No		**Stand-by Personnel**
Type of appropriate fire prevention equipment Available			Stand-by personnel / requirements
Suitable access and exit	Yes / No		
Hot work is permitted	Yes / No		

AUTHORITY TO ENTER

The control measures and precautions appropriate for the safe entry and execution of the work in the confined space have been implemented and the persons required to work in the confined space have been advised of and understand the requirements of this written authority.

Signed: (Person in direct control) Date: ..... Time: .....

Name: This written authority is valid until: Date: Time:

PERSON REQUIRED TO ENTER CONFINED SPACE

I have been advised of and understand the control measures and precautions to be observed with the entry and work in the confined space.

ENTRY			EXIT		
Name	**Date**	**Time**	**Name**	**Date**	**Time**

WITHDRAWAL OF WRITTEN AUTHORITY

All persons and equipment accounted for Yes / No

Equipment checked and restored correctly Yes / No

Signed: ..... (Person in direct control) Date: ..... Time: .....

Name: .....

Remarks or comments about the work:.....

.....

.....

.....

1. PURPOSE

Injuries associated with manual tasks in the workplace account for a significant proportion of workers' compensation claims experience. Due to the number and severity of these claims their control is of significant importance. Modern approaches have been to develop Codes of Practice which, through Legislation are aimed at identifying, assessing and controlling risks associated with manual tasks. It is the intention of the Organisation to implement strategies based on this concept.

2. SCOPE

Manual tasks means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move or hold or restrain any animate or inanimate object. These activities may stress or strain the body when the force required exceeds the capacity of a person or the activity is improperly undertaken. The risks from manual tasks shall be assessed and reduced at the workplace.

3. DEFINITION

Musculoskeletal Disorder:
Means an injury to or disease of the musculoskeletal system, whether occurring suddenly or over time but does not include an injury caused by crushing, entrapment or cutting resulting principally from the mechanised operation of plant.

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Managing risks to health and safety relating to musculoskeletal disorder associated with a hazardous manual task.
- Implementing the necessary control measures.
- Promoting and supporting the implementation of the Manual Task Program.
- Ensuring that adequate resources are made available on a priority basis to address the risks associated with manual handling tasks.
- Ensuring completion of the Manual Task Survey (019.1).
- Ensuring manual risks/injuries identified through accident/incident reporting, workplace inspections and hazard reports are subject to assessment and control using the Manual Tasks Hazard Risk Assessment and Control Worksheet (Form 019.2).
- Ensuring that manual handling tasks issues are considered at the conceptual, design and commissioning stages for new/modified plant and processes.
- Reviewing all Manual Tasks Risk Assessment and Control Worksheets to ensure they are complete.
- Maintaining a master file of all completed Worksheets.
- Maintaining a Register of all Manual Tasks Risk Assessment (Form 019.3).

Supervisory Personnel are responsible for:

- Completing a Manual Tasks Hazard Identification Risk Assessment and Control Worksheet (Form 019.2) for all identified tasks handling risks in consultation with workers.
- Ensuring a copy of completed Manual Handling Hazard Identification Risk Assessment and Control Worksheet and Manual tasks Register is forwarded to the Manager / Trainer in addition to maintaining a master file for their area of control.
- Ensuring implementation of appropriate control strategies.

- Ensuring workers receive training in the use of mechanical devices, personal protective equipment and standard work procedures.
- Monitoring the implementation of manual tasks risk control strategies.

Workers are responsible for:

- Reporting immediately to their direct Supervisor any manual tasks hazards or injuries sustained by them.
- Co-operating with their Supervisor in providing positive input into the Hazard Identification Risk Assessment and Control Worksheets.
- Complying with established work practices to minimise manual handling injuries.
- Not using any mechanical devices unless they have been trained.

5. PROCEDURE

- In order to minimise the risk of manual handling injuries, musculoskeletal disorders consideration shall be given to ensuring all workable steps have been taken so that:
  - ☐ Plant, equipment and containers used in the workplace are designed, constructed and maintained to be as safe as possible when manually handled.
  - ☐ Work practices undertaken are designed to eliminate or reduce the need for manual handling activities.
  - ☐ The work environment is designed as far as possible to be conducive with good manual tasks practices.
- In order to identify hazardous manual tasks risks the following methods shall be used:
  - ☐ Analysis of injury statistics.
  - ☐ Consultation with employees. Ref: Manual Task Survey (Form 019.1).
  - ☐ Direct observation or inspection of equipment, tasks and work areas.
- Manual tasks identified as posing a current or potential risk of injury shall be assessed and controlled utilising the Manual Tasks Identification, Risk Assessment and Control Worksheet (Form 019.2).
- Risk control strategies shall be developed on a priority rating which shall consist of:
  - ☐ Redesign to eliminate or control the risk factors
    or
  - ☐ Provide workers with appropriate training including safe manual handling techniques.
  - ☐ Where redesign is not workable, as a short term/temporary measure provide mechanical devices and/or personal protective equipment and/or arrange for team lifting in order to reduce the risk

6. RECORDS

Records associated with this procedure are:

Purchase Orders
Form 019.1 Manual Tasks Survey
Form 019.2 Manual Tasks Risk Assessment and Control Worksheet.
Form 019.3 Manual Tasks Register

MANUAL TASKS SURVEY

Form 019.1

Department:	
Task:	
Completed By / Position:	
Completed By / Position:	
Completed By / Position:	
Date:	

	YES	NO
Does the manual task involve repetitive or sustained application of force?	☐	☐
Does the manual task involve repetitive or sustained awkward posture?	☐	☐
Does the manual task involve repetitive or sustained movement?	☐	☐
Does the manual task involve application of high force?	☐	☐
Does the manual task involve exposure to sustained vibration?	☐	☐
Does the manual task involve the handling of a person or an animal?	☐	☐
Does the manual task involve the handling of unstable or unbalance loads, or loads which are difficult to grasp or hold?	☐	☐

If you answered 'Yes' to any of the questions above, the task is deemed as a hazardous manual task. Complete the Manual Task Risk Assessment.

If you answered 'No' to all of the questions above, document this survey on your Manual Task Risk Register and review when required as per the Manual Task Procedure.

NOTE:

Repetitive means an action performed more than twice a minute

Sustained means an action done for more than 30 seconds at a time.

MANUAL TASKS RISK ASSESSMENT

Form 019.2

To be completed in consultation with Workers

This check sheet is provided as a guide only to assist in assessing and controlling risks associated with Manual Tasks.

Date of Assessment:	
Assess by:	
HS Representative:	
Workers:	
Other:	

Task Description and Location:

Reason For Assessment:

☐ Existing Task ☐ New Task

☐ Change in Task Object or Tool ☐ New Information

☐ Report of Musculoskeletal Disorder (MSD) ☐ Change in Workplace / Environment

Other (Please Provide Details):

Does the task involve Repetitive or Sustained Postures, Movements or Forces? *Tick YES if the task requires any of the following actions to be done more than twice a minute or for more than 30 seconds at a time.*

POSTURES AND MOVEMENTS	Yes	Comments / Details
Bending the back forwards or sideways more than 20 degrees	☐	
Twisting the back more than 20 degrees	☐	
Visible Backward bending	☐	
Bending the head forwards or sideways more than 20 degrees	☐	
Twisting the neck more than 20 degrees	☐	
Visible Bending of the head backwards	☐	
Working with one or both hands above shoulder height	☐	
Reaching forwards or sideways more than 30cm from the body	☐	
Reaching behind the body	☐	
Squatting, kneeling, crawling, lying, semi-lying or jumping	☐	
Standing with most of the body's weight on one leg	☐	
Twisting, turning, grabbing, picking or wringing actions with the fingers, hands or arms.	☐	
Working with the fingers close together or wide apart	☐	
Very fast movements	☐	
Excessive bending of the wrist	☐	
FORCES		
Lifting, lowering or carrying	☐	
Carrying with one hand or one side of the body	☐	
Exerting force with one hand or one side of the body	☐	
Using a finger grip, pinch or grip or an open handed grip to handle load	☐	

Pushing, pulling or dragging	☐	
Gripping with the fingers pinched together or held wide apart	☐	
Using a finger grip, pinch grip or an open handed grip to handle a load	☐	
Exerting force while in an awkward pose	☐	
Holding, supporting or restraining any object, person, animal or tool	☐	

Does the task involve Long Durations? *Tick YES if the task is done for more than 2 hours over a whole shift or continually for more than 30 minutes at a time.*

Yes	Comments
☐	

Does the task involve <u>High Force</u>*?

Tick YES if the task involves any of the following high force actions.

** e.g. High Force – Forceful muscular exertion applied or responded to by a person which places high stress on the muscles, tendons, joints ligaments and / or a vertebral disc(s).*

	Yes	Comments / Details
Lifting, lowering or carrying heavy loads	☐	
Applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling	☐	
Applying sudden or unexpected forces (e.g. when handling a person or animal)	☐	
Pushing or pulling objects that are hard to move or to stop (e.g. a trolley)	☐	
Using a finger-grip, a pinch-grip or an open handed grip to handle a heavy or large load	☐	
Exerting force at the limit of a grip span	☐	
Needing to use two hands to operate a tool designed for one hand	☐	

Throwing or catching	☐	
Holding, supporting or restraining a person, animal or heavy object	☐	
Exerting force with the non-preferred hand	☐	
Two or more people need to be assigned to handle a heavy or bulky load.	☐	
Jumping while holding a load	☐	
Hitting or kicking	☐	
Exerting high force while in an awkward posture	☐	

Tick YES if your Workers report any of the following about the task.

	Yes	Comments / Details
The task can only be done for short periods	☐	
Pain or significant discomfort during or after the task	☐	
Stronger Workers are assigned to do the task	☐	
Workers think the task should be done by more than one person, or seek help to do the task	☐	
Workers say the task is physically very strenuous or difficult to do	☐	

Is there a risk?

	Yes	Comments / Details
Does the task involve repetitive or sustained postures, movements or forces and long duration? (Did you tick YES in Step 1a **and** Step 1b?) **If YES, the task is a risk. Risk control is required.**	☐	

Does the task involve high force?
(Did you tick YES in Step 2?) ☐
If YES, the task is a risk. Risk control is required.

Are Environmental Factors increasing the risk? *Tick YES if any of the following environmental factors are present in the task.*

	Yes	Comments / Details
Vibration (hand-arm or whole-body)	☐	
High temperatures (e.g. Working outside, work processes that generate heat	☐	
Radiant heat	☐	
High humidity	☐	
Workers are working in hot conditions and are not used to it.	☐	
Wearing protective clothing while working in hot conditions	☐	
Windy Conditions with hot or cold weather	☐	
Low temperatures	☐	
Wearing thick clothing while working in cold conditions (e.g. gloves)	☐	
Handling very cold or frozen objects	☐	
Any previous injuries or incidents?	☐	

WORK ORGANISATION AND WORK PRACTICES

Tick Yes if the tasks involves any of the following factors:

Work rate set by machine or team and not under Workers' control	☐	
Systems of work encourages Workers to skip breaks to finish early or produce more items in a set time.	☐	

Levels of work demand that Workers find difficult to keep up with (pace).	☐	
Sustained high levels of attention and Concentration	☐	
Systems of work that offers Workers little or no control over the way they carry out their tasks	☐	
Workers frequently needing to meet tight deadlines	☐	
Sudden changes in workload, or seasonal changes in volume, without any mechanism for dealing with the change	☐	
Levels of physical work demands that Workers find difficult to maintain (effort)	☐	

Do Workers:

Feel that guidance and resources provided by Supervisors or fellow Workers should be increased so they can perform to the required standard.	☐	
Feel that they have not been given sufficient training and information by their PCBU in order to carry out their job successfully.	☐	
Have there been any previous injuries or incidents associated with this task?	☐	

RISK CONTROL WORKSHEET

MANUAL TASKS

DATE: ___/___/___

You may need to use a combination of risk controls to eliminate or minimise the risk(s)

Can you stop doing the task or part of the task?

YES →

Describe how you can eliminate the need to perform the task?

_____
_____
_____
_____

NO

Can you eliminate or reduce the risk by doing one or more of these things:

Altering the design and layout of the workplace
Altering the nature of the load
Altering the nature of the items used
Altering the working environment
Altering work practices and work organization

YES →

Describe how this can be done:

_____
_____
_____
_____
_____
_____
_____
_____
_____

NO

What information, instruction, training and supervision are necessary to make the new procedure work properly?

_____
_____

Can you reduce the risk with information, instruction, training and supervision? How?

_____
_____
_____
_____
_____
_____

RISK CONTROL PLAN

(To be developed in consultation with workers)

The Manager and/or person in control of the task is responsible for follow-up action as required

Action Required	Person Responsible	Completion Date	Review Date	Action Completed

Have all relevant parties been consulted?

Implement Controls
Evaluate all solutions
Risk Identification and Assessment may be repeated to evaluate the appropriateness of implemented control measures

MANUAL TASKS REGISTER

Form 019.3

Department		**Date**	
Manager / Trainer (Print Name)		**Signature**	

Task	Controls/Actions Required and Proposed Time Frame (List each on separate line)	Completion Date	Action Status or Reasons for delay in Completion

Manager / Trainer to sign when all actions are completed.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

Open and effective communication is vital for good industrial relations, quality management and effective work health & safety including preventing workplace bullying. When effective mechanisms for worker consultation exist, management works with workers and their representatives to obtain common goals.

All workers have a role in achieving a safe and healthy working environment. Every worker can directly influence work health and safety by identifying hazards and contributing to discussions on work health and safety.

The Safety Committee and / or WHS Representative(s) provides a forum for communication and consultation between the PCBU and workers on health & safety issues.

2. SCOPE

Efforts shall be directed towards ensuring that all personnel are kept informed of health and safety activities, performance and reporting/response procedures.

A Consultative arrangement shall be established in accordance with the Work Health and Safety Act 2011 Part 5 Consultation, Representation and Participation:
https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#pt.5

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Consulting, so far as is reasonably practicable, on work health and safety matters with any health and safety representative for workers carrying out work for the business or undertaking.
- Conferring with a health & safety representative for the purpose of ensuring worker health & safety.
- Allowing a health & safety representative to have access to information on hazards and other matters relating to health & safety of workers.
- Providing any resources, facilities and assistance to a health & safety representative that is reasonably necessary for performance of their duties under the WHS Act 2011.
- Ensuring workers are aware of the various methods available to ensure consultation occurs.
- Ensuring that strategies are in place for effective worker consultation.
- Ensuring that policies exist covering workplace harassment, sexual harassment, bullying and discrimination.
- Regularly consulting with workers and health & safety representatives to identify whether bullying, harassment, sexual harassment or discrimination is occurring or if there exist factors likely to increase the risk of these behaviours.
- Implementing reporting and response procedures for workplace harassment, sexual harassment, bullying & discrimination.

- Allowing each member of HSR & Health and Safety Committee to spend the time reasonably necessary to attend meetings of the Committee or carry out functions of the Committee and receive pay that they would otherwise be entitled to receive for performing their duties during that period.
- Resolving work health and safety issues and if required liaise with the Racing NSW, and/or SafeWork NSW.
- Maintaining all records of consultative meetings i.e. agendas, minutes and action plans developed through meetings.
- Maintaining and displaying a list of current HSR.

Supervisory Personnel are responsible for:

- Ensuring effective consultation with workers on health and safety issues.
- Ensuring availability of worker representatives to consult on work health and safety issues.

Workers are responsible for:

- Participating in the consultative process.
- Providing input into appropriate methods of consultation on work health and safety i.e. Safety Committee, workgroup meetings, etc.

