LEETON
SHIRE COUNCIL

Work, Health & Safety
Management Plan

October 2019

DOCUMENT AUTHORISATION

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Review of this Work, Health & Safety Management Plan (WHSMP)

This WHSMP will be reviewed every two years or as required in the event of legislative changes. The WHSMP may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this WHSMP. Any amendment/update to the WHSMP must be by way of SMT approval.

CONTENTS

1. Purpose

This Work, Health and Safety Management Plan is a key element of Leeton Shire Council's (LSC) Corporate Work, Health and Safety (WHS) Work Health and Safety Management System.

The Plan gives effect to Council's adopted WHS Policy (which is endorsed by the elected Council) and the Statement of Commitment to WHS signed by LSC's General Manager.

The Plan also details LSC's high level approach to protecting workers against potential harm to their health, safety and welfare through the elimination or minimisation of risks arising from work. It establishes clear objectives and targets and provides mechanisms to regularly measure performance through inspections, observations and audits appropriate to the level of risk.

This Plan is not a complete library of all available safety documentation however it provides workers, contractors and volunteers with the core framework or minimum requirements expected of them in the workplace.

There is a range of other WHS supporting material available which gives greater WHS detail than this Plan including, but not limited to, procedures, programs, work practices and instructions guidance. Examples of these are Safe Work Method Statements and Safe Work Procedures.

Should any reader require further safety information, or have suggestions for improving LSC's Safety Management System, please contact your supervisor or LSC's WHS Coordinator.

Of critical importance, the effectiveness and success of implementing the Safety Management Plan rests with all workers, whether they are Council employees, contractors or volunteers.

2. This Plan Applies to

This Work Health and Safety Management Plan (WHSMP) applies to Council employees and all other "workers" including contractors and volunteers identified under WHS legislation.

(The obligations of elected Councillor's and visitors are captured in Council's adopted WHS Policy).

3. Outcomes

In following through on this WHS Management Plan and its WHS Management System, Leeton Shire Council will run a compliant service to the 'reasonably practical standard' (which is intended to be a high standard), without any incidents, by having a workforce – whether LSC employee, contractor or volunteer - where:

- Everyone is aware of and takes responsibility for WHS
- Everyone is suitably trained to be competent in their roles and aware of their responsibilities
- Everyone is provided with the necessary physical and financial resources to maintain a safe working environment so far as is 'reasonably practicable'
- Everyone gives timely and constructive feedback on WHS, including near misses, in the knowledge that management will give serious and timely consideration to concerns or suggestions raised.
- Leadership across the organisation routinely honours their commitment to give workers the highest level of protection from hazards and risks arising from work so far as is 'reasonably practicable'.

4.   Definitions

WHSMP	Work, Health and Safety Management Plan
WHS	Work, Health and Safety
PCBU	Person conducting a business or undertaking
Worker	As outlined in the WHS Act 2011 No 10 Division 3 Section 7
SMT	Senior Management Team
LSC	Leeton Shire Council
ISO/IOS	International Organisation for Standardization
COP	Codes of Practice
KPI	Key performance indicators
SWMS	Safe Work Method Statement
RA	Risk Assessment
PTW	Permit to Work
HAZOB	Hazard Observation - Take 5
LOTO	Lock Out Tag Out – hazardous energies
LGA	Local Government Area
CS	Confined Space
COR	Chain of Responsibility (transport)
RTW	Return to Work/ Recover at Work
SDS	Safety data sheets

5.   Roles and Responsibilities

WHS is everybody's responsibility. The health and safety of workers relies on each worker adopting a positive attitude toward safe work practices. It is each worker's responsibility to be aware of the hazards and risks associated with their work and the control measures to be implemented to reduce the risk as much as is reasonably practicable.

It is also each workers responsibility to consult, cooperate and coordinate their activities with others that may be affected and to speak up straight away when there are safety concerns.

Should staff, contractors or volunteers have any questions about WHS, require further safety information, or have suggestions for improvement of Council's safety system, they are to contact the relevant supervisor or Council's WHS Coordinator.

It is important to note that all LSC employees, contractors and volunteers have a responsibility to comply with legislative requirements, while maintaining work standards to support consistently safe work.

In accordance with its adopted WHS Policy, Leeton Shire Council will, as far as is 'reasonably practicable':
-    Provide and maintain a safe work environment
-    Provide and maintain safe plant and structures
-    Provide and maintain safe systems of work
-    Ensure the safe use, handling and storage of plant, structures and substances
-    Provide adequate facilities, with access maintained
-    Provide instruction, training, information and supervision
-    Monitor the health of workers and conditions at Council workplaces

5.1   General Manager
- Promotes a positive work health and safety culture
- Maintain sufficient inputs to ensure appropriate resources can be effectively considered, for matters pertaining to WHS
- Involvement in regular management reviews to evaluate compliance of LSC work, health and safety systems

- Ensure the effective implementation of work health and safety practices, policies and procedures.