4. PROCEDURE

- A **Health and Safety Representative (HSR)** shall be elected if:
  - ☐ A worker who carries out work for a business or undertaking requests the PCBU facilitate the conduct of an election for one or more HSR's to represent workers; or
  - ☐ If SafeWork NSW so directs.
- More than one HSR may be elected if:
  - ☐ Workers agree or
  - ☐ SafeWork NSW so directs.
- A **Health and Safety Committee** shall be established by the PCBU within 2 months of being requested to do so by:
  - ☐ A HSR for a work group of workers carrying out work at that workplace; or
  - ☐ Five of more workers at the workplace; or
  - ☐ SafeWork NSW directs establishment of such a Committee at the place of work.
- The composition of the Committee may be agreed between the PCBU and the workers at the workplace.
- The HSR shall be a member of the Committee, if he or she consents.
- The Committee shall comprise of representation from both the PCBU and workers with worker numbers not being a minority (i.e. at least half of the members of the Committee must be workers who are not nominated by the PCBU).
- All workers must be given an opportunity to nominate for position of HSR and vote in the election.
- All workers and PCBU's are informed of the outcome of the election.
- Meetings of the Committee shall be held at least every three months and be chaired by a worker elected representative. Standard business practices, including circulation of an agenda prior to

the meeting and preparation of minutes of the meeting with distribution including posting on notice boards shall be the responsibility of the Chair.

- **Other Agreed Arrangements**
  Refer to WHS Act 2011, Part 5 Division 3:
  https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#pt.5-div.3

Routine Communications

- Workers shall be encouraged to report work health and safety issues to their immediate supervisor.
- To reinforce the integration of work health and safety into daily work activities worker meetings shall be held at least monthly with work health and safety being a standard agenda item. Minutes shall be kept and posted on notice boards.

Workplace Grievances

- Resolution of workplace grievances associated with work health and safety shall be dealt with through the established Consultation Arrangements Ref: Flow Chart.
- Resolution of workplace bullying issues shall be dealt with in accordance with the Workplace Bullying Policy and Flow Chart.

5. RECORDS

Records associated with this procedure are:
Form 020.1 Consultation Meeting.
Health and Safety Committee Constitution Attachment 20.
Agenda and Minutes of Meetings.
Internal and External Reports on WHS issues.
WHS Consultation Statement Attachment 21.
WHS Resolution Flow Chart Attachment 22.
Workplace Harassment, Bullying and Discrimination Policy Attachment 23.
Workplace Harassment and Bullying Flow Chart Attachment 24.

CONSULTATION MEETING

Form 020.1

Date: _____ **Time:** _____

Present:

AGENDA	ACTION	TIME FRAME

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ATTACHMENT 20

HEALTH AND SAFETY COMMITTEE CONSTITUTION

The aim of the Organisation's Health and Safety Committee is to facilitate co-operation between the PCBU and workers in developing and implementing systems to protect workers' health and safety at the workplace.

The Committee shall be responsible for assisting in formulating and monitoring the standards, practices, and procedures relating to the protection of the workers and non-workers' health & safety.

Scope

- To keep under review the measures taken to ensure the health and safety of all persons present at the workplace.
- To investigate and attempt to resolve any matters which:
  - a member of the committee or person employed/worker considers is a health and safety risk.
  - have been brought to the attention of the Manager / Trainer.
- Assist in the development of a safe working environment and safe systems of work.
- Recommend to the PCBU training and education programs for particular groups in order to overcome work health and safety issues.
- Obtain from the Manager / Trainer, prior to implementation, details of proposed changes to the place of work which could affect the health and safety of persons at work.
- Monitor the measure taken to ensure the proper use, maintenance and if necessary, replacement of equipment designed to protect workers.
- Assist in the development of an appropriate recording system of accidents and hazardous situations.
- Have access to information kept by the PCBU:
  - Relating to accident and work disease occurring at work; and,
  - Relating to any research, testing or examination of any plant or substance for use at work (being any research, testing or examination in relation to the risks to health & safety to which the plant or substance may give rise).

However, a person who is or was at any time, a member of the Health and Safety Committee shall not disclose any information relating to any commercial secrets or working processes, obtained by the person in connection with the exercise of the persons function as a member.

The above does not operate to prevent the disclosure of information where the disclosure is:

a) made in connection with the exercise of the functions of a member of the Health and Safety Committee.
b) made with the prior approval of the Organisation.
c) ordered by a court, or by any other body or person authorised by law to examine witnesses, in the course of or for the purpose of the hearing and determination by that court , body or person of any matter or thing.

Membership

The Committee shall consist of ……. members elected by the workers and ……. PCBU representatives appointed by the PCBU at least one of whom shall have decision making authority.

Election of Worker Representatives

All permanent workers are eligible to nominate or be nominated. Voting shall take place between the hours of 9am and 4pm on a day determined by the Manager / Trainer, in consultation with the workers.

A minimum of two weeks' notice in writing shall be given of the date and details of the election of workers representatives. Notification shall be provided by posting on ALL Notice Boards throughout the Organisation.

The Polling procedure shall be by secret ballot with counting carried out by a worker representative and the Manager / Trainer. The successful candidate being the person with the most votes.

Term of office for elected members shall be for a period of three years, at which time re-election will take place for that particular position. Re-election shall also take place when a member resigns their position or ceases to be a worker of the Organisation.

Appointment of Employer Representatives

The PCBU or his Nominee will appoint representatives at their discretion, for any period of term of office, but the appointment shall be based on the authority of the representatives to make decisions effecting work health and safety.

Chairman

The Chairman shall be elected by all representatives of the Committee.

The duties of the Chairman are:

- To lead the meeting and ensure the overall intention of the meeting is achieved.
- To ensure agenda items are allocated sufficient time and that all items are covered.
- To seek decisions from the decision maker.
- To ensure the Secretary has correctly recorded the decisions made and what actions are to be taken and by whom.
- To be fully aware of the Constitution and to ensure correct procedures are complied with at all times.

Secretary

The Secretary is appointed by the Committee. The duties of the Secretary are:

- To record the minutes of all meetings and distribute to Committee Members, the Manager / Trainer and ALL Notice boards within five days of the meeting.

- To maintain the records of the Committee including the minutes and ensure that they are kept in custody of the Organisation for safe keeping.
- Ensure members of the Committee have access to all records of the Committee.
- Make all preparations for the meeting, reserve the meeting room for the specified date and time.
- Assist in compiling the agenda and distribute to Committee members seven days prior to the meeting.
- Deal with correspondence and prepare internal memos as required.
- Arrange for copies of relevant documents i.e. Constitution, Policies etc. to be available to Committee Members.
- Collate reports, statements and sub-committee papers.
- Assist as required in the election of worker representatives.

Meetings

Meetings shall be held second monthly at a place and time to be nominated by the Chairperson who shall give at least 7 days' notice. The preferred meeting date and time is on the third Wednesday at 3pm of the month delegated. The meeting time will be for one hour.

Special meetings (for urgent issues only) can be arranged through the Chairperson who will consult with the relevant PCBU representative.

A quorum shall consist of not less than 3 Worker Representatives and not less than 1 PCBU Representative.

Agenda

An agenda will be circulated seven (7) days prior to the meeting to all Committee Members as well as being displayed on all Notice Boards.

Information and Advice for the Committee

The Committee shall have access to all relevant health and safety information kept by the PCBU including accidents, incident and illness reports.

Attendance of Non-Members at Committee Meetings

Non-members may attend as advisors or observers, but in all cases notification of attendance will be provided to Committee Members via the Agenda.

Worker Representatives Communication with Other Workers

Worker representative shall not significantly interfere with other workers' work when discussing agenda items or safety issues. Any time span interfering with workflow shall require permission from the Supervisor.

Workplace Inspections

Routine Workplace inspections will be carried out by selected Committee members no less than once every three (3) months.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

A timetable for inspections will be developed by the Chairperson.

Special inspections, when necessary, will take place after the Chairperson has consulted with the PCBU/ Officer.

Decision Making Procedures/Resolution

Decisions relating to procedural matters concerning the operation of the Committee will be made by two thirds majority agreement of the Committee. Decisions relating to WHS matters will be made through the process of Joint Consultation. Following discussions, the PCBU representative will decide on what action is required. In the event that disagreement results, the Committee Member shall have their viewpoints recorded in the Minutes. Where resolution is not reached for either procedural or WHS matters, third party intervention shall occur as follows:

- ☐ Manager / Trainer
- ☐ Racing NSW
- ☐ SafeWork NSW.

Procedure for Changing the Constitution

Any Committee member has the right to request a change in any of the provision of this constitution. Changes will require:

- ☐ Tabling as an Agenda item
- ☐ Discussion period for proposed change(s)
- ☐ Vote for change requires two thirds majority.

Date: _____ Chairperson: _____

Date: _____ PCBU Representative: _____

ATTACHMENT 21

WHS CONSULTATION STATEMENT

Company Commitment

The organisation is committed to establishing and maintaining workplaces that are safe and without risks to health through preventing workplace injuries and illnesses and providing for the health and safety of all persons employed, within the organisation and those working on or visiting the organisation premises.

Worker involvement at all levels is critical for ensuring a safe workplace and this involvement will continue to be facilitated through our Tool Box Meetings & WHS Committee Meetings.

How Workers will be consulted about WHS.

When a WHS issue is raised by Organisation, a Worker or Contractor, it will be addressed at either the routine Tool Box Meeting or an extra ordinary meeting shall be scheduled.

Contractors (Workers) / Labour Hire Organisations Consultative Arrangements.

The organisation will consult with Clients, Contractors and Labour Hire Organisations on WHS matters by conducting regular meetings between the organisation management and WHS representatives of Clients, Contractors (Workers) and Labour Hire Organisations. Minutes of meetings will be taken and distributed to relevant parties.

Establishment of Consultation Arrangements

The organisation discussed established establishing WHS consultation arrangements with its workers in 2001. Following an information session for all employees, it was agreed to establish monthly Tool Box Meetings / Health and Safety Committee.

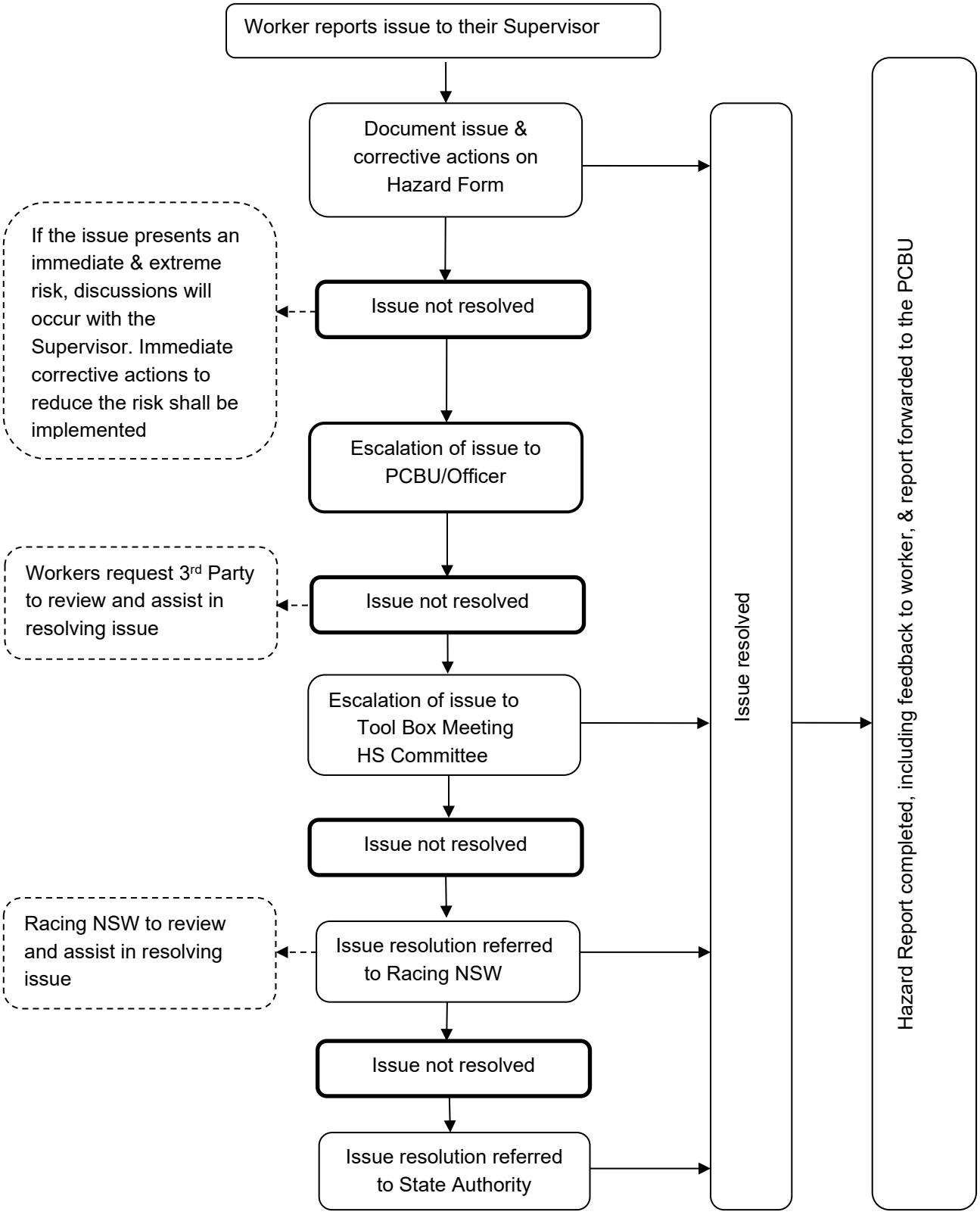
Review of Consultative Arrangements

It has been agreed that the WHS Consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all workers and contractors is effective and that all safety issues are being addressed.

Manager / Trainer **Worker Representative**

ATTACHMENT 22

WHS RESOLUTION FLOWCHART



Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ATTACHMENT 23

WORKPLACE HARASSMENT, BULLYING AND DISCRIMINATION POLICY

Company Commitment

This organisation is committed to providing a safe and healthy workplace free from harassment, bullying and discrimination. These are unacceptable forms of behaviour under any circumstances and this organisation treats any reports seriously. Failure to take steps to manage the risk of workplace harassment, bullying or discrimination can result in a breach of WHS laws, and this organisation takes its WHS obligations seriously.

Accordingly, this workplace policy has been developed to define behaviours which constitute harassment, bullying or discrimination, clarify the roles and responsibilities of all persons/parties and provide information on resolution procedures if you feel you are experiencing or witnessing such behaviours.

What is Harassment?

Harassment is any form of behaviour that you do not want, offends/humiliates or intimidates you or creates a hostile environment. Examples of harassment include:

- ☐ Material that is displayed in the workplace (e.g. on a noticeboard), circulated by paper or put in someone's workspace or belongings.
- ☐ Material placed on a computer, sent by email, or put on a website, blog or on social networking.
- ☐ Verbal abuse or comments.
- ☐ Offensive jokes or gestures.
- ☐ Ignoring, isolating or segregating a person or group, e.g. not inviting someone to a work event that everyone else is invited to.
- ☐ Initiation ceremonies that involve unwelcome behaviour.

Harassment may be perpetrated by a person in a position of power over the victim (e.g. their Supervisor) or it may occur where there exists no power relationship (e.g. amongst work colleagues).

What is Bullying?

Bullying is repeated and unacceptable or unreasonable behaviour directed towards a person(s) or worker(s) that creates a risk to health and safety. Health is defined in the WHS Act as both physical and psychological health: https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#sec.4

Examples of bullying include:

- ☐ Aggressive behaviour.
- ☐ Abusive, insulting, humiliating or offensive language.
- ☐ Spreading misinformation or malicious rumours.
- ☐ Teasing or practical jokes.
- ☐ Deliberately excluding somebody from work-related activities.
- ☐ Changing work arrangements to deliberately inconvenience a particular worker or workers.

Unacceptable behaviour is defined as behaviour which a reasonable person might see as unreasonable in the circumstances and may include victimisation, humiliation, threats or intimidation.

What to do if you see or experience harassment or bullying

If you witness or experience harassment or bullying in the workplace, the following steps should occur:

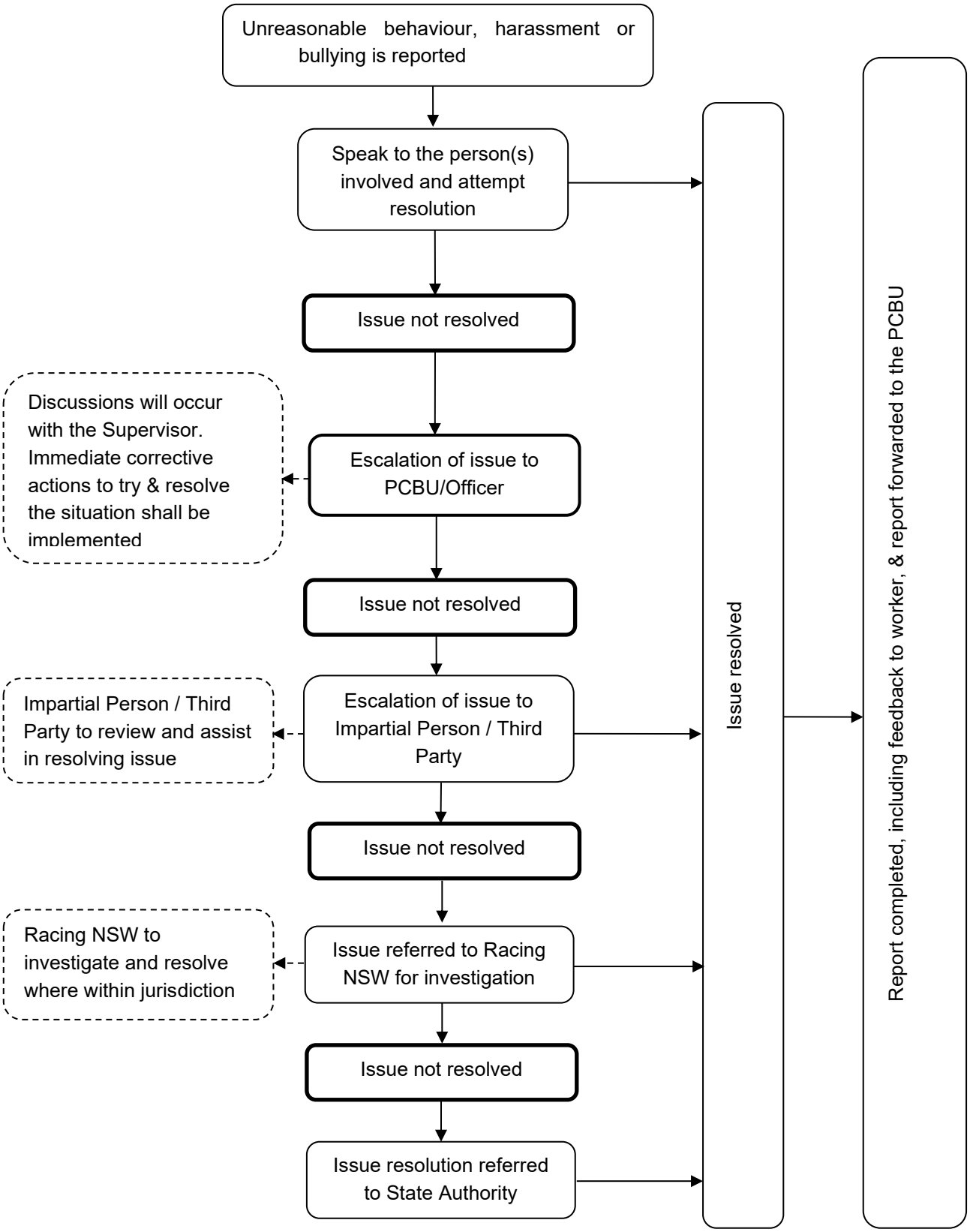
- ☐ Tell the person(s) that you object to their behaviour and ask them to stop.
- ☐ Speak with someone (e.g. your Supervisor) on what you are experiencing and what can be done.
- ☐ Report the behaviour as early as possible to your Supervisor/Manager, H&S representative or the PCBU. The following steps will then occur:
  - The responsible person will speak to the persons involved and attempt a satisfactory resolution.
  - If these steps fail and should the behaviour be considered serious, an impartial person will investigate.
  - If this process is also unsuccessful, Racing NSW will become involved.
  - All complaints and information provided will be treated in the strictest of confidence.

Consequences of breaching this policy will result in appropriate disciplinary action and could include an apology, counselling, reprimand or dismissal of the person engaging in harassment or bullying behaviour.

Manager / Trainer **Worker Representative**

ATTACHMENT 24

WORKPLACE HARASSMENT AND BULLYING FLOWCHART



Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

Accident/incident investigation involves a systematic examination of an undesired event that has or could have resulted in physical harm to personnel or damage to property. Investigation activities must be directed towards defining facts and circumstances relating to the event, determining the causes and developing corrective actions to control the risks and prevent a recurrence.

To achieve a safe and healthy working environment, hazards must be identified and either eliminated or controlled. All Injury/Incidents must be investigated to identify their cause(s) and to implement preventative actions.

To monitor the effectiveness of current legislative requirements along with ensuring that PCBU's (employers) and Workers (employees) are meeting their responsibilities the State Authority – SafeWork NSW – has legislated notification of certain classes of Incidents.

2. SCOPE

This procedure covers all events or situations which has or could have caused property damage, personal injury and ill health. It also details the reporting requirements to meet both the Organisation and State Legislative requirements.

3. DEFINITIONS

Notifiable Incident means:
(a) The death of a person, or;
(b) A serious illness or injury, or;
(c) A dangerous incident.

Serious injury or illness of a person means an injury or illness requiring the person to have:
(a) immediate treatment as an in-patient in a hospital, or
(b) immediate treatment for:
  i) the amputation of any part of his or her body, or
  ii) a serious head injury, or
  iii) a serious eye injury, or
  iv) a serious burn, or
  v) the separation of skin from an underlying tissue (such as de-gloving or scalping), or
  vi) a spinal injury, or
  vii) the loss of a bodily function, or
  viii) concussion, or
  ix) serious lacerations, or
(c) medical treatment within 48 hours of exposure to a substance,

Dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
(a) an uncontrolled escape, spillage or leakage of a substance, or
(b) an uncontrolled implosion, explosion or fire, or
(c) an uncontrolled escape of gas or steam, or
(d) an uncontrolled escape of a pressurised substance, or
(e) electric shock, or
(f) the fall or release from a height of any plant, substance or thing, or
(g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or

(h) the collapse or partial collapse of a structure, or
(i) the collapse or failure of an excavation or of any shoring supporting an excavation, or
(j) the in-rush of water, mud or gas in workings, in an underground excavation or tunnel, or
(k) the interruption of the main system of ventilation in an underground excavation or tunnel, or
(l) any other event prescribed by the regulations,

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring that hazard, Injury/Incidents reporting systems are fully implemented.
- Reviewing all Hazard Report (Form 006.4) and Injury/Incidents Report Forms (Online).
- Providing guidance and assistance as required to prevent a recurrence of the same or similar accident/incident.
- Co-ordinating the analysis of data and providing quarterly reports.
- Maintaining a file of all Hazard Report and Injury/Incidents Report Forms
- Ensuring all forms are completed.
- Notifying SafeWork NSW and Racing NSW of any Notifiable Injury/Incidents.
- Completing and forwarding all documents to SafeWork NSW in accordance with the legislated notification requirements.

Supervisory Personnel are responsible for:

- Ensuring that all reported hazards and accident/incidents are promptly investigated and that action is implemented to control the hazard(s).

The **Health and Safety Committee / WHS Representative(s)** are responsible for:

- Monitoring reports and implemented actions.

Workers are responsible for:

- Immediately reporting to their direct Supervisor any Injury/Incidents they become aware of including concussion which may affect them or another worker/s.
- Co-operating with the investigating process.

5. PROCEDURE

Hazard Reporting

- Where possible, workers should take immediate action to remove or minimise any hazards. This may involve removing equipment from service and applying “out of service” tags.
- Workers shall report all hazards to their immediate Supervisor who must complete the Hazard Report Form (Form 006.4) and promptly investigate and implement corrective action.
- All hazard reports are to be forwarded to the Manager / Trainer for review no later than one week after initial reporting.

Injury/Incident Reporting

Worker/Contractor, Visitor

- In the event of personal injury or impairment to health being sustained the First Aid Attendant is required to complete the Register of Injury and notify the worker's immediate Supervisor.
- The injured worker's Supervisor is responsible for initiating and carrying out the investigation using the Injury/Incidents Report Form.
- In the event that first aid is not required (i.e. Near Miss), the Supervisor as soon as they are aware of or notified of an incident within their area of control, is responsible for initiating and carrying out the investigation using the Injury/Incidents Report Form.
- The completed form is to be forwarded to the Manager / Trainer for review in consultation with the Supervisor. If an accident/incident results in death or serious injury to any person present at the Organisation, the Supervisor must immediately notify the Manager / Trainer who will be responsible for notifying SafeWork NSW & Racing NSW and ensuring completion of the appropriate prescribed Form.
- In the event of an incident/accident, the following procedures should be followed:

(a) The Manager / Trainer must fill in a "Secretary's Report of Injury" Form. These can be downloaded from the RNSW website at:
https://www.racingnsw.com.au/wp-content/uploads/2017/09/Secretarys-Report-of-Injury.pdf
This completed Form must be returned to RNSW Workers Compensation Department as soon as a work-related injury has occurred and within forty-eight (48) hours of the incident/ accident occurring.

(b) The Manager / Trainer must fill in an "Employer's Injury Claim" Form. These can be downloaded from the RNSW website at:
http://racingnsw-prod-alb-v00-1971180292.ap-southeast-2.elb.amazonaws.com/wp-content/uploads/2017/09/Employer%E2%80%99s-Injury-Claim-Form.pdf
This completed Form must be returned to RNSW Workers Compensation Department as soon as a work-related injury has occurred and within forty-eight (48) hours of the incident/ accident occurring.

(c) The worker (if necessary) must also complete a "Worker's Injury Claim" Form, which can be downloaded from the RNSW website at:
https://www.racingnsw.com.au/wp-content/uploads/2017/09/Worker%E2%80%99s-Injury-Claim-Form.pdf
This completed Form must be returned to RNSW Workers Compensation Department as soon as a work-related injury has occurred and within forty-eight (48) hours of the incident/ accident occurring.

(d) The Jockey/Rider (if necessary) must also complete a "Jockey's Injury Claim" Form which can be downloaded from the RNSW website at:
https://www.racingnsw.com.au/wp-content/uploads/2017/09/Jockey%E2%80%99s-Injury-Claim-Form.pdf
This completed Form must be returned to RNSW Workers Compensation Department as soon as a work-related injury has occurred and within forty-eight (48) hours of the incident/accident occurring.

Injury/Incident Investigation

- All reported accident/incidents will be investigated by the Supervisor of the area in which the event occurred.
- A copy of the investigation forms is to be forwarded to the Manager / Trainer as soon as they are completed but NO LATER THAN 24 HOURS after initial notification of the accident/incident is received.
  Note: The investigation process is not completed until all corrective action is fully implemented.
- Under the Work Health and Safety Act 2011, the Organisation must inform SafeWork NSW (and Racing NSW) of all Notifiable Incidents as per Part 3, Section 35 (Definitions) of the WHS Act 2011: https://legislation.nsw.gov.au/view/html/inforce/current/act-2011-010#sec.35

To ensure that Injury/Incidents are investigated and reported, the following procedures must be complied with:

- IN THE EVENT OF A SERIOUS INJURY, DEATH OR OTHER OCCURRENCE AS LISTED ABOVE THE SUPERVISOR MUST:
  - ☐ take any necessary action to make the workplace as safe as possible;
  - ☐ seal off the accident site until an investigation has occurred; and
  - ☐ notify the Manager / Trainer immediately on

XXXXXXXXXX
or
XXXXXXXXXX (After Hours)

INJURY / INCIDENT NOTIFICATION REQUIREMENTS AND TIMEFRAMES

- **THE FOLLOWING TIMEFRAMES APPLY FOR THE PCBU (i.e. CLUB MANAGER OR TRAINER) TO NOTIFY EMERGENCY SERVICES, SAFEWORK NSW AND RACING NSW:**

1. **Serious incidents involving a fatality or a serious injury or illness**
   - ☐ Call Emergency Services ***immediately*** on 000. On racedays when the on-course ambulance is in attendance, such a call should still be logged. If you are calling from a mobile phone, you can also use the Emergency+ Smartphone App (this App will display the GPS coordinates of the phone's location that the caller can read out to the emergency operator – more information here: https://www.triplezero.gov.au), and;
   - ☐ Call SafeWork NSW ***immediately*** on 13 10 50 as an urgent investigation may be required, and;
   - ☐ Notify Racing NSW (RNSW) Industry Insurance ***immediately*** on (02) 9551 7638 (or within 48 hours if the incident occurs on a weekend). Other contacts:
     - Public Liability: Ryan Holland (Gow Gates Insurance) Ph: 02 8267 9901
     - Workers Compensation: Alisha Jimenez (Gallagher Bassett) Ph: 02 9464 7107

2. **Serious incidents involving injury or illness to non-workers at the workplace**
   - ☐ Call Emergency Services ***immediately*** on 000. On racedays when the on-course ambulance is in attendance, such a call should still be logged. If you are calling from a mobile phone, you can also use the "Emergency+" Smartphone App (refer above), and;
   - ☐ Call SafeWork NSW ***immediately*** on 13 10 50 as an urgent investigation may be required, and;
   - ☐ Notify RNSW Industry Insurance ***immediately*** on (02) 9551 7638 (or within 48 hours if the incident occurs on a weekend). Other contacts:
     - Public Liability: Ryan Holland (Gow Gates Insurance) Ph: 02 8267 9901
     - Workers Compensation: Alisha Jimenez (Gallagher Bassett) Ph: 02 9464 7107

3. **Other incidents involving injury or illness to non-workers at your workplace**
   - ☐ Contact SafeWork NSW as soon as possible on 13 10 50 if you're unsure whether to notify (refer "notifiable incident" below).
   - ☐ Notify RNSW Industry Insurance on (02) 9551 7638 as soon as possible. Other contacts:
     - Public Liability: Ryan Holland (Gow Gates Insurance) Ph: 02 8267 9901
     - Workers Compensation: Alisha Jimenez (Gallagher Bassett) Ph: 02 9464 7107

4. **Serious incidents that present a risk to health and safety at the workplace**
   - ☐ Call Emergency Services ***immediately*** on 000. On racedays when the on-course ambulance is in attendance, such a call should still be logged. If you are calling from a mobile phone, you can also use the "Emergency+" Smartphone App (refer above), and;
   - ☐ Call SafeWork NSW ***immediately*** on 13 10 50 as an urgent investigation may be required, and;
   - ☐ Notify RNSW Industry Insurance ***immediately*** on (02) 9551 7638 (or within 48 hours if the incident occurs on a weekend). Other contacts:
     - Public Liability: Ryan Holland (Gow Gates Insurance) Ph: 02 8267 9901
     - Workers Compensation: Alisha Jimenez (Gallagher Bassett) Ph: 02 9464 7107

5. **Other incidents that present a risk to health and safety at the workplace**
   - ☐ Contact SafeWork NSW as soon as possible on 13 10 50 if you're unsure whether to notify (refer "notifiable incident" below).