5.2 Directors
- Promotes a positive work health and safety culture
- Maintain sufficient inputs to ensure appropriate resources can be effectively considered, for matters pertaining to WHS
- Involvement in regular management reviews to evaluate compliance of LSC work, health and safety systems
- Ensure the effective implementation of work health and safety practices, policies and procedures
- Meet with relevant stakeholders to coordinate activities, discuss priorities and determine direction
- Initiate action to prevent the occurrence or reoccurrence of unsafe incidents/events
- Makes himself/herself aware of all his/her work health and safety responsibilities as detailed in this plan.

5.3 Senior Management Team and Management Team
- The Senior Management Team reviews on at least a monthly basis:
  - WHS information and statistics
  - Review open high risks and overdue risks detailed in risk register
  - Recommendations from the WHS Committee
  - Recorded events in Vault, e.g. incidents, injuries, near miss, hazards and risk
  - Opportunities for continuous improvement.

- The Manager's Meeting reviews on a bi-monthly basis:
  - Summarised WHS information and statistics, with key learnings
  - Recommendations from the WHS Committee and SMT
  - Opportunities for continuous improvement.

Further, leadership and management commitment to WHS must be demonstrated by:
- Positive reinforcement of Council's Work Health and Safety Commitment Statement by all managers
- Management participation in the review of WHS information and statistics (including but not limited to bi-monthly Managers' Meetings, Committee meetings, Toolbox Talks, inspections and audits)
- Providing systems and processes for identifying, reporting, managing all hazards
- Training, coaching and mentoring for workers, supervisors and managers, and
- Fostering open and clear communication between all employees, workers and leadership groups.

5.4 Supervisors (meaning anyone with line management responsibility for staff)
- Promotes a positive work health and safety culture, leads by example
- Reviews and approves all activities that have been assessed as moderate or high risk, before any work commences
- Ensures compliance with all LSC management system procedures including: Plant Operator Assessments, verifying Daily Checklists, Weekly Checklists and Permits to Work where required
- Involvement in delivery of Toolbox Talks
- Participates in the preparation of Safe Work Method Statements in conjunction with work crews, in accordance with the LSC management system and ensures that all controls are effectively implemented and regularly reviewed
- Immediately acts on the resolution of issues as outlined by their Director
- Responds to ongoing communication with project workers to control and anticipate issues
- Monitors plant safety and identifies work health and safety hazards in respect of plant
- Ensures all workers under supervision are inducted and have been Toolboxed in the Safe Work Method Statements and have participated in a review and sign off meeting for each activity
- Demonstrates an understanding of the process of incident prevention and incident reporting
- Participates in incident investigation process
- Ensures through involvement or delegation all injured workers are accompanied to medical practitioner appointments
- Reports all incidents to Management in line with procedures

- Encourages and educates worker to report potential work health and safety hazards
- Leads by example by meeting their own WHS KPIs whilst ensuring project team member(s) and contractor supervisor(s) are also meeting their WHS KPIs; and
- Makes himself/herself aware of all his/her WHS responsibilities as detailed in this plan
- Supports processes for the engagement of contractors to maintain compliance with the LSC work health and safety management system and procedures.

5.5   All Employees, Contractors and Volunteers
- Comply with statutory requirements and the WHSMP
- Follow instructions issued by LSC management and other supervisory staff
- Report, work health and safety hazards, incidents and injuries; and
- Take reasonable care to maintain a high standard of workmanship, maintain the health and safety of themselves and other employees/workers on site.

5.6   WHS Coordinator
- Promotes a positive WHS culture, leads by example
- Conducts frequent checks on all moderate and high-risk activities on site and at offsite locations
- Conduct weekly reviews to evaluate compliance of LSC WHS systems
- Review contractor's WHS documents including procedures, inspections, safe work method statements and other information relative to supporting safe work and evaluation of competency
- Coordinate WHS, workers compensation and rehabilitation activities
- Involvement in the development and currency of emergency response procedures,
- Define and promote required resources to suitably implement WHS procedures
- Assist in the resolution of disputes that may arise in respect of WHS and rehabilitation
- Ensure all incidents, near miss and dangerous occurrences are reported and recorded
- Lead investigations into incidents in line with LSC Policies & Procedures and follow through on corrective actions
- Maintain management system records for work health and safety
- Prepare monthly work health and safety reports for SMT
- Involvement with internal and external WHS management system audits including monitoring and evaluating contractor work health, safety and rehabilitation systems.

5.7   Work Health and Safety Committee Members
- Promotes a positive work health and safety culture, leads by example
- Facilitates cooperation between the workers conducting a business or undertaking and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety
- Assists in the development of standards, rules and procedures relating to work health and safety that are to be followed or complied with at the workplace
- Represents the interests of employees in consultation with leadership and relevant stakeholders
- Assists in the review of SWMS and development of risk assessments
- Assists in the review of incident investigations when requested to so do by Leeton Shire Council
- Makes himself/herself aware of all his/her work health and safety responsibilities as detailed in this plan.

5.8   Contractors and Suppliers
- Ensure that the risks of their work are identified, assessed and managed to levels as low or reasonably practicable
- Establish and maintain appropriate WHS and training records for their works;
- Observe contract and statutory requirements relating to work health and safety, training, and industrial relations
- Follow instructions issued by LSC management and other supervisory staff
- Adhere to the LSC WHSP and their management system requirements, as they apply to their operations on the site;
- Cooperate fully with site emergency procedures and consultative arrangements
- Lead by example by meeting Leeton Shire Council work health and safety KPIs whilst ensuring their

team member(s) and other contractors working for them are also meeting their work health and safety KPIs

- Establish and maintain a Health Exposure Monitoring Program in accordance with WHS Guidelines.

6. Legislation and Supporting Documents

The following statutory requirements apply to operations:
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Workers Compensation Act 1987
- Workplace Injury Management and Workers Compensation Act 1998
- Rail Safety Act 2012 No. 82 and Rail Safety National Law (NSW) No.82
- Applicable International Organization for Standardisation (ISO/IOS), Australian and/or Australian and New Zealand Standards
- Applicable Codes of Practice (COP) and supporting guidance materials

In addition to complying with the various Acts, there is a statutory obligation to obtain and comply with standards, COP, guidance materials, competencies and regulator instruction. At all times, LSC must hold (and ensure that its contractors, agents and employees hold) all required licenses, permits, approvals, certificates and registrations.

Copies of the relevant legislation and COP can be obtained from SafeWork website, while standards are available for purchase from the SAI Global Store via Council's WHS Coordinator.

7. Leeton Shire Council WHS Operations System

LSC operates a Safety Activity and Event Management System called Vault. The Vault Safety Management System assists LSC to implement the following WHS management activities into day to day operation:
- Incident/event and injury recording
- Lodging results from incident investigations
- Hazard and risk assessment recording
- Register of LSC risks and management of those risks (as per Council's ERM framework)
- Where improvement opportunities are identified applicable corrective actions
- Management of Contractors
- Governance system activity scheduling
- Emergency preparedness management
- Records of completed activities such as; inspections, checks, toolbox talks
- Internal auditing.

The Vault Safety Management System has allowed LSC to bring risk and safety management to life in an integrated and interactive way across all levels of Council.

7.1 Performance Targets
The WHS observation and inspection program is the method used for measuring leading indicators and include:
- The extent to which work health and safety is integrated into the design, planning and activities at a place of work
- The implementation of specific plans and programs
- The percentage of safe to unsafe observations made during behavioral based WHS observations
- The timely completion of corrective and improvement actions
- WHS cultural change within the workforce

WHS Lead indicator targets are provided in Table 1 and Lag indicator targets are outlined in Table 2. Although target and stretch targets have been identified additional risk management activities may be required through changes in the amount or types of works activities being completed.

These targets will be reported against at the bi-monthly Managers' Meetings and the targets will be reviewed as required but at a minimum, every two years along with this Plan. This to ensure they remain relevant.

Table 1 – WHS Lead Indicator Activity Targets

Item	Measured Statistic	Target
1	**Number of Observations Vault Check**	
	General Manager	1 per quarter
	Divisional Director	1 per month
	Department Managers	2 per month
	Engineers	2 per month
	Supervisors	4 per month
	WHS Staff	8 per month
2	**Number of Inspections Vault Check**	
	General Manager	1 every 6 months
	Divisional Director	1 per quarter
	Manager	2 per month
	Engineers	1 per month
	Supervisors	2 per month
	WHS Staff	4 per month
3	**Site Work Health and Safety Walks / discussion**	
	General Manager	1 per month
	Divisional Director	2 per month
	Manager	3 per month
	Engineers	2 per month
	Supervisors	2 per month
	WHS Staff	4 per month
4	**Toolbox Talks (Each Department/Division/Team)**	1 per month
5	**SWMS review/development (Each Department)**	1 per month

Table 2 – Organisational WHS Lag Indicator Targets

Item	Measure	Target	Stretch Target
1	First Aid Treatment Injuries	5% Reduction to previous year	10% Reduction to previous year
2	All Medical Treatment Injuries	5% Reduction to previous year	10% Reduction to previous year
3	All Lost Time Injuries	5% Reduction to previous year	10% Reduction to previous year
4	Work Health and Safety System Audits	>70% to ISO 45001 – Occupational Health and Safety standards	>85% to ISO 45001 – Occupational Health and Safety standards
5	Work Health and Safety System Non-Conformance Reports	>80% closed out in full on time	>90% closed out in full on time
6	Regulating Authority Notices issued	ZERO	ZERO

7.2   WHS Risk Management Process

The risk management process is systematically divided into 5 steps:
1. **Hazard identification** - of an activity or task being conducted
2. **Risk Assessment** - an evaluation of the level of risk for likelihood and consequence
3. **Risk Control** - selecting control measures from the hierarchy of control
4. **Implementation** - apply the selected control measure(s) as described in the Safe Work Method Statement
5. **Monitor the control** – evaluate measure(s) to ensure they are working and that no other risks have been introduced through changes made.

These steps are repeated as part of an ongoing process throughout the works delivery, especially when there are changes in the workplace through new activities, changes in plant selection, re-evaluation of existing controls, knowledge of new hazards or changes in legislation.