- A **notifiable incident** relates to the death of a person, a serious injury or illness of a person, concussion, or a potentially dangerous incident. As a general guide, it is recommended that **SafeWork NSW should always be immediately notified by the PCBU** (i.e. Club Manager or Trainer) of any injury or incident impacting on any person for which medical assistance is required from either Emergency Services, a Doctor, Paramedic or Trained Medical Professional. If in

doubt, contact SafeWork NSW in accordance with the above timeframes as penalties exist for failure to notify. More information is available here:
https://www.safework.nsw.gov.au/notify-safework/incident-notification

Analysis of Data

- First Aid, Hazard Reports and Accident/Incident Investigation reports will be analysed at least quarterly to identify any trends. The Work Health and Safety Committee WHS Representative(s) or other consultative arrangements shall be provided with information on the data analysed.

6. RECORDS

Records associated with this procedure include but are not limited to:
Statutory Notification
Form 006.4 Hazard Report
Online Form
Injury/Incidents Report Form
Data Analysis Reports

1. PURPOSE

Management of claims and effective return to work is vital to containing workers' compensation costs, to meet moral and legal obligations and for the efficient operation of the Organisation. Appropriate claims management and return to work are also important in retaining skilled workers and maintaining worker morale.

2. SCOPE

This procedure covers a general approach to claims management and worker rehabilitation. However, as this system covers the basic requirements and these are constantly subjected to change, information regarding entitlements to payments should be directed to the Racing NSW Insurance Fund. Similarly, specific procedures apply to submission of claims for injured Jockeys and other deemed workers.

3. DEFINITIONS

Significant Injury means a workplace injury that is likely to result in the worker being incapacitated for a continuous period of more than 7 days, whether or not any of those days are work days and whether or not the incapacity is total or partial or a combination of both.

- **Initial notification** means the requirement under the Workplace Injury Management and Workers' Compensation Act 1998, which requires PCBU's to notify the insurer of injuries within 48 hrs: https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1998-086#sec.44 In all cases, the Racing NSW significant injury (initial notification) form should be used, if a full notification of injury form cannot be completed within this time.
- **Notification of injury** means the completing of a notification of injury form which is required to be submitted to the insurer with 7 days of an injury being reported to a PCBU.
- **Industry Injury Management adviser** – the Racing NSW Insurance Fund provides a service to policyholders in the form of an adviser, who will co-ordinate the return to work or rehabilitation of an injured worker. This does not negate the PCBU's responsibility to participate in this process.
- **Injury Management** means the process that comprises activities and procedures that are undertaken or established for the purpose of achieving a timely, safe and durable return to work for workers following workplace injuries.
- **Injury Management Plan** means a plan for co-ordinating and managing those aspects of injury management that concern the treatment, rehabilitation and retraining of injured worker, for the purpose of achieving a timely, safe and durable return to work for the worker.
- **Injury Management Program** means a co-ordinated and managed program that integrates all aspects of injury management (including treatment, rehabilitation, retraining, claims management and employment management practices) for the purpose of achieving optimum results in terms of timely, safe and durable return to work for injured workers.

4. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Co-ordinating the Workers Compensation claims handling process.
- Ensuring the implementation and maintenance of a claims management process which is consistent with legislative requirements.
- Appointing a Return-to-Work Co-ordinator who is trained in accordance with Legislative requirements.

- Ensuring the establishment of a Return-to-Work Program which is consistent with the Racing NSW Insurance Fund Injury Management Program.
- Ensuring worker consultation in the development of the Return-to-Work Program.
- Ensuring all workers are aware of their obligations under the Workplace Injury Management and Workers Compensation Act 1998: https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1998-086
- Ensuring the Workplace Injury Management Program is promoted and displayed at the workplace.
- Ensuring notification is sent to the Racing NSW Insurance Fund in accordance with legislative reporting for "significant injuries" and workers compensation claims.
- Ensuring the PCBU section of the Claim Form is completed and submitted to the Racing NSW Insurance Fund in accordance with Racing NSW reporting procedures.
- Liaising with the worker, their supervisor and other relevant personnel on the progress of each claim.
- Ensuring workers who are referred for treatment by the Organisation are provided with a copy of Correspondence to Treating Doctor (Form 014.1) and Physical Requirements for Return-to-Work Plan.
- Reviewing claims status with the Racing NSW Insurance Fund on a quarterly basis.
- Maintaining appropriate training and procedures.

The **Return-to-Work Co-ordinator** is responsible for:

- Liaising with all parties involved in the rehabilitation process to ensure there is no delay in implementing Return-to-Work plans.
- Ensuring that Return-to-Work Plans are documented and consistent with medical advice.
- Maintaining individual files which comply with current Confidentiality guidelines.
- Ensuring medical certificates are current and consistent with duties provided.

Supervisory Personnel are responsible for:

- Notifying the Manager / Trainer of all injuries which have resulted in a worker requiring medical care.
- Co-operating with the Return-to-Work Co-ordinator to facilitate Return-to-Work Plans.
- Ensuring the worker is adequately trained to carry out selected duties provided.
- Monitoring the worker's ability to carry out the duties listed on the Return-to-Work Plan.

Workers are responsible for:

- Ensuring co-operation with this system by:
  - ☐ Notifying their immediate Supervisor of any injury/illness they sustain.
  - ☐ Completing appropriate forms as required.
  - ☐ Co-operating with rehabilitation obligations.
  - ☐ Co-operating in workplace changes to assist the rehabilitation of fellow workers.

5. PROCEDURE

Claims Management

- The Racing NSW Insurance Fund shall be notified of all "significant injuries" (Form 022.1) within two (2) working days.
- All claims for workers compensation must be processed through the Manager / Trainer.
- A Claim Form is required if any worker is absent from work, and/or medical and other expenses are incurred as a result of a work-related injury/illness.
- When an injury/illness results in an absence from work a medical certificate must accompany the claim form.
- The worker is required to complete all aspects of their claim form, and provide all relevant documentation i.e. medical certificates, receipts for expenses incurred etc.
- The PCBU section of the claim form is to be completed by the injured worker's immediate supervisor and must be checked and signed by the Manager / Trainer.
- The claim form shall include all information obtained during the internal investigation.
- Where possible, witness statements shall be obtained and forwarded to the Insurer.
- A Workers' Compensation Claim File shall be established for each claim and contain a copy of the Workers' Compensation File Notes (Form 022.3).
- Posters as determined by Legislation and Racing NSW Insurance Fund Injury Management Policy shall be displayed on notice boards throughout the site and any other material as required by the Legislation.
- Current compensation files shall be reviewed internally at least every two months.
- Quarterly claim review meetings shall be undertaken with the Racing NSW Insurance Fund.

Injury Management

- A Return to Work Program which includes a policy and set of procedures shall be developed in consultation with workers and the Racing NSW Insurance Fund will assist in this area if necessary.
- All rehabilitation requirements are to be forwarded to the Return To Work co-ordinator who shall be responsible for implementing the Return to Work Program Attachment 1 (i.e. Policy and Procedures).
- Return to Work Plans shall be developed for each worker (Form 022.2) with all details on the Plan completed.
- The Program is to be promoted throughout the organisation, with a copy being posted on all notice boards.

6. RECORDS

Records associated with this procedure include but are not limited to

Online Accident/Incident Report Form
Form 022.1 Insurer Notification Significant Injury (Initial Notification)
Form 022.2 Return-to-Work Plan
Form 022.3 Workers Compensation File Notes
Form 014.4 Correspondence to Treating Doctor
Form 022.4 Physical Requirements for Return-to-Work Plan

Racing NSW Workplace Injury Management Program
Medical Certificates
Workers Compensation Claim Forms
Expense Forms

INSURER NOTIFICATION SIGNIFICANT INJURY (INITIAL NOTIFICATION)

Form 022.1

Racing NSW

SIGNIFICANT INJURY (Initial notification) REPORT FORM

PCBU (EMPLOYER) NAME: **POLICY NO:**

REHAB CO-ORDINATOR: **PHONE:**

NOMINATED PROVIDER:

WORKPLACE ADDRESS:

Phone: **Fax:** **Email:**

WORKERS NAME:

(Surname) **(Given** Names)

ADDRESS: **PHONE:**

NATIONALITY: **LANGUAGE:**

D.O.B. **Sex – Male/Female** **OCCUPATION:**

DESCRIPTION OF DUTIES:

DATE & TIME OF INJURY: / / **AM/PM**

CAUSE OF INJURY:

NATURE OF INJURY:

DATE CEASED WORK: / / **DATE R.T.W. S/D: / /** **R.T.W. ON N/D: / /**

(return to work suitable duties) **(return to work normal duties)**

NOMINATED TREATING DOCTOR:

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ADDRESS:

PHONE: **FAX:**

DATE CLAIM LODGED (with PCBU):

ADDITIONAL COMMENTS PLEASE ATTACH:

PCBU (Employer's) signature.....

NOTE:

- **THIS FORM IS TO BE COMPLETED AND SENT TO THE RACING NSW INSURANCE FUND WITHIN 48 HOURS OF THE PCBU BECOMING AWARE THAT THE INJURED WORKER IS TOTALLY/PARTIALLY INCAPACITATED.**
- **IF UNABLE TO SEND, PLEASE PHONE AND ADVISE THE INSURANCE FUND OF THE INJURY.**
- **THE USUAL REPORT OF INJURY FORM AND SAFEWORK NSW CERTIFICATE MUST BE SUBMITTED WITHIN 7 DAYS.**
- **THE INJURED WORKER MUST NOMINATE A TREATING DOCTOR WILLING TO PARTICIPATE IN AN INJURY MANAGEMENT PLAN.**
- **THE INJURED WORKER MUST COOPERATE IN THE INJURY MANAGEMENT PLAN (RETURN TO WORK PLAN) PLEASE ADVISE THE RACING NSW INSURANCE FUND IF THIS IS NOT THE CASE.**
- **THE PCBU MUST DISCUSS RETURN TO WORK OPTIONS WITH THE INJURED WORKER AND NOMINATED TREATING DOCTOR.**

WORKPLACE INJURY MANAGEMENT PROGRAM

POLICY AND PROCEDURES FOR: .....

Injury Management is the process that comprises activities and procedures established and undertaken for the purpose of achieving a timely, safe and durable return to work for workers following workplace injuries/illness.

WORK HEALTH AND SAFETY POLICY

The health and safety of all persons employed in and visiting the workplace is of the utmost importance. Resources to ensure legislative compliance, that the workplace is safe and without risk to health, will be made available where reasonably practicable.

Participation in the Industry WHS training programs and use of the industry systems approach will be encouraged and supported at all levels of the organisation.

This organisation will identify the hazards, assess the risks and implement appropriate controls in line with the industry's systems approach to WHS.

RETURN TO WORK PROGRAM

This organisation is committed to the rehabilitation of injured workers. In consultation with our workers (and any industrial union representing them) we have developed the following return to work program.

OUR COMMITMENTS ARE:

- To return an injured worker to work as soon as possible (subject to medical opinion).
- To commence the injury management process as soon as possible after a workplace injury.
- To provide early access to injury management services (i.e. Industry co-ordinators and/or injury management providers) for workers who need them.
- To giving consideration to approval of reasonable treatment, non-invasive investigations and rehabilitation costs prior to determination of or acceptance of liability.
- To maintain the confidentiality of injury management records.
- To provide suitable duties/employment, where reasonably practicable, to injured workers and to otherwise assist them with their return to work in a safe and proper manner.
- To consult with our workers and any industrial union representing them to ensure that our Return-to-Work program operates effectively.
- To ensure that participation in the Injury Management and/or return to work Program will not prejudice an injured worker's rights. It is the organisation's policy to fully **inform such workers of their rights and obligations** in relation to:
  - ☐ Their right of choice of nominated treating doctor and rehabilitation provider,
  - ☐ The insurer will need to be consulted if a change of treating doctor or rehabilitation provider is to be considered.
  - ☐ Access to interpreter services where appropriate,
  - ☐ Their right not to be dismissed within 6 months of injury, solely or principally due to that injury.
  - ☐ Their participation in a Return-to-Work program, which will not prejudice the worker in either job security, promotion or workers compensation benefits,
  - ☐ Their non-participation in an Injury Management Plan or Return-to-Work program, which may result in suspension or reduction of weekly benefits,
  - ☐ Their nomination of a treating doctor who is willing to participate in the development of, and in the arrangements under an Injury Management Plan.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

The designated Return-to-Work Co-ordinator for this workplace is:

.....

They will be responsible for the proper management and co-ordination of the Injury Management/return to work Program. This includes prompt receipt of first aid attention, referral to the company and/or the nominated treating doctor for any injured worker as soon as possible, development of a Return-to-Work plan where appropriate and may include visits to the injured worker and/or regular contact at the workplace.

The following Accredited Rehabilitation Provider(s) are available to assist in the rehabilitation of workers who suffer a workplace injury/illness:

NAME	ADDRESS	PHONE/FAX
.....	.....	.....
.....	.....	.....
.....	.....	.....

The following medical practitioner(s) or practice is available to assist in the Injury Management and/or Return-to-Work Program:

NAME	ADDRESS	PHONE/FAX
.....	.....	.....
.....	.....	.....
.....	.....	.....

PROCEDURES IN THE EVENT OF AN INJURY

When an injury occurs:

- It is to be reported immediately to the injured worker's PCBU (manager, supervisor, trainer etc.). They will be responsible for ensuring that the injured person receives necessary first aid and if required, referral for treatment by a doctor as soon as possible.

Follow up after injury:

- In the case of a **significant injury** where the worker is totally/partially incapacitated continuously for more than 7 days, the PCBU will notify the **Racing NSW** by phone, fax or electronic means **within 48 hours of becoming aware** of such circumstances.
- The PCBU will establish that a proper claim on behalf of the injured worker has been lodged with **Racing NSW within 7 days**.
- An **injury management excess** in addition to the normal claims excess will apply if no written report is received by the Racing NSW Insurance Fund within 7 days (minimum significant injury notification), this is in addition to SafeWork NSW legislative requirements.
- **Racing NSW** will contact the PCBU, injured worker and where practicable, the nominated treating doctor **within 3 working days** of being notified of a Significant Injury to **establish an Injury Management Plan.**
- Advice may be sought from the nominated treating doctor on how the workplace can assist the injured worker and determine what arrangements are necessary for successful Return-to-Work.
- The worker, PCBU, nominated treating doctor and insurer **must comply** with the obligations imposed under an Injury Management Plan.

PROVISION OF SUITABLE DUTIES
(Workers Compensation Act 1987, Section 44A Work Capacity Assessment):
https://legislation.nsw.gov.au/view/html/inforce/current/act-1987-070#sec.44A
Identifying and providing suitable duties is an integral part of the Injury Management/Return-to-Work Program. When and if the injured/ill worker is, according to medical judgment, fit to return to work on suitable duties, the PCBU will discuss with the nominated treating doctor, **Racing NSW** and/or the injury management provider whether suitable duties could reasonably be found at this workplace and, if not, what other options are available. Suitable duties may mean a change in job and/or hours and, where retraining is necessary, it will be provided. This will be discussed with the injured/ill worker, supervisor, trainer, industrial union (if applicable) and confirmed in writing after agreement is reached.

Return to Work options:

- Same job same PCBU
- Similar job same PCBU
- Different job same PCBU
- Same job different PCBU
- Similar job different PCBU
- Different job different PCBU.

PRE- LIABILITY AND PROVISIONAL PAYMENTS

- Payment of certain medical treatment may be authorised by the insurer prior to acceptance of liability
- Payment of weekly benefits may be made on a provision basis; however payments must be commenced no later than 7 days; such payment is not an admission of liability.