7.3   WHS Risk Control

If a hazard giving rise to risks to WHS cannot be eliminated, then the risk(s) associated with it must be controlled. This can be achieved by applying a hierarchy of control which can be applied as follows:
1. **Elimination -** risks to work health and safety so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risks then minimize the risks, so far as reasonably practicable, by one or more of the following:
    a. **Substitution -** involves replacing the hazard with one that presents a lower risk;
    b. **Isolation** - separate the hazard from the exposed workers;
    c. **Engineering** – involves some change to the work environment or work process to reduce the risk;
    d. **Administration -** If a risk remains, minimize the remaining risk, so far as is reasonably practicable, by implementing administrative controls; and
    e. **Personal Protective Equipment -** If a risk then remains, minimize the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of personal protective equipment.

7.4   Work Health and Safety Risk Register

A Project WHS Risk Register must be used to record and manage all WHS risks from commencement of the Concept Phase of any project works and be updated at regular intervals throughout the Design Phase and into the Construction and Commissioning Phases

The WHS Register held in Vault is designed to assist the work team to determine which activities involve levels of risk requiring formal documented controls.

The assessment and identification of hazards should not only cover works specific risks. The assessment should include:
- Buildability (project management start to finish)
- Public safety
- Impact on client premises and key stakeholders
- Potential exposures to individuals and potentially generated from works
- Hazardous Manual tasking; and
- The procurement and supply of plant and materials to meet the requirements of the relevant authorities, standards, COP's and guidance materials.
- Financial risks
- Reputational risks

Table 3 - Risk Matrix

RISK LEVEL RATING		Likelihood				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
Consequence	5 -Catastrophic	5-Moderate	10 -High	15 -High	20 -Extreme	25 - Extreme
	4 -Major	4 -Low	8 -Moderate	12 -High	16 -High	20 -Extreme
	3 -Medium	3 -Low	6 -Moderate	9 -Moderate	12 -High	15 -High
	2 -Minor	2- Low	4 -Low	6 -Moderate	8 -Moderate	10 -High
	1 -Insignificant	1 -Low	2 -Low	3 -Low	4 -Low	5 -Moderate

Consequence	Impacts
Insignificant	Localized concerns by staff, community or customers. Minor incident or 'near miss'. No lost time.
Minor	Some short-term localized impact on staff morale, community or customer relations. Minor injuries or illness from normal activities treated by first aid. Lost time 5 days or less.
Medium	Short term impact on morale or community. Minor breach of Legislation (WHS/employment laws). Serious injury or multiple minor medical treatment. Short duration lost time injury greater than 5 days.
Major	Single death, or long- term disabling injuries to one or more people (staff or public), major localized impact on morale or wider community, one off major breach of legislation (WHS). Medium duration lost time injury of greater than 1 month.
Catastrophic	Multiple losses of life or permanent disability, extensive injuries to several people. Long term impact on morale or community prosecution for breach of legislation (WHS). Long term duration Lost time injury

When an activity is identified as having risk potential, control actions must be taken to reduce the risks. This can be achieved, in part, through the development and implementation of a SWMS that must provide details of the operational controls that are required; plus a Take 5 which is the informal task-based risk assessment conducted by workers and contractors for any work activity with the potential to cause an event.

A 'permit to work' must be used for any activity which:

- Requires the use of a fall arrest or fall restraint harness as the primary means of fall protection
- Works in, over or adjacent to a road which includes rail.
- Creation, access and maintaining of bridges and related structures including the placement of spans and pre/post tensioning
- Works in, over or adjacent to water where there is a risk of drowning
- Works on or adjacent to, energized systems, e.g. electrical, hydraulic, pneumatic (LOTO)
- Demolition works
- Entry into and work within confined spaces (Specific Permits to Work)
- Hot works, including welding and grinding where combustible materials cannot be removed
- Work involving the use, removal, transport or handling of hazardous materials and any dangerous or highly toxic substances.

For more information on obtaining a 'permit to work' refer to section 8.2.

7.5　Management of Contractors and Suppliers

Identified risks outlined in the WHS risk register must be made available to all engaged contractors. The WHS Risk Register is to be used to provide the contractors required information regarding project/work activity hazards prior to them formulating their WHSMP and SWMSs.

7.5.1　Contract Preparation Stage

Prior to commencement, on site all contractors must have an LSC approved WHSMP in place. The contractor WHSMP must be reviewed by the appropriate Engineer/ Supervisor in consultation with the WHS Coordinator and the subcontractor responsible for the works. The review of the contractors WHSMP must be verified using the Pre-contract checklist that is to be completed in full and attached to the front sheet of the contractors WHSMP.

7.5.2　Pre-contract Checklist

Specific requirements to be met in the contractors WHSMP must include, but is not limited to:
- The sequence of WHS activities to be carried out
- The way(s) in which the identified risks will be reduced to an acceptable level
- The Plan used to monitor compliance with the agreed safe system of work
- The way in which the progress of the work must be reviewed in order that any necessary modifications and improvements to the system of work can be identified and introduced
- Inspection and evaluation methods which relate to the work
- The applicable SWMS
- The plant and equipment to be used
- Competency of operators – Licenses and tickets required for specific works
- The specific management sections relating to; Handling, storage and use of dangerous goods/hazardous substances, hazardous manual tasking, plant and equipment.

The contractor SWMSs must be reviewed by the Project Team including the site manager, a WHS representative in consultation with the contractor responsible for the works. The review of the contractor's SWMSs must be verified using the SWMSs checklist specific requirements to be met in the contractors SWMSs, which include, but are not limited to:
- A task related identification and assessment of the risk activities in relation to the site and any person likely to be affected by them
- Sequence and description of the work, including WHS measures to be undertaken to control the hazards. This must include a description of the plant and equipment used and relevant Australian Standards, COP's and guidance materials
- Qualifications, skills and training of workers undertaking and supervising the work
- Council management sign off the SWMSs to validate safe work methods have been considered and are in place.

7.5.3　Contractor Inspections and Observations

Contractors are required to undertake and document - according to associated risk - regular inspection of their work areas in collaboration with LSC team members using the relevant LSC Vault Check inspection/checklist.

Contractors are required to maintain Inspection and Test Records and Plant Registers for all plant and equipment procured by them, that all plant meets legislative or standard requirements, and provide third party certification by a qualified person prior to operation of the plant on site. The contractor representative's competent person must then maintain documented daily inspections or as per manufacturers' requirements of the plant.

7.5.4　Contractor Coordination Meetings

Daily Pre-Work Briefings or Toolbox talks must be held by every contractor/service provider, on operations where any moderate to high risk activity determined by legislation or risk score in SWMS is being undertaken. The purpose is to communicate the key activities for the day and any measures required for managing interface issues. LSC employees will conduct regular monitoring and evaluation

activities of contractors to ensure safe work is maintained consistently. These evaluations must be documented by both the LSC representative and the contractor.

8. Specific Hazard Management and Control

8.1 Asbestos Management

Leeton Shire Council acknowledges the serious health hazard of exposure to asbestos. In Australia, asbestos was gradually phased out of building materials in the 1980s and the supply and installation of asbestos containing goods has been prohibited since 31 December 2003. Yet asbestos legacy materials still exist in many homes, buildings and other assets and infrastructure. It is estimated that one in three Australian homes contains asbestos.

Where material containing asbestos is in a non-friable form (that is, cannot be crushed by hand into a powder), undisturbed and painted or otherwise sealed, it may remain safely in place. However, where asbestos containing material is broken, damaged, disturbed or mishandled, fibres can become loose and airborne posing a risk to health. Breathing in dust containing asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

It is often difficult to identify the presence of asbestos by sight. Where a material cannot be identified or is suspected to be asbestos, it is best to assume that the material is asbestos and take appropriate precautions. Further information about asbestos and the health impacts of asbestos can be found in the LSC Asbestos Policy and SafeWork NSW COP and supporting guidance materials.

Council has an important dual role in minimizing exposure to asbestos, as far as is reasonably practicable, for both:
* Residents and the public within the Local Government Area
* Workers (employees and other persons) in council workplaces.

Council's legislative functions for minimizing the risks from asbestos apply in various scenarios including:
* Identifying the locations of all Asbestos Containing Materials (ACM) on site.
* The need to maintain a Register/ Asbestos Management Plan (AMP) on the premises which includes, date of assessment, location of asbestos, analysis, risk assessment, control measures, and details of competent person who undertook the assessment.
* As a responsible employer
* Contaminated land management
* Council land, building and asset management
* Emergency response
* Land use planning (including development approvals and demolition)
* Management of naturally occurring asbestos
* Regulation of activities (non-work sites)
* Waste management and regulation.

8.2 Permit to Work

Instructions or procedures are often adequate for most work activities, but some require extra care. A permit to work system is a formal system stating exactly what work is to be done, where, and when. A responsible person should assess the work and check safety at each stage. The people doing the job sign the permit to show that they understand the risks and precautions necessary.

Permits are effectively a means of communication between site management, plant supervisors and operators, and those who carry out the work. Examples of high-risk jobs where a written permit to work procedure may need to be used include hot work such as welding, Confined Spaces, cutting into pipes, carrying hazardous substances, working at heights >2metres, diving works in water tanks and work that requires electrical or mechanical isolation. It is also a means of coordinating different work activities to avoid conflicts.

A permit to work is not a replacement for robust risk assessment, though is able to help provide context for the risk of work to be done.

A permit to work form typically contains these items.

- The work to be done, the equipment to be used and personnel involved
- Precautions to be taken when performing the task
- Other workgroups to be informed of work being performed in their area
- Authorisation for work to commence
- Duration that the permit is valid
- Method to extend the permit for an additional period
- Witness mechanism that all work has been complete and the worksite restored to a clean, safe condition
- Actions to be taken in an emergency

8.3   Confined Spaces Work

The requirement to access Confined Spaces (CS) should be eliminated so far as is reasonably practical.