CONSULTATION

Consultation will occur at regular intervals or as agreed to between the PCBU, worker(s) and the relevant industrial union (if applicable) as to rights and obligations, arrangements for the return of an injured worker on suitable duties and on the general conduct of injury management activities, policy and procedures. Any suggestions, whether of a general or specific nature, should be made to the PCBU.

DISPUTES

Disputes shall be resolved by consultation with the worker (and if applicable any industrial union representing them) in order to maintain the spirit of the Injury Management Program. Should a dispute not be resolved, contact will be made with **Racing NSW** and / or SafeWork NSW.

PENALTIES

- Failure to comply with a reasonable requirement of an Injury Management Program/Plan will result in suspension of weekly benefits for injured workers following written notification.
- Failure of a nominated treating doctor to participate in the development of an in the arrangements under an Injury Management Plan will result in the nomination of another medical practitioner to develop a new Plan.
- Failure by an injured worker to contact **Racing NSW** to discuss a change of treating doctor may result in medical costs not being paid.
- Failure by a PCBU to comply with a requirement under an Injury Management Program may result in an injury management excess or premium surcharge or both.
- PCBU's and workers can obtain additional information by contacting the Racing NSW Insurance Fund or SafeWork NSW.

NB: Additional procedures apply in the case of JOCKEYS and certain trackwork riders (deemed workers)

THESE POLICIES AND PROCEDURES WILL COME INTO EFFECT IMMEDIATELY. THEY MAY BE REVIEWED AND AMENDED, SUBJECT TO DISCUSSION AND AGREEMENT BY:

.....	.....
SIGNED: PCBU's Representative Date / /	SIGNED: Worker's Representative Date / /

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

RETURN-TO-WORK PLAN

Form 022.2

The following Return-to-Work (RTW) Plan has been developed for:

_____

1	Job Title		
2	Work Location		
3	Supervisor		
4	Duties/Consideration/Restrictions	Duties ( ) ( ) ( ) ( ) ( )	Consideration/Restriction ( ) ( ) ( ) ( ) ( )
	Specific Duties to be avoided		
5	Hours/Days of work		
6	Wages, Award (if applicable)		
7	Commencement Date		
8	Length of program		
9	Review Dates		
10	General Comments		
	The following parties have agreed to the program		
	Injured Worker		
	Supervisor		
	Return to Work Co-ordinator		
	Treating Doctor		
	Union Representative		
	Date		

WORKERS COMPENSATION FILE NOTES

Form 022.3

Worker	
Date of Injury	
Claim No.	
Other	

Progress Notes	

CONFIDENTIAL

PHYSICAL REQUIREMENTS FOR RETURN-TO-WORK PLAN

Form 022.4

Name of Worker			
Diagnosis			
A. Fit to resume normal duties	☐ Date		
B. Fit for selected duties	☐ Date		
May perform work which involves - *please Tick as Applicable*			
☐	Driving Forklift truck		
☐	Riding Horses		
☐	Motor Vehicle		
☐	Working with or around Horses		
☐	Kneeling		
☐	Bending		
☐	Climbing Stairs/ladders		
☐	R. Foot	☐ R. Hand	☐ R Arm
☐	L. Foot	☐ L. Hand	☐ L. Arm
☐	Repetitive Movements		
☐	Pushing Maximum_____ kg		
☐	Pulling Maximum _____ kg		
☐	Lifting/carrying loads maximum _____ kg		
☐	Working at heights		
☐	Working near machinery		
☐	Working with irritants/chemicals		
☐	Other restrictions		
Relevant Comments:			
For Review On			
Date		Signed	Medical Practitioner

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

WHS Legislation requires PCBU's to ensure the health and safety of all persons, when they are at work, including Contractors (as Workers).

This responsibility cannot be removed or minimised by any contractual arrangement. In addition, the PCBU is responsible for ensuring Contractors carry out their work in safe premises, using proper and safe plant and substances and employing systems of work that are safe & in which adequate instruction, training and supervision is provided.

2. SCOPE

Due to the diverse nature of the PCBU's contracts, it is not possible to cover all criteria relevant to each contract; however source documents for each stage of the contract have been developed to provide guidance on issues which require attention.

The risk identification, assessment and control aspects of any contract works should cover:

- Contract Specifications
- Tender Evaluation
- Contract Management

This document does not cover contractual arrangements of liability coverage.

3. RESPONSIBILITIES

The **PCBU** is responsible for:

- Managing risks associated with the carrying out of contracting work.
- Securing the workplace from unauthorised access.
- Ensuring, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the Contractor.
- Ensuring a Safe Work Method Statement (SWMS) is or has been prepared by another person.

The **Project Manager** is responsible for:

- Ensuring that Work Health and Safety issues are written into any contractual arrangement.

The **Relevant Manager** or **nominated Contract Manager** is responsible for:

- Ensuring procedures are implemented to address Work Health and Safety issues relating to all contract personnel.
- Ensuring all Contractors are provided with appropriate instruction and training prior to commencing work.
- Ensuring that procedures are implemented to adequately supervise contract personnel.
- Ensuring corrective action is immediately implemented for non-compliance with established standards.
- Ensuring contract documents are maintained and kept in a secure location.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

The **Contractor** is responsible for:

- Ensuring, so far as is reasonably practicable, that the way in which plant or structure is installed, constructed or commissioned ensures that the plant or structure is without risk to the health and safety of persons:
  - (a) who install or construct the plant or structure at a workplace, or
  - (b) who use the plant or structure at a workplace for a purpose for which it was installed, constructed or commissioned, or
  - (c) who carry out any reasonably foreseeable activity at a workplace in relation to the proper use, decommissioning or dismantling of the plant or demolition or disposal of the structure, or
  - (d) who are at or in the vicinity of a workplace and whose health or safety may be affected by a use or activity referred to in paragraph (a), (b) or (c).
- Ensuring, so far as is reasonably practicable, that the way in which plant, a substance or structure is supplied for use in the workplace is without risk to the health and safety of persons:
  - (a) who, at the workplace, use the plant or substance or structure for a purpose for which it was designed or manufactured, or
  - (b) who handle the substance at a workplace, or
  - (c) who store the plant or substance at a workplace, or
  - (d) who construct the structure at a workplace, or
  - (e) who carry out any reasonably foreseeable activity at a workplace in relation to:
    - i) the assembly or use of the plant for a purpose for which it was designed or manufactured or the proper storage, decommissioning, dismantling or disposal of the plant, or
    - ii) the use of the substance for a purpose for which it was designed or manufactured or the proper handling, storage or disposal of the substance, or
    - iii) the assembly or use of the structure for a purpose for which it was designed or manufactured or the proper demolition or disposal of the structure, or
  - (f) who are at or in the vicinity of a workplace and who are exposed to the plant, substance or structure at the workplace or whose health or safety may be affected by a use or activity referred to in paragraph (a), (b), (c), (d) or (e).

Contractor Personnel are responsible for:

- Complying with all instructions, work practices and risk control strategies implemented to protect the Health and Safety of both Workers and Contractors.
- Notifying the Relevant Manager or Contract Manager of any situation they believe poses a threat to the Health and Safety of any person who may be exposed to a risk as a result of the work being undertaken.
- Immediately notifying the Relevant Manager or Contract Manager of any Injury/Incidents they become aware of including concussion which may affect them or another worker/s.

4. PROCEDURE

- Formal contracts are to be developed for all contract work, which broadly covers three stages:

  Contract Specifications
  Ensuring that appropriate Work Health and Safety requirements are incorporated into specification documents.

  Tender Evaluation
  Establishing a systematic approach to evaluating tenderers Work Health and Safety capabilities and resources.

  Contract Management
  Ensuring that Contractor Work Health and Safety performance is adequately monitored and supervised for the duration of the contract.

- Contracts involving high risk activities shall require the PCBU to insist on a more sophisticated Work Health and Safety Management System.

- Consultation with the PCBU's, Officers, Contract Managers and other relevant personnel, shall be undertaken to ensure relevant WHS issues are identified and considered when preparing specifications/documentation.

- Contract specifications shall incorporate as a minimum standard only the following contract WHS requirements:

  Comply with Work Health and Safety Legislative requirements
  As a minimum requirement, tenderers must comply with all applicable laws relating to Work Health and Safety. There are, however, other Codes of Practice and Standards which impose specific Health and Safety requirements that may be relevant to the contract works.

  Demonstrate evidence of WHS Management System
  The tenderer's WHS Management System must demonstrate compliance with the occupier's responsibility under relevant laws including those relating to others at the workplace (the public). In general terms these duties entail that the tenderer and its workers are able to carry out their work in safe premises, using proper and safe plant and chemicals employing systems of work that are safe and providing adequate instruction, training and supervision.

  Contractors who undertake high risk activities on a regular basis should be familiar with concepts such as Work Health and Safety Plans, Risk Assessments and other control strategies

  Examples of high risk activities are:
  - ☐ Work involving interaction with the public
  - ☐ Working at heights
  - ☐ Demolition work

- ☐ Working with asbestos
- ☐ Working with open flame or welding
- ☐ Work involving traffic interruption
- ☐ Working in confined spaces
- ☐ Work involving significant hazards to the public
- ☐ Working around horses

Complete Tenderer WHS Management System Questionnaire

Tenderers are required to complete a questionnaire which evaluates the status of their WHS Management System. Tenderers are required to demonstrate how the relevant system elements operate within their company and can support their statements with documentary evidence.

The questionnaire can also be used as a pre-qualification requirement for Contractors who are engaged by the PCBU on a regular basis. Under these circumstances, Contractors would be required to complete the questionnaire on an annual basis as well as when the scope of work changes.

Undertake a Risk Assessment

The successful tenderer must prepare and submit a Risk Assessment prior to commencing the contract. The Risk Assessment requires the tenderer to identify the hazards associated with the contract, assess the risks and develop appropriate control measures. The risk assessment should be undertaken using a standard format for review by the PCBU.

Develop Work Health and Safety Plan

The successful tenderer must prepare and submit a Work Health and Safety Plan prior to commencing the contract. This should outline the structure and means by which WHS shall be managed by the contractor for the term of the contract. The WHS Plan shall consider the specific risk issues relevant to the contract works and shall document the systems and methods implemented to effectively manage those risks.

WHS Performance Reporting

The successful tenderer is required to provide the PCBU with regular reports on Work Health and Safety performance relating to the contract works or services.

WHS Incident Notification

Contractors engaged by the PCBU are required to notify the PCBU of any accident, injury, property or environmental damage associated with the provision of contract works or services.

Non-Compliance

The PCBU shall have the right to suspend or terminate the contract works if in the opinion of the PCBU, the contractor fails to remedy breaches of Work Health and Safety and/or public safety.

- ■ **Tender evaluation** shall be undertaken by a team of PCBU personnel. This is a critical task which should be undertaken in a systematic way. Steps in this process include but shall not be limited to:
  - ☐ Review of completed tenderer WHS Questionnaire.

- ☐ Examination of tenderer's WHS Management System documentation, (manuals, procedures, work methods, training/competency records).
- ☐ Verification of the operation of the tenderer's WHS Management System.
- ☐ Undertaking interviews with tenderers to clarify particular issues and areas where more information is required.

An important outcome of this process is that the tenderer is able to demonstrate the active implementation and operation of their WHS Management System. PCBU personnel should seek verification of this by examining various tenderer records. These include:

- ☐ Work Health and Safety audits: copies of completed audit reports, details of audits undertaken.
- ☐ Hazard inspection records: copies of completed hazard inspection reports showing corrective actions to be undertaken.
- ☐ Plant maintenance and inspection records: evidence of completed maintenance logs, pre-start daily safety inspections, risk assessment reports.
- ☐ Safety meetings: evidence of minutes of meetings, meeting schedules, personnel involved.
- ☐ Accident investigation: evidence of completed accident investigation reports.
- ☐ Training: records of Work Health and Safety training, competency certificates.

- ■ Guidelines for the review of Tenderer's WHS Management System Questionnaire are contained in Attachment 23.

- ■ **Contract Management** shall be undertaken by the PCBU to independently monitor and supervise that the contractor's operations are conducted in accordance with:
  - ☐ Work Health and Safety Legislation, Standards and Codes of Practice
  - ☐ WHS requirements outlined in contract documents
  - ☐ Contract-specific WHS requirements as detailed in the Risk Assessment and WHS Plan prepared by the Contractor.

  In order to perform this function, the **Relevant Manager** or **nominated Contract Manager** shall have:
  - ☐ Access to the contract documents and specification
  - ☐ A good understanding of the WHS requirements set out in the contract documents
  - ☐ Access to other documents referred to in the contract, e.g. Risk Assessment Health & Safety Plan
  - ☐ Adequate contract supervision training, and suitable Work Health and Safety knowledge and skills relevant to the contract

- ■ The extent to which the PCBU shall monitor and supervise contractors shall be influenced by several factors, including:
  - ☐ The level of risk associated with Contractor's activities
  - ☐ Complexity of the tasks performed by the Contractor
  - ☐ The control the PCBU has over the workplace
  - ☐ Interaction with other parties (i.e. the PCBU, workers, other Contractors, members of the public)
  - ☐ Duration of contract.

A higher level of supervision by PCBU personnel may be required in special circumstances. Supervision may need to be targeted to specific key elements of a contract, for example:

- ☐ Working in and around stables, tracks and other areas used by horses.
- ☐ Contract start-up – ensuring that suitable systems and procedures are in place and the workplace is appropriately established.
- ☐ High risk or complex activities – monitoring conformance with safe work procedures and risk assessment control measures.
- ☐ High level of interaction with other parties – review of co-ordination and notification systems operating at the workplace.
- ☐ Introduction of new plant, equipment or systems of work – may require separate risk assessment and monitoring of control procedures.

■ Monitoring and supervision of Contractor activities include:

Regular review of Contractor WHS documentation. This may involve review of:

- ☐ Induction records
- ☐ Plant maintenance/inspection records
- ☐ Work Health and Safety inspection reports
- ☐ Risk assessment documents
- ☐ Worker training/competency records
- ☐ Safety meeting minutes.

Undertaking regular site inspections to monitor compliance with Work Health and Safety procedures, considering:

- ☐ Legislative requirements
- ☐ Conformance with Risk Assessment control measures
- ☐ Conformance with Work Health and Safety Plan
- ☐ Conformance with the PCBU's Work Health and Safety Policy and procedures.

Providing Contractors with advice on unusual or unexpected risks and feedback on areas of non-compliance. This may arise from:

- ☐ Inspections undertaken by the PCBU
- ☐ Inspections or reports from other parties
- ☐ PCBU experience from similar contracts.

Reviewing Contractor Work Health and Safety performance. This may include review of:

- ☐ Accident/incident reports
- ☐ Third party reports or complaints
- ☐ Review of monthly WHS performance reports.

Ensuring that corrective action is taken where non-conformance is identified by:

- ☐ Issuing of non-conformance report
- ☐ Reviewing and confirming that corrective action has been implemented
- ☐ Issuing formal notice (i.e. site instruction) when action not taken within reasonable timeframe.

Incorporating Work Health and Safety issues as part of regular contract review meetings. This may include:

- ☐ Work Health and Safety as an agenda item
- ☐ Safety inspections undertaken after/before site meetings
- ☐ WHS issues considered as high priority in relation to overall contract performance.

- Workplace inspections shall be undertaken by the PCBU's nominated personnel.

- The frequency of such inspections shall be established during the Tender Evaluation process. Maximum period shall not exceed monthly, however more frequent inspections shall be conducted for high-risk activities and where non-conformance with WHS plans has been observed.

- In determining which aspects are priority areas for inspection, reference shall be made to the Risk Assessment completed by the Contractor.

- The control measures shall be extracted from the Risk Assessment and transferred onto a Contract or Inspection Checklist.

- This document must be used to demonstrate systematic review of Work Health and Safety issues relevant to the contract activities. Modifications to this document may be required as a result of other WHS issues identified during the contract.

- In addition to the specific inspection criteria, a review of general Work Health and Safety requirements must be undertaken.

- Where breaches of WHS are identified, the PCBU's personnel are required to immediately notify the available Senior Contract Person and record details of the breach on the inspection checklist. Significant breaches which are considered to contribute to a Class 1 or Class 2 risk shall be noted using a contractor Non-Conformance Report a copy of which shall be retained by the PCBU on the contract file.

- For the duration of each contract, all WHS documents shall be consolidated and retained in the contract file. All contract files must be kept in the safe custody of the PCBU both during as well as following the completion of the contract work, as they may be required even some time after the contract has been completed.

- Prior to any contractor/sub-contractor commencing any work activities on the PCBU's premises, they shall undergo a formal induction process. The extent and depth of the induction shall depend primarily on the extent and complexity of the project, but as a minimum requirement all personnel shall:
  - ☐ Be provided with a copy of the Work Health and Safety Policy and procedures & rules pertinent to their tasks and work area.

- ☐ Verify that they have been provided with, understood and accept compliance with the relevant information.

5. RECORDS

Records associated with his procedure are contract specifications.

Form 023.1 Tenderer WHS Management System Questionnaire
Form 023.2 Contract WHS Approval and Acceptance Form
Form 023.3 Contractor Inspection Checklist
Form 023.4 General Health and Safety Checklist
Form 023.5 Contractor Non-Conformance Report
Form 023.6 Contractor WHS Performance Report
Form 023.7 Work Health and Safety Requirements for Contractors
Form 023.8 Contractor Competency Assessments

Attachment 23.1 Guidelines for Review of Risk Assessments
Attachment 23.2 Guidelines for Review of Contractor Health and Safety Plan
Attachment 23.3 WHS Requirements for Contractors

TENDERER WHS MANAGEMENT SYSTEM QUESTIONNAIRE

Form 023.1

This questionnaire forms part of the PCBU's tender evaluation process and is to be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderer's WHS Management System. Tenderers shall be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

Certification	

The information provided in this questionnaire is an accurate summary of the Company's Work Health and Safety Management System.

Company Name	
Signed	
Name	
Position	
Date	
Contract Details	
Contract Name	
Contract Number	

Tenderer WHS Management System Questionnaire

		Yes	No
1	**WHS Policy and Management**		
1.1	Is there a written company Work Health and Safety policy? If Yes, provide a copy of policy.	☐	☐
1.2	Does the company have a WHS Management System certified by a recognised independent authority? If Yes, provide details.....	☐	☐
1.3	Is there a company WHS Management System Manual or Plan? If Yes, provide a copy of contents page(s).	☐	☐
1.4	Are Work Health and Safety responsibilities clearly identified for all levels of staff? If Yes, provide details:.....	☐	☐
2	**Safe Work Practices and Procedures**		
2.1	Has the company prepared safe operating procedures or specific safety instructions relevant to its operations? If Yes, provide details:.....	☐	☐
2.2	Does the company have any permit to work systems? If Yes, provide a summary listing or permits	☐	☐
2.3	Is there a documented incident investigation procedure? If Yes, provide a copy of a standard incident report form.....	☐	☐
2.4	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? If Yes, provide details:	☐	☐
2.5	Are there procedures for storing and handling hazardous substances? If Yes, provide details:	☐	☐

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

		Yes	No
2.6	Are there procedures for identifying, assessing and controlling risks associated with manual handling? If Yes, provide details:	☐	☐
3	**Work Health and Safety Training**		
3.1	Describe how WHS training is conducted in your company.		
3.2	Is a record maintained of all training and induction programs undertaken for Workers in your company? If Yes, provide examples of safety training records:	☐	☐
4	**Work Health and Safety Workplace Inspection**		
4.1	Are regular WHS inspections at worksites undertaken? If Yes provide details:	☐	☐
4.2	Are standard workplace inspection checklists used to conduct WHS inspections? If Yes, provide details or examples:	☐	☐
4.3	Is there a procedure by which Workers can report hazards at workplaces? If Yes, provide details ……	☐	☐
5	**Work Health and Safety Consultation**		
5.1	Is there a workplace WHS Committee?	☐	☐
5.2	Are Workers involved in decision making over WHS matters? If Yes, provide details:	☐	☐
5.3	Are there WHS Representatives? Comments:	☐	☐

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

6	**Work Health and Safety Performance Monitoring**			
6.1	Is there a system for recording and analysing WHS performance statistics? If Yes, provide details:		☐	☐
6.2	Are workers regularly provided with information on company WHS performance? If Yes, provide details:		☐	☐
6.3	Has the company ever been convicted of an Occupational/Work Health and Safety offence? If Yes, provide details:		☐	☐
7	**Company References**			
7.1	Please provide the following information for the three (3) most recent contracts completed by the company:			
		Contract 1	**Contract 2**	**Contract 3**
	Contract Description			
	Client			
	Contact			
	Phone No.			
	Number of lost time injuries			
	Number of person days on contract			
	Total days lost due to injuries			

Attach Certificates of Insurance:

- Workers' Compensation/Personal Accident Cover
- Professional Indemnity
- Public Liability

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ATTACHMENT 23.1

GUIDELINES FOR REVIEW OF RISK ASSESSMENTS

These guidelines provide practical information to assist the PCBU in the review of completed Risk Assessments. The Risk Assessment is designed to be completed by the Contractor as part of the planning of the works. However, it may be useful for the PCBU to assist Contractors to undertake this task at the time of implementing this system, or as part of the Contractor Induction process.

The PCBU is responsible for reviewing Risk Assessments to ensure that:

- the contract has been separated into specific Contractor activities.
- the Contractor has identified hazards associated with the activities.
- the Contractor has indicated control measures which have considered the degree of risk associated with the task.
- control measures can be practically implemented during the contract.

Risk Assessment

Identification of Tasks

The contract works or services should be separated into significant tasks or activities. These tasks may be identified by the fundamental hazards associated with each task. Hazards may arise as a result of:

- the nature and type of work/services performed.
- the location of the work including proximity to horse riding and horse handling activities.
- materials, chemicals or equipment used.
- the time of the work.
- proximity to the public or other Contractors.
- the work environment.

Identification of Hazards

Contractors should identify the range of hazards associated with each task. A hazard can be defined as the potential to cause injury or illness to one or more people. When determining hazards associated with the task the hazard types below should be considered:

- **Physical Hazards** e.g. noise, plant related hazards, Work at Height / Fall by Persons, manual handling, ergonomic, traffic hazards, collapse, falling objects, horses, etc.
- **Chemical Hazards** e.g. inhalation, skin contact with chemicals, ingestion of chemicals
- **Electrical Hazards** e.g. direct electrocution, contact with overhead or underground cables
- **Biological Hazards** e.g. infection, needle stick injury, handling of waste
- **Radiation Hazards** e.g. UV light, lasers
- **Psychological** e.g. workplace conditions leading to stress

The attached Hazard Identification and Control Table lists a variety of hazards and the control measures which may be considered. This hazard list is not exhaustive and other controls may be considered for the hazards listed.

Assessment of Risk

Risk is defined as the probability of a hazards causing injury or illness. Risk is a combination of the length and time of exposure to the hazard and the likelihood of the hazards being realised.

The hazards should be assigned as follows:

Class 1 Potential to cause death or permanent injury to one or more people.
Class 2 Potential to cause one or more lost time injuries
Class 3 Potential to cause an injury treatable with first aid.

A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and should be a major focus of the Risk Assessment. Contractors (Workers) should detail risk control measures which adequately address all identified Class 1 and 2 risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered.

Eliminate the Hazard	Eg: Off site cutting of panelwork.
Substitute the Hazard	Eg: Replace ladder with sicissor lift, substitute solvent based paint with water based paint.
Engineering Controls	Eg: Reverse alarms/lights fitted to plant, Exhaust ventilation to remove fumes.
Administrative Controls	Eg: Job rotation, Work instructions, Safety inspections
Personal Protective Equipment	Eg: Hearing protective devices, Respirators, Hard hats

The assignment of risk rating may take into consideration:

- Past accident/incident reports.
- Industry experience and data.
- Claims data.
- Personal experience and professional judgment.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Control Measures

The Organisation must ensure that the Contractor has identified suitable control measures for each hazard. In certain cases, the Contractor shall have a greater understanding of the technical requirements of the works and in these cases the Organisation may not be expected to make a judgment as to whether the control strategy chosen by the Contractor is the best available safe system of work. Where the specific task does not involve specialty technical expertise, the Organisation should provide feedback to the Contractor if they feel the identified control measure is in any way inadequate.

In summary the selection of suitable control measures should take into consideration:

- Level of risk.
- Hierarchy of controls.
- Practicability of implementation.

Hazard Identification and Control Table

The following table provides examples of control measures for a range of generic hazards. These examples are provided as a **guide only** and important site-specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

Hazard	Possible Cause	Control Measure
1 Traffic Hazards	1.1 Trucks entering, exiting a work site.	■ Use of traffic signalmen ■ Installation of temporary traffic signals ■ Use of Safety Signs ■ Speed restriction signs displayed and enforced.
	1.2 Working in close proximity to roads	■ Use of witches' hats or temporary barriers to cordon off sections of road ■ Closure of road ■ Use of Safety Signs ■ Speed restriction signs displayed and enforced.
2 Manual Handling	2.1 Handling of aged or disabled people	■ Use of wheelchairs ■ Use of lifting aids ■ Imposed restrictions on certain activities ■ Requirements for two person lifts ■ Training of workers
	2.2 Use of heavy hand held tools e.g. grass slasher	■ Use of support harness ■ Limits on duration of use
	2.3 Handling of heavy object	■ Provide mechanical aids ■ Redesign object or task
3 Contact with Heat	3.1 Hot Materials	■ Provide appropriate clothing and training

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Hazard	Possible Cause	Control Measure
	3.2 Fire in the workplace	■ Keep workplace clear of waste materials ■ Issue hot work permit ■ Remove flammable materials or store correctly ■ Provide adequate fire fighting equipment ■ Workers fire fighting training ■ Eliminate ignition sources from flammable atmospheres
	3.3 Exposure to sun	■ Provide protective clothing and sunscreen ■ Reduce exposure time
4 Contact with Electricity	4.1 Faulty electric leads and tools	■ Tools and leads inspected and tagged
	4.2 No earth leakage detectors	■ Residual current devices in all circuits ■ Residual current devices tested regularly
	4.3 Electric leads on ground	■ Electrical leads kept elevated and clear of work areas
	4.4 Electrical leads in damp areas.	■ All electrical leads are kept dry
	4.5 Electric leads tied to metal rails	■ All electrical leads are kept insulated
	4.6 Plant not isolated	■ Ensure permit to work system followed ■ Lock-out and equipment tag procedure.
	4.7 Contact with underground or overhead cables	■ Location of services to be established ■ Overhead cables to be protected ■ Services to be isolated when working in proximity ■ Establish safe clearance distances
5 Exposure to Noise	5.1 Plant and equipment not silenced	■ Fit noise suppression to noisy plant and equipment
	5.2 Not wearing appropriate protection	■ All personnel to wear appropriate PPE (hearing protectors)
	5.3 Excess exposure time to noisy areas	■ Regulate workers' exposure to noise
6 Contact with High Pressure	6.1 Burst air lines	■ Air hoses in good condition and regularly inspected
	6.2 Hoses become uncoupled	■ All hose couplings fitted with pins or chains
	6.3 Using compressed air to clean clothing	■ Prohibit and instruct workers on danger
	6.4 Improper handling of gas cylinders	■ Cylinders stored upright and secured

Hazard	Possible Cause	Control Measure
	6.5 Defective pressure gauges	■ All pressure gauges inspected regularly for defects
7 Contact with Chemicals	7.1 Incorrect handling procedures	■ All workers trained in Safety Data Sheet(s) requirements
	7.2 Lack of information	■ Review Safety Data Sheet(s) and assess risks
	7.3 Not wearing appropriate PPE	■ All personnel provided with appropriate PPE
	7.4 Incorrect storage	■ Hazardous substances stored and labelled correctly
	7.5 Elevated exposure levels	■ Provide mechanical ventilation ■ All personnel provided with appropriate PPE
8 Contact with Radiation	8.1 Exposure to arc welding	■ Welding operations shielded
	8.2 Not wearing appropriate PPE	■ All personnel wear appropriate PPE
	8.3 Exposure during radiography operations	■ Correct procedures developed and followed
	8.4 Exposure to lasers	■ Regular equipment check ■ Follow documented safe work procedure for laser
	8.5 Exposure to sun	■ Provide protective clothing and sunscreen
9 Struck Against	9.1 Protruding objects in access routes	■ Protruding objects are removed or marked
	9.2 Not wearing appropriate PPE	■ Provide appropriate PPE (hard hat, safety boots) ■ Provide appropriate PPE and training
	9.3 Personnel running in the workplace	■ Personnel exercise restraint and walk
10 Struck by Object	10.1 Objects falling from work platforms	■ All work platforms fitted with toe-Councils ■ Fence off areas below to prevent access ■ Materials stacked securely ■ All personnel wear appropriate PPE (hard hats) ■ Secure loose objects to structure
	10.2 Debris from grinding operations	■ Personnel wear appropriate PPE ■ Shield grinding operations
	10.3 Wind-blown particles	■ All personnel wear appropriate PPE
	10.4 Loads slung from cranes	■ Loads not slung over personnel ■ Taglines are used to prevent loads swinging ■ Loads slung correctly

Hazard	Possible Cause	Control Measure
11 Fall from Heights	11.1 No handrails	■ All work platforms have secure handrails
	11.2 Working outside handrails	■ Persons wear full fall arrest type harness
	11.3 Floor penetrations not covered	■ All floor penetrations covered or barricaded
	11.4 Ladders not secured	■ All ladders secured to prevent movement ■ Ladders to extend at least 1m above landings
	11.5 Danger area	■ Tag and fence to prevent access
12 Slips/Falls	12.1 Access routes obstructed by materials	■ All access routes kept clear of materials and debris
	12.2 Leads and hoses across access routes	■ All leads kept clear of ground or covered
	12.3 Slippery surfaces	■ All surfaces used for access kept dry and in good condition
	12.4 Safety footwear not appropriate	■ Personnel wear appropriate safety footwear
	12.5 Poor visibility	■ Poor adequate lighting
13 Caught Between	13.1 Operating Plant	■ Guarding of rotating plant and hand tools ■ Safe work procedures to be followed ■ Provide roll over cage protection ■ Pre-start daily safety inspection
	13.2 Moving plant	■ Personnel kept clear when operating plant ■ Fit reverse alarms to plant and check operation
	13.3 Moving loads	■ All personnel kept clear during crane operations
	13.4 Loads tipping or swinging	■ Load slings properly secured
	13.5 Materials being positioned	■ Safe Work Procedures for moving heavy loads
14 Overstress	14.1 Safe Working Load exceeded during lifting operations	■ Compliance with Safety Working Load and radius charts on cranes ■ All lifting gear checked regularly
	14.2 Sprains and strains	■ All personnel trained in manual handling techniques
15 Ergonomic Hazards	15.1 Poor work posture	■ Workstation to conform with ergonomic standards ■ Seating to conform with ergonomic standards ■ Training of workers ■ Provide adequate task lighting
	15.2 Use of excessive force	■ Provide mechanical aids ■ Modify workplace design
	15.3 Repetitive movements	■ Modify task requirements ■ Job rotation
16 Asbestos Hazards	16.1 Accidental disturbance or contact	■ Asbestos materials identified and labelled ■ Asbestos materials removed from workplace ■ Safe work procedures developed

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

Hazard	Possible Cause	Control Measure
17 Biological Hazards	17.1 Needlestick injury	■ Provide appropriate waste disposal containers ■ Provide workers with PPE ■ Develop safe work procedures and train staff
	17.2 Potential exposure to HIV, hepatitis	■ Develop safe work procedures and train staff ■ Immunisation program
	17.3 Potential exposure to legionella bacteria	■ Provide workers with PPE ■ Implement microbial control procedures
18 Excavating/ Trenching	18.1 Collapse of earth	■ Shoring to be provided in accordance with Code of Practice: https://www.safework.nsw.gov.au/__data/assets/pdf_file/0019/52147/Excavation-work-COP.pdf ■ Shoring to be inspected regularly
	18.2 Fall into excavation	■ Provide barricades around excavation
	18.3 Asphyxiation	■ Provide exhaust ventilation and test atmosphere ■ Confined Spaces procedures
	18.4 Inadequate access to excavation	■ Provide safe access by steps or ladders
19 Plant Overturn	19.1 Crane overturn	■ Cranes to be set up on solid ground and away from edge of excavation
	19.2 Mobile plant overturn	■ Plant to be fitted with roll over cage protection ■ Safe work procedures developed

Contractor:	Contract Manager:
Contract:	Contract No:
Contractor's Representative:	Telephone: Fax:
Telephone: Fax:	
Signature: Date:	Signature: Date:

SAFE WORK METHOD STATEMENT

Specific Task/Activity	Potential Hazards/ Consequences	Class of Risk	Control Measures

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ATTACHMENT 23.2

GUIDELINES FOR REVIEW OF WORK HEALTH AND SAFETY PLAN

This form can be used by the Organisation when reviewing elements of the WHS Plan prepared by the Contractor. Relevant requirements should be reviewed and approved prior to work commencing on the contract.