Workers can only enter a Confined Space when no safer alternatives are available. All work in Confined Spaces must be planned and conducted in accordance with the requirements for High Risk Activities Work Health and Safety Risk Management and Confined Space Standards, COP and guidance materials. Entry must only be conducted by workers who are specially trained in the correct procedures, including atmospheric monitoring, use of work health and safety equipment and rescue procedures.

A register of all Confined Spaces must be maintained and a risk assessment for each Confined Space must be available. The risk assessment must include:

- Location of CS
- Entry method e.g. top, side or bottom entry
- Photo of CS entry point
- Evaluate to ensure minimum entry size is 450mm x 450mm
- Indicate location of relevant hazardous energies LOTO location
- Method to complete emergency removal if required.
- Works/activities conducted in the CS
- Proximity impacts e.g. running vehicles

8.4   Chain of Responsibility

A Chain of Responsibility (CoR) is the primary document to describe risks associated with vehicle over a gross vehicle mass of 4.5 tons travel to and from the work location. Consideration is to be given on how CoR is managed. Leeton Shire Council must have policies and procedures in place outlining how effective management of the COR will be consistently maintained. It includes the following key matters:

- Vehicle compliance and maintenance programs
- Driver and Worker fatigue checks
- Scheduling drivers so that they do not exceed regulated hours of work and rest
- Load Restraint compliance and equipment checks
- Mass Management compliance and vehicle checks
- Speed monitoring of vehicles

The key relevant legislation, regulations and State and National Codes are:
- National Heavy Vehicle Regulation (NHVR)
- Road and Maritime Services NSW
- State Road Traffic Regulations - including load restraint and mass
- Load Restraint Guide Second Edition 2004

Leeton Shire Council's transport chain includes, but is not restricted to, consignors, packers, loaders, sub-contracted drivers, and other forwarding companies.

8.5   Falls Prevention

The hierarchy of risk control must be applied when planning and conducting any work at heights. Work at heights must be eliminated as far as is reasonably practicable, where work cannot be eliminated, and possible physical barriers must be installed.

8.5.1 Ladders

Ladders are to be used for access activities only, extending at least one metre past the landing and secured top and bottom. Working from rung ladders and step ladders is not permitted on site unless a specific risk assessment has been undertaken to demonstrate that no safer alternative is available, and the risk assessment has been approved by the department's Manager. Platform ladders can be used for works of short duration however mobile scaffolds and scissor lifts are to be used as the first preference. Ladders must be inspected utilising approved checklists and in line with legal requirements.

8.5.2 Scaffolds, Temporary Works and Working Platforms

Use of scaffolds, temporary works and working platforms are to be:
- Planned by a competent person with detailed design drawings to ensure the design and equipment is appropriate for the specific use;
- Erected, altered or dismantled by competent workers following safe methods of work; and
- Inspected and signed-off by a competent person when first constructed, after any alteration and on a regular basis, then clearly tagged as safe or unsafe to use.

8.6   Civil Works Including Excavation

All ground and civil works must be assessed, and the safest practicable methods employed to carry them out with all work being planned and conducted in accordance with the requirements for WHS Risk Management.

Before any ground disturbance takes place, Dial Before You Dig must be completed followed by an appropriate Excavation Permit to Work and approved by a deemed competent person.

Where there is doubt of service location, then any suitable tool such as a CAT scanner must be used to locate and mark underground services (electricity, gas, etc.) before works commence. Where any uncertainty exists regarding the location of underground services hand digging or potholing must be used to identify the services. All works involving excavations must be planned and communicated to those undertaking the works.

Detailed SWMS are to be developed for all excavation works and for excavations and must as a minimum include at least one of the following control measures:
- Battered
- Benched
- Shored; or any other control which will support safe work.

8.7   Lifting Equipment and Crane Operations

All lifting and slinging works undertaken on site must be documented and approved by a competent person. As a minimum the following applies to all crane and lifting works:
- Equipment must be approved through compliance certification and this compliance validated by site manager for use on site
- Workers undertaking the works must be certified and competent
- Detailed SWMS developed, approved, implemented and monitored
- Exclusion zones appropriate to the task are to be established and maintained
- All equipment must be inspected prior to use and documented
- Monthly crane inspections completed with records kept on file
- Lifting gear must be inspected and maintained on a 6-monthly basis; and
- Annual crane inspections undertaken by a competent person.

In all cases where a delivery is made using a truck mounted crane (e.g. HIAB), it is the responsibility of

the Supervisor who is receiving the goods/materials to ensure that the following apply:

- A dedicated laydown area must be provided; or
- A laydown area clearly demarcated away from any work activity; and
- Outriggers must be established without any "short legging";
- The wheels of the truck must be braked or chocked before any loading or unloading occurs.
- Access to the tray of the truck must only be obtained via work platform or dedicated stairway with a handrail. No work or access can be undertaken from the tray of the truck unless adequate fall protection is in place;
- All loading and unloading must be done on the opposite side of the truck mounted cranes controls being used to load or unload;
- Operators of truck mounted cranes must be trained and assessed as competent in the operation of the crane and;
- Work area is to be barricaded.

8.8 Hazardous Substances and Dangerous Goods

Relevant department leadership within Council must approve all substances hazardous to health, hazardous chemicals or dangerous goods prior to their use. Where possible, less hazardous or dangerous chemicals or substances are to be considered.

A **Hazardous Substances and Dangerous Goods Register** must be maintained by department leadership, WHS Coordinator and Stores personnel to ensure currency. Documentation for approval of substances hazardous to health, hazardous chemicals or dangerous goods use on site, is to be completed and in place prior to use.

Prior to any use a Safety Data Sheet (SDS) must be obtained and a risk assessment conducted on the substances hazardous to health, hazardous chemicals or dangerous goods. NB: This risk assessment can be performed in Chemwatch. Substances hazardous to health, hazardous chemicals or dangerous goods risk assessment must then be used in the preparation of the SWMS and Permit to Work prior to gaining the appropriate approval.

All workers involved with activities that include chemical or substance use must be competent to undertake any works associated with substances hazardous to health, hazardous chemicals or dangerous goods. Where third parties are used for the management of dangerous goods, these third parties must be able to demonstrate competency in having suitable work health and safety, certifications (where required), as well as processes and procedures in place to meet internal and legislative requirements. Refueling of plant and equipment must only be by use of mini tanker or similar in approved areas of the site. Spill kits must be available and a SWMS in place and current.

Chemwatch must be used to maintain current SDS for products.

Chemwatch Log in details are the following:
https://jr.chemwatch.net/chemwatch.web/account/login?ReturnUrl=%2fchemwatch.web

User Login details:
Account: leetonsc
User Name: EVERYONE
Password: everyone56160

8.9 Health Monitoring

Council must establish a Health Exposure Monitoring Program where a worker has or may be suspected to have been exposed to a substance or mixture in a concentration that exceeds the exposure standard set by the GHS as modified by Schedule 6 of the Harmonised WHS Regulation.

Records associated to that monitoring must be retained for a period of 30 years. Workers, who request information on any health surveillance / exposure monitoring that relates to them personally, must be given a copy of that health surveillance / exposure monitoring.

8.10 Works Around or Over Water

Detailed SWMS must be developed and approved all works on, over or near water where there is a risk of drowning. When working adjacent to water, rescue equipment such as a safety boat and life buoys with lifelines attached, must be kept ready for immediate use.

Relevant LSC site leadership must ensure that activities involving working over or adjacent to water must comply with the following risks:
- No worker must work alone, over or adjacent to water
- No worker must work unrestrained within three metres of an unprotected edge
- No worker must work without a life vest within three metres of an unprotected edge; and
- Manually operated tools must be restrained using a tool leashes/nooses that are attached to the employee's wrist.

Emergency and rescue procedures must be developed, implemented and tested regularly to specifically address and control the risks involved with the works and include floatation jackets. Floatation jackets must always be worn where there is a risk that a worker may enter the water, for example whilst travelling in a boat, from one part of a project to another. Where working at height over water is also a factor, workers must also comply with the requirements of Working at Height.

8.11 Hearing Conservation/Noise Management

Where noise level exposure is in excess of 85 dB(A) (8-hour duration) then a Noise Management Plan must be developed. Noise management is to be considered in all SWMSs.

Hearing testing is to be provided to all workers who are required to rely on hearing protection as sole means of preventing hearing loss, within three months of the worker commencing works and at least every two years thereafter.

8.12 Electrical Work

All electrical installations will be identified through a four-level identification system:
Level 1: Nil possible contact with live power source. All employees can access. Boards should remain locked.
Level 2: Some live connections to low and 240V connections. Authorised persons access only. Boards must be locked when not being accessed by authorized persons.
Level 3: Electrician access only. Access to live connections both 240V and 415V. Must always be locked and locks must be able to be opened by electricians only.
Level 4: Power can only be isolated from another location. Only service provider access. No available access for LSC employees. Always locked with service provider access only.

All work or alterations to any electrical equipment must only be undertaken by a qualified electrician. Work on live systems must not be undertaken except where deemed necessary and then only by a suitably qualified electrician or electrical supplier allocated competent person for fault finding, testing/ commissioning work or where electrical supply cannot be interrupted.

Where work is to be undertaken on live electrical equipment a detailed SWMS is to be developed, appropriately authorised, implemented and monitored. SWMS must include rescue procedures/stand by man and emergency management. Council Lock Out Tag Out (LOTO) procedures and Permit to Work requirements are to be documented and implemented prior to any works commencing. Minimum requirements include:
- Any defective or unsafe electrical equipment must be tagged out and removed from service immediately and must not be returned until safe to do so;
- All electrical extension leads must be protected e.g. by elevating them off the ground using dedicated lead stands and no longer than 30 metres;
- All electrical workers must be trained and competent in recognized resuscitation techniques;
- An Electrical Equipment Register is to be developed and maintained for all electrical equipment used on site; and
- No electrical lead can be suspended from one level to another unless it has been specifically designed for that purpose.

Testing and tagging of all electrical equipment including leads and portable electrical equipment, must be performed by a Competent Person and in accordance with Electrical WHS. Where contractor electrical equipment including leads is to be supplied by the subcontractor, then the subcontractor is responsible for ensuring that the electrical equipment is tested and tagged and for providing an updated Electrical Equipment Register when testing has been completed.

8.13 Isolation, Lock Out and Tag Out

Prior to undertaking any works on energised plant, equipment or maintenance on equipment, effective isolation procedures must be implemented and must include physical lock out and tag out. All works must be undertaken in accordance with Council system requirements to effectively isolate all hazardous energies, an example of hazardous energies though not limited to that must be isolated / controlled are:

- Electricity
- Fluids
- Mechanical movement
- Potential energy (stored or kinetic)
- Mechanical
- Hydraulic
- Pneumatic
- Gravitational / suspended
- Radiation

Formal LOTO procedures must be in place for all works an example of though not limited to are:

- Construction
- Installation
- Setup
- Adjustment
- Repair
- Inspection
- Maintenance
- Modification
- Lubrication
- Tool Changes
- Cleaning
- Breakdowns or clearing jams

8.14 Lighting

Adequate access and work task lighting which matches the demands of the job and the location, which protects workers from the risks of electric shock, burns and glare must be provided to supplement natural light as required to ensure works can be conducted safely.

Emergency lighting must be provided to any areas where work is required after a power/lighting failure. Access lighting must be provided in all access ways, amenities and emergency exits.

8.15 Hazardous Manual Tasking

Where possible elimination of hazardous manual tasking must be considered. Where elimination is not possible then manual tasks must be risk assessed and any appropriate equipment or lifting aids must be provided before work is undertaken. The risk assessment must evaluate the requirements for both the vertical and/or lateral transport of any heavy material. Wherever possible mechanical devices must be used before manual tasking/handling practices are used.

Manual tasking training must be provided where hazardous manual tasks are identified in the risk assessment process to ensure that correct manual handling techniques are utilised to prevent injuries. Training is not to be considered a control to hazardous manual tasking.

8.16 Vibration

Areas and activities involving potentially harmful levels of vibration must be identified and

appropriate measures must be put in place to reduce the risk in accordance with the hierarchy of control outlined in Section 7 - Risk Management Process – Risk Control of this WHSMP.

8.17 Security and Site Access Controls

Site security and access procedures must be implemented to ensure that:

- Access to LSC facilities must be controlled to avoid unauthorised access. This is to mitigate risk of physical threat, willful damage or theft by unauthorised persons.
- Access to any public works site must be effectively controlled (including during shutdown periods) to prevent unauthorised access, workers entering and leaving the location must be recorded for accounting purposes in emergency situations;
- Where a site has multiple work fronts and where a fixed site access control point cannot be reasonably established, a method of registering persons working on an operation/project must be developed and maintained.

Wherever a construction activity is taking place a suitable physical barrier must be established to prevent members of the public gaining access, where that site is active for more than one day a perimeter fence should be established. All hoardings, fencing and signage must be of solid construction and regularly maintained to prevent risk to the public and workers.

Where a perimeter fence cannot be reasonably established around the whole site, a risk assessment in accordance with WHS Risk Management must be undertaken to determine the level of risk present and the controls required to prevent unauthorized access.

Where a worksite is active for less than one day, or when a short-term activity (less than one day) must take place outside the site boundary, a suitable physical barrier must be erected to exclude members of the public and must be installed following the manufacturer's instructions.

All practical means must be employed to protect the public from any hazards arising from our undertakings, including falling materials and the movement of vehicles into/out of sites, including:

- Protection of the public during any lifting or vehicle movements;
- Public walkways and roadways kept clean and free of construction-related hazards or materials; *Note: Where the above criteria cannot be met, a safe pathway must be established to allow public movement*;
- Controls to manage dust, noise and vibration control measures must be implemented;
- Lighting levels must be appropriate to the circumstances and not provide additional hazards to drivers of motor vehicles or other members of the public;
- All loads must be checked to ensure they are covered and secure before leaving the site; and
- Controls must be in place to eliminate the risk of falls of materials onto active roads or train lines.

8.18 Traffic Management

Traffic Management Plans must be developed for project works where the control and movement of vehicles, the interaction with pedestrians including members of the public or workers exists or where required by contract conditions. Traffic Management Plans must be developed by a competent person and must address all key Council management system requirements.

The Traffic Management Plan must be reviewed and updated as works progress and must be identified as part of the site induction. Any changes to vehicle traffic flows on public roads must be managed so they do not pose a risk to the public.

Traffic Management Plans must include the following:

- Arrangements for pedestrian and vehicle safety
- A weekly review and inspection of the Traffic management procedures
- Where applicable meet RMS requirements.

All operators must follow any local road rules, manufacturer instructions and site rules. In addition, during any use of mobile plant on-site, seatbelts must be worn and operator mobile phones (or other personal electronic equipment such as music players) must be turned off.

8.19 Vehicles

All drivers, operators and passengers must follow any local road rules, manufacturer