The Contractor should provide documentation referenced in the WHS Plan at the time of assessment. Not all elements of the Plan may be required for a contract and this would need to be determined by the Organisation in conjunction with the Contractor. Upon the successful assessment of the Plan, the Organisation should confirm approval on the Contract WHS System Approval and Acceptance Form.

Where the Project WHS Plan does not satisfy the requirements of the Organisation, the Contractor shall be notified and the appropriate modifications should be made to the Plan.

Work Health and Safety Plan Review

Contract Name:.....

Contract Description:.....

Contract Manager:.....

Contractor:.....

	Work Health and Safety Plan Elements	Requirement Fulfilled	
		Yes	No
1	**Contract Description**		
1.1	Brief description of the scope of work or services	❑	❑
1.2	Summary of major activities and types of work	❑	❑
1.3	Specialist tasks or procedures are documented and reference to safe work procedures and training documented	❑	❑
1.4	Areas of contract requiring special consideration are documented and procedural requirements referenced, e.g. presence of public, horses, traffic management, work restrictions.	❑	❑
2	**Contract WHS Structure and System**		
2.1	Company Work Health and Safety Policy included	❑	❑
2.2	Names and positions of personnel with specific WHS responsibilities are documented and the organisation structure is clear	❑	❑
2.3	Contractor (Worker) responsibilities are documented	❑	❑
2.4	Position and name of senior person who shall liaise with the Organisation on WHS issues is documented	❑	❑

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

	Work Health and Safety Plan Elements	Requirement Fulfilled	
		Yes	No
3	**Contract Induction and Safety Training**		
3.1	Outline of contract induction procedures for workers & subcontractors	❑	❑
3.2	Details of induction modules or induction course content	❑	❑
3.3	Register of personnel completing the induction program	❑	❑
3.4	Details of workers WHS training relevant to the contract	❑	❑
3.5	Register of workers holding authorisations, permits, competency certificates, licenses required for the contract	❑	❑

4	**Safe Work Practices and Procedures**		
4.1	List of company safe work procedures relevant to the contract	❑	❑
4.2	Copies of safe work procedures or instructions	❑	❑
4.3	Details of contract operations subject to work permits	❑	❑
4.4	Work permit procedure documented	❑	❑
4.5	Distribution list of workers and/or subcontractors issued with safe work procedures	❑	❑
4.6	Contract safe work procedures (all Contractors) are documented in a Safe Work Procedure Register.	❑	❑

5	**Risk Assessment**		
5.1	Hazardous operations/significant tasks to be undertaken by Contractor, identified and documented on the Risk Assessment Form	❑	❑
5.2	Each hazard classified by Class as per the Risk Assessment Procedure, i.e. Class 1, 2 or 3	❑	❑
5.3	The hierarchy of controls has been considered in the risk assessment and Class 1 and 2 risks have been eliminated where practicable	❑	❑
5.4	Control measures are documented with clear procedures on how to achieve the control	❑	❑
5.5	Evidence of workers' training on control measures is included	❑	❑

6	**Workplace Health and Safety Inspections**		
6.1	Inspection team documented	❑	❑
6.2	Frequency and type of inspection defined	❑	❑
6.3	Checklists to be used in inspections are included	❑	❑
6.4	Procedure for actioning inspection findings included	❑	❑
6.5	Hazard reporting procedures documented and forms included	❑	❑

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

6.6	Specific areas targeted for inspection documented	❑	❑

7	**Work Health and Safety Consultation**		
7.1	List of current PCBU and WHS Representatives	❑	❑
7.2	Details of the membership and operation of the Safety Committee / Representatives	❑	❑
7.3	Reference to company issue resolution procedures	❑	❑

8	**Emergency Procedures**		
8.1	Overall emergency plan and structure for the contract	❑	❑
8.2	Register of emergency equipment and locations	❑	❑
8.3	Register of current qualified First Aiders	❑	❑
8.4	Arrangements/co-ordination with other worksite occupants in the event of an emergency	❑	❑

9	**Incident Recording & Investigation**		
9.1	Details of incident reporting and investigation system and procedures	❑	❑
9.2	Details of how Class 1 & 2 incidents will be notified to the Organisation	❑	❑
9.3	Details of how incident statistics are to be compiled and distributed	❑	❑
9.4	Accident investigation procedure or details of how accidents shall be investigated.	❑	❑

10	**Work Health and Safety Performance Monitoring**		
10.1	Details of how WHS performance statistics associated with the contract are reviewed	❑	❑
10.2	Details of how monthly WHS performance reports shall be compiled for review by the Organisation	❑	❑
10.3	Nature of WHS performance information presented to workers on a regular basis	❑	❑
10.4	Outline of auditing program to evaluate WHS Plan effectiveness	❑	❑

CONTRACT WORK HEALTH AND SAFETY SYSTEM APPROVAL AND ACCEPTANCE FORM

Form 023.2

This document when completed is to be kept with the current version of the Contractor's Health and Safety Plan and Risk Assessment and forms part of the contract documentation.

Contract Name:.....

Contract Description:.....

Contract Manager:.....

Contractor:.....

Element	Date Received	Satisfactory/ Unsatisfactory
Contractor WHS Management System Questionnaire		
Work Health and Safety Plan		
Risk Assessment		

Comments:.....

.....

.....

.....

Authorisation	Signature	Date
Contract Manager		
Contractor Representative		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

CONTRACTOR INSPECTION CHECKLIST

Form 023.3

Contract Name:	Site Location: .....
Contract Number:	Prepared by: .....
Contractor:	Date: .....

Item No.	Control Measure	Compliance (Y/N)	Action Required (Y/N)

Comments on items Requiring Action:

.....

.....

.....

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

GENERAL WORK HEALTH AND SAFETY CHECKLIST

Form 023.4

This checklist is included as a guide only and may be modified to suit specific contract requirements.

Contract Name:.....
Contract Description:.....
Contractor:.....
Worksite Location:..... Date:.....
Persons completing inspection:.....

Indicate in the following manner:

✓ **Acceptable** ✘ **Not Acceptable** **N/A Not Applicable**

1. Work Health and Safety Systems		
1.1	WHS policy displayed	
1.2	Accident report book	
1.3	Induction records	
1.4	Return To Work policy available	
1.5	Workplace inspection records	
1.6	Emergency procedures	
1.7	Training records	
1.8	Documented safe work procedures	
1.9	Protective clothing & equipment records	
1.10	Safety Data Sheets available	
1.11	Health & Safety Systems Manual	
1.12	WHS representatives appointed	
1.13	PCBU Safety Representative appointed	
1.14	Contract risk assessment available	
1.15	Contract WHS Plan available	
2. Housekeeping		
2.1	Work areas free from rubbish & obstructions	
2.2	Surfaces safe and suitable	
2.3	Free from slip/trip hazards	
2.4	Floor openings covered	
2.5	Stock/material stored safely	
AISLES:		
2.6	Unobstructed and clearly defined	
2.7	Adequate lighting	
2.8	Vision at corners	
2.9	Wide enough	
3. Electrical		
3.1	No broken plugs, sockets, switches	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage Residual Current Device systems used	
3.11	Start/stop switches clearly identified	
3.12	Switch Councils secured	
3.13	Appropriate fire fighting equipment	
4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
5. Machinery and Workbenches		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	
WORKBENCHES:		
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duck Councils or floor mats provided	
6. Hazardous Chemicals		
6.1	Stored appropriately	
6.2	Containers labelled correctly	
6.3	Adequate ventilation/exhaust systems	
6.4	Protective clothing/equipment available/used	
6.5	Personal hygiene - dermatitis control	
6.6	Waste disposal procedures	
6.7	Safety Data Sheets available	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

6.8	Chemical handling procedures followed	
6.9	Chemical register developed	
6.10	Appropriate emergency/first aid equipment - shower, eye bath, fire extinguishers, etc.	
6.11	Hazard signing displayed	
7. Welding		
7.1	Gas bottles securely fixed to trolley	
7.2	Welding fumes well ventilated	
7.3	Fire extinguisher near work area	
7.4	Only flint guns used to light torch	
7.5	Flash back spark arresters fitted	
7.6	Vision screens used for electric welding	
7.7	LPG bottles within 10 year stamp	
7.8	PPE provided and worn	
7.9	Hot Work Permit system used	
8. Excavations		
8.1	Shoring in place and in sound condition	
8.2	Excavation well secured	
8.3	Signage displayed	
8.4	Banks battered correctly and spoil away from edge	
8.5	Clear and safe access around excavation	
8.6	Separate access and egress points from excavation	
8.7	Safe work procedure in place	
9. Prevention of Falls		
9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Harness and lanyard or belts provided	
9.3	All floor penetrations covered or barricaded	
9.4	Risk areas signposted and fenced	
9.5	Safe work procedure in place	
10. Stairs, steps and landings		
10.1	No worn or broken steps	
10.2	Handrails in good repair	
10.3	Clear of obstructions	
10.4	Adequate lighting	
10.5	Emergency lighting	
10.6	Non-slip treatments/treads in good condition	
10.7	Kick plates where required	
10.8	Clear of debris and spills	
10.9	Used correctly	
11. Ladders (MUST NOT BE USED AS A WORK PLATFORM)		
11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above top landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	
12. Personal Protection		
12.1	Workers provided with Personal Protective Equipment (PPE)	
12.2	PPE being worn by workers	
12.3	Sunscreen and sunglasses provided	
12.4	Correct signage at access points	
13. Manual Tasks		
13.1	Mechanical aids provided and used	
13.2	Safe work procedures in place	
13.3	Risk assessment performed for manual tasks	
13.4	Manual tasks risk controls implemented	
14. Workplace Ergonomics		
14.1	Workstation and seating design acceptable	
14.2	Ergonomic factors considered in work layout and task design	
14.3	Use of excessive force and repetitive movements minimised	
14.4	Appropriate training provided	
15. Material Storage		
15.1	Stacks stable	
15.2	Heights correct	
15.3	Sufficient space for moving stock	
15.4	Material stored in racks/bins	
15.5	Shelves free of rubbish	
15.6	Floors around stacks and racks clear	
15.7	Drums checked	
15.8	Pallets in good repair	
15.9	Heavier items stored low	
15.10	No danger of falling objects	
15.11	No sharp edges	
15.12	Safe means of accessing high shelves	
15.13	Racks clear of lights/sprinklers	
16. Confined Spaces		
16.1	Risk assessment undertaken	
16.2	Communication and rescue plan in place	
16.3	Safety equipment in good working condition	
16.4	Suitable training provided to workers i.e. Competent Persons only to carry out Confined Space Work	
16.5	Confined Space permit used	
17. Lasers		
17.1	Operator has laser operator license	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

17.2	Signage displayed	
17.3	Laser not used in a manner to endanger other persons	
18. Demolition		
18.1	Risk assessment undertaken in advance	
18.2	Access prevented to demolition area	
18.3	Overhead protection in place	
18.4	Protection of general public	
18.5	Safe work procedure in place	
19. Public and Horse Protection		
19.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
19.2	Signage in place	
19.3	Suitable lighting for public access	
19.4	Footpaths and ramps clean and free from debris	
19.5	Dust and noise controls in place	
19.6	Site access controlled	
19.7	Traffic control procedures in place	
19.8	Public complaints actioned	
20. Amenities		
20.1	Washrooms clean	
20.2	Toilets clean	
20.3	Lockers clean	
20.4	Meal rooms clean and tidy	
20.5	Rubbish bins available - covered	
21. First Aid		
21.1	Cabinets and contents clean and orderly	
21.2	Stocks meet requirements	
21.3	First aider's names displayed	
21.4	First aider's location and phone numbers	
21.5	Qualified first aider(s)	
21.6	Record of treatment and of supplies dispensed	
22. Lighting		
22.1	Adequate and free from glare	
22.2	Lighting clean and efficient	
22.3	Windows clean	
22.4	No flickering or inoperable lights	
22.5	Emergency lighting system	
23. Fire Control		
23.1	Extinguishers in place	
23.2	Fire fighting equipment serviced/tagged	
23.3	Appropriate signing of extinguishers	
23.4	Extinguishers appropriate to hazard	
23.5	Emergency exit signage	

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

23.6	Exit doors easily opened from inside	
23.7	Exit pathways clear of obstruction	
23.8	Alarm/communication system - adequate	
23.9	Smoking/naked flame restrictions observed	
23.10	Minimum quantities of flammables at workstation	
23.11	Flammable storage procedures	
23.12	Emergency personnel identified and trained	
23.13	Emergency procedures documented - issued	
23.14	Emergency telephone numbers displayed	
23.15	Alarms tested	
23.16	Trial evacuations conducted	
23.17	Personnel trained in use of fire fighting equipment	
23.18	Communication facilities available for field work & known to be operative.	

CONTRACTOR NON-CONFORMANCE REPORT

Form 023.5

Contractor:	
Contract Name:	
Contractor's Representative:	
Telephone:	Fax:
Signature:	Date:

The Organisation's Representative:	
Contract No:	
Telephone:	
Fax:	
Signature:	Date:

Details of Non Conformance	Action Required	Completion Date	Verification of Completion

Comments:.....
.....
.....
.....
.....

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

CONTRACTOR WHS PERFORMANCE REPORT

Form 023.6

Contract Name:.....	Report for the month of.....
Contract Number:.....	Prepared by:.....
Contractor:.....	Date:.....

Performance Indicators

Indicator	Current Month	Mthly Average	Total
Number of lost time injuries			
Working days lost due to injury			
Number of hazard inspections conducted			
Number of Notifiable Incidents			

Status of Injured Personnel, Public and Property Damage

		Date of	Days Lost		Return to Work	
Name/Item	Injury/Damage	Incident	Current Month	Total	Forecast	Actual
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

WHS Corrective Actions

		Status		
Nature of Corrective Action	Risk Class	Open	Closed	Comments
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Outcomes of WHS audits/inspections

Comments/Outcomes:.....

.....

Comments on WHS Performance

Contract Manager: .....

.....

Contractor Representative: .....

.....

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

ATTACHMENT 23.3

WORK HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS

- In accepting the contract, the Contractor agrees to comply with all WHS laws and all relevant policies and procedures of the PCBU. Management shall inform the Contractor of the relevant policies and procedures and shall offer advice as to the hazards of the work area (e.g. location of services, high risk areas). However, complete responsibility for performing the necessary work in a safe manner lies with the Contractor.
- The Contractor agrees to inspect, survey and approve work sites before commencing work.
- The Contractor must inform the PCBU of all sub-contracts and must acquaint all sub-contractors with the necessary safety requirements and supervise all work and activities of the sub-contractors in order to guarantee that safe conditions shall exist throughout the project.
- The Contractor must ensure that all personnel hold current necessary certification to perform the tasks and operate the equipment.
- The Contractor shall not use PCBU tools, ladders or equipment without the authority of the Contract Manager and specific authority of the person responsible for that equipment. If a Contractor uses equipment of the PCBU without Authority of the Manager / Trainer, the Contractor agrees to hold the PCBU harmless for any accidents occurring out of the use of this equipment.
- Once authorised, the Contractor must use the equipment in accordance with the standard operating procedure and indemnify the PCBU against any loss arising out of its misuse.
- The Contractor must keep all tools, equipment & materials secure and is not to permit PCBU personnel to use, or be harmfully exposed by the tools, equipment or any process. All plant and equipment must be accompanied by the appropriate certification.
- The Contractor must provide evidence of adequate Public Liability & Workers Compensation Insurance, and any vehicles driven on site must be registered and have current Insurance.

WHS Regulations

In addition to complying with all local WHS Regulations, the Contractor and any sub-contractors also agree to the following:

- **Reporting of Injury/Incidents**

  The PCBU investigates all accidents that occur on its site and expects the co-operation of the Contractor and Contractors' employees and sub-contractors to ascertain the true cause to assist in the prevention of a similar accident.

  All injuries (including concussion), incidents and accidents must be reported to a supervisor and to the Contract Manager.

  All injuries (including concussion), incidents and accidents must be recorded as soon as safe to do so.

- **Hot Work, Open Flame, Flame Cutting, Grinding etc.**
  - ☐ No Hot Work shall be permitted unless a Hot Work Permit is issued by the Contract Manager.
  - ☐ All must obey smoking regulations.
  - ☐ All heating equipment must be safely arranged and must be approved by the Contract Manager.
  - ☐ There shall be no open fires on the site.

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

- ☐ Storage of oxygen and acetylene cylinders must be separate and out of doors. Cylinders must be secured in place & protected from heat or direct sunlight & located so as not be damaged by traffic

- **Protective Equipment**

  At no time shall any sprinkler system or other plant protection equipment be taken out of service without first obtaining permission from the Contract Manager. Equipment must be properly restored to service as soon as practical. Remember, that permission must be obtained to close fire protection water control valves.

- **Hazardous Materials (Chemicals, Substances)**

  Any operation involving hazardous materials or supplies can be performed only with the permission of the Contract Manager. This applies to paints, flammable liquids, gases, acids, explosives and strong oxidising materials, together with any other hazardous or poisonous materials.

- **Use of Company Services**

  The Contractor must agree with the PCBU which utilities/services can be used e.g. electricity, gas, compressed air.

  In addition, the Contractor must comply with any local arrangements which exist regarding the use of these services e.g. all trailing cables to operate with earth leakage protection.

  The Contractor – where authorised – must properly and safely use any items of equipment.

  Any equipment or tools loaned by the PCBU must be returned to the Manager / Trainer for any necessary servicing, maintenance or repairs and suitably identifying the fault.

- **Storage of Plant, Equipment and Structures**

  The Contractor must make provision for the safe and secure storage of all equipment and structures used and kept on site. The Contractor must comply with local security arrangements.

  Where gas cylinders, including LPG are kept on site, they must be stored upright in a secure and safe place. Unless there are specific local requirements, storage should be in accordance with the guidelines contained in relevant Standards.

- **Safety of Machinery**

  All machinery and plant brought onto the PCBU's premises must be fully guarded and protected in accordance with legal requirements.

  Contractors must not remove any guards from the PCBU plant or equipment without the prior permission of the Contract Manager or a nominated deputy.

  Formal Isolation Procedures (i.e. lockout) must be implemented when working on any plant or machinery.

  Where guards are removed from plant or machinery at any time for maintenance, repair or inspection, they must be properly replaced before the machine is used again.

- **Electrical Equipment**
  - ☐ All wiring, whether it be temporary or permanent, must be made safe and in compliance with Standards Codes and local wiring rules.
  - ☐ Panel boxes, switchgear etc. must be kept locked.
  - ☐ Under no circumstances shall live, bare wiring or terminals be permitted.
  - ☐ Electrical equipment brought into any hazardous area where flammable vapours or dusts are present, must comply with relevant Legislation.
  - ☐ Residual Current Devices must be provided for all electrical equipment.
  - ☐ All Electrical leads must be tagged and tested.

- **Powder-Actuated Tools**

  Powder-actuated tools can only be brought onto the property with the specific approval of the Contract Manager. Rigid safety controls must be maintained for the use of such equipment. Such tools are only to be used by persons who have been given thorough instruction and training in their proper use and are suitably licensed to operate such equipment. Tools and explosive charges must be securely locked up when not actually in use.

- **Power Tools**
  - ☐ Power tools shall be used only in conjunction with an earth leakage circuit breaker.
  - ☐ Guards must be kept in place.
  - ☐ Tools shall not be left lying about unattended where they create a hazard, or unauthorised personnel can use them.
  - ☐ Do not bring ordinary electrical tools or extension cords to areas where flammable liquids or explosive dusts may be present.

- **Roofs**
  - ☐ Contractor's personnel are not allowed on to any roof without the specific permission of the Contract Manager.
  - ☐ The Code of Practice Safe Work on Roofs Part 1 Commercial and Industrial Buildings must be complied with at all times.
  - ☐ When working on roofs that may be brittle or soft (such as aluminium), crawling on roofing ladders must be used.
  - ☐ Any doors leading to the roof may be an escape route and must not be obstructed.
  - ☐ If it is necessary to use heat (e.g. to melt asphalt) the Contract Manager must be informed as there may be flammable vapours from the extraction ducts present.
  - ☐ Contact the Contract Manager before placing or leaving any heavy weights on the roof, or before installing cranes or any lifting tackle that may damage the structure or coverings.
  - ☐ Nothing must be thrown to the ground from the roof.
  - ☐ Rubbish and rubble must be removed from the roof at regular intervals but at least daily.
  - ☐ It is essential that valleys, gutters and down pipes are not obstructed by rubbish and rubble.

- **Drains**

  If any drain/sewer cover is removed it must be adequately highlighted and access to the area restricted. This cover must be replaced at the conclusion of the job or when the area is unattended. Compliance with confined spaces regulations is mandatory.

No sand, solid, cement, mortar or plastic may be deposited down any of the PCBU drains, either by cleaning tools and equipment or disposal.

Every effort must be made to prevent sand, soil or ballast stored on site being washed into the drains or sewers.

- **Window Cleaning**

The Contractor shall only employ person skilled in safe window cleaning practices.

All ladders and other equipment used by the Contractor must be of sound construction, adequate strength, sufficient length and properly maintained. Compliance with relevant standards must be adhered to at all times.

All Work procedures must comply with Clauses 78, 79 and 80 of the WHS Regulation 2025 Chapter 4 Part 4.4 (Falls): https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#ch.4-pt.4.4

If any doubts exist as to the suitability or safety of the foot or handholds, the Contractor shall make all provisions to prevent an accident occurring.

- **Fire Prevention**

Contractors must:

- ☐ Provide fire extinguishers or other suitable approved fire protection equipment as necessary for the operation.
- ☐ Take all precautions to prevent fires and fire-breeding conditions.
- ☐ Instruct their workers and sub-contractors in the proper method of initiating an alarm.
- ☐ Ensure workers are aware of the evacuation procedure including signal, escape routes and assembly points.
- ☐ Ensure fire hoses **are not used** for any purpose other than fire fighting purposes.

- **Housekeeping**

Contractors must:

- ☐ Maintain good housekeeping conditions.
- ☐ Clean up all waste and debris after every operation.
- ☐ Store materials and supplies in an orderly manner so as not to expose any portion of the building, construction, personnel or horses to any risk of danger.
- ☐ Not obstruct aisles or create tripping or slipping hazards.

- **Control of Hazards**

Contractors must:

- ☐ Securely protect excavations, floor openings and hazardous areas, with suitable barriers and warning signs.
- ☐ Provide adequate lighting for hazardous areas.
- ☐ Secure dangerous materials, supplies or equipment.

- **Special Hazardous Operations**

Many operations are generally accepted as being “hazardous”. There are widely accepted standards, procedures and safe practices which shall, when followed, greatly reduce the hazards of any particular operation. For instance, hard hats are required on all new construction sites and in some areas of building alterations; goggles and other protection are needed when working with acids and caustics; machine grit and dust; safe spray painting requires good ventilation and explosion-proof electrical equipment.

It is expected that the Contractor shall be familiar with safety standards applicable to the operations and that proper safeguards shall be employed.

Some of the operations deemed hazardous, where special precautions are needed are:

- ☐ Working in areas where horses are present.
- ☐ Rigging, hoisting, working on or erecting scaffolding, working overhead. Most of these operations are supervised by the local responsible Inspectorate.
- ☐ Cleaning the interior of tanks; entering pits or other areas where the atmosphere may be hazardous, or where oxygen may be deficient.
- ☐ Spray painting.
- ☐ Excavating.
- ☐ Loading or unloading of flammable liquids.
- ☐ Working on, or around moving equipment.
- ☐ Cleaning with acids or caustic materials.
- ☐ Use of Compressed Air.

- **Privacy of Information**

The Contractor shall keep confidential any information regarding the PCBU’s operations. The only person permitted to provide information to the media is the PCBU’s Executive Officer.

- **General**

The PCBU cannot be held responsible for any losses to plant, equipment or materials delivered to the site although it shall endeavour to keep the materials in a safe place.

The Contractor should provide facilities for its workers wherever possible, but on smaller contracts the PCBU may find suitable accommodation on the understanding it is not responsible for any losses.

The Contractor is reminded of the common law duty to provide competent fellow workers and adequate supervision.

The PCBU’s Contract Manager is available to assist the Contractor in all safety endeavours.

WORK HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTORS

Form 023.7

Name of Contractor	
Head Office Address	
Name of Contract	
Telephone no.	
Site Address	
Brief Details of Work to be carried out	
Date of Starting	
Estimated Completion Date	

Please confirm by signing and returning this document that:

- You have received, read, understood and shall implement the PCBU's Contractor Controls
- All your workers and any other persons contracted by you, either directly or indirectly, are properly trained in all aspects of the work they are expected to carry out.
- You shall comply with all statutory requirements for health, safety, welfare and fire.

Signed	
for and on behalf of	
Date	

(EXAMPLE ONLY)
CONTRACTOR COMPETENCY ASSESSMENT
Form 023.8

NAME: **ORGANISATION:**
DATE: **CONTRACT SERVICE:**
ALL QUESTIONS MUST BE ANSWERED:

1. PREMISES / SITE ACCESS

Who must you report to prior to entering any work area? (2 Marks)

2. GENERAL SAFETY RULES

a) Who is responsible for providing the following? (3 Marks)

- First Aid Supplies
- Fire Extinguishers
- Personnel Protective Equipment

b) Under what conditions are Permits to Work? (3 Marks)

c) Who is responsible for issuing the above permit? (3 Marks)

d) Under what conditions must safety harnesses be worn? (3 Marks)

e) List all housekeeping standards required onsite? (3 Marks)

f) What safety requirements must be complied with for:

(3 Marks) Electrical Equipment	
(3 Marks) Compressed Gas Cylinders	
(3 Marks) Hazardous Chemicals	
(3 Marks) Overhead Work	

(4 Marks)

5. INCIDENT REPORTING AND INVESTIGATION

What steps must be taken following an incident onsite?

(4 Marks)

6. EMERGENCY PROCEDURES

What steps must be taken following an emergency onsite?

TOTAL /25	Assessor	Name: Signature Date:

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

1. PURPOSE

To successfully run any business, managers must plan, organise, demonstrate leadership, guide workers and control the environment to ensure that organisational goals are met in a timely and cost-effective manner.

In order for management to fulfil their responsibilities outlined in Doc 004 Responsibility and Accountability Profiles, they need to be provided with regular performance reports and indices.

2. SCOPE

As a means of monitoring the effectiveness of the WHS program initiatives, the PCBU will conduct WHS reviews, which will be utilised to plan for continuous improvement.

3. RESPONSIBILITIES

The **Manager / Trainer** is responsible for:

- Ensuring his / her direct reports have the necessary skills to develop and implement strategies to achieve an effective WHS Program.
- Allocating authority, resources and responsibilities to the various levels within the Organisation to enable them to achieve the organisation's WHS objectives.
- In consultation with the WHS Committee, WHS Representative(s) or other arrangements, develop an overall strategy including annual plans, for designing and implementing the WHS program.
- Actively participating in the ongoing review of the WHS program including conducting and following up of management audits and performance appraisals.
- Analysing the performance measurements and providing the WHS Committee, WHS Representative(s) or other arrangements, with collated and analysed reports on first aid, accident/ incident and hazard reports.

The **WHS Committee / WHS Representative(s)** is responsible for:

- Contributing to and overseeing the review and planning process.
- Facilitating consultation with workers to provide input to the review of achievements of the WHS program and subsequent development of improvement plans.

4. PROCEDURE

- The Manager / Trainer is required to complete the Monthly Work Health and Safety Report (Form 024.1).

Annual Improvement Plan

- Short and long term strategies will be developed to improve the management of WHS. The documented WHS Improvement Plan (Form 024.2) will address activities, responsibilities, time frames and priorities.

Business Plan

- The Manager / Trainer and Board Members involved in the business plan, shall allocate financial and other resources necessary to ensure the effective implementation of the WHS Improvement Plan.

5. RECORDS

Records associated with this procedure are:

Form 024.1 Monthly Work Health and Safety Report
Form 024.2 WHS Improvement Plan

Business /Strategic Plan(s)

MONTHLY WORK HEALTH AND SAFETY REPORT

Form 024.1

Department		
Month **Year**	**Current**	**Previous**
Number of Reported Injuries		
Number of Lost Time Injuries		
Number of Hours Lost		
Number of Injury Management Cases		
Number of Accident/Incident Investigations		
Number of Notifiable Incidents		
Control strategies implemented following Workplace Inspections		
Control strategies implemented following Accident/Incident Investigations.		
Training Programs Undertaken (including inductions)		
New Equipment /Process (including chemicals)		
Contractor Activities		
Other Activities Undertaken --- --- --- --- ---		
Name		
Signature		

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**

WHS IMPROVEMENT PLAN

Form 024.2

Year Beginning ...../...../…...

Element/Hazard for Improvement	Strategy	Target/ Desired Outcome	Target Completion Date	Person Responsible	Strategy Priority High 0 - 2 months Medium 3 - 4 months Low 5 - 12 months	Achievement of Target A Complete B Substantially completed C Some progress preliminary D No progress

Action plans shall be developed for each strategy, listing specific actions to achieve the target/outcome. This process shall be undertaken through Consultative Arrangements (i.e. WHS Committee Representatives or other such arrangements).

Copies of relevant Acts, Regulations, Australian Standards and Codes of Practices can be obtained from **SafeWork NSW and/or Standards Australia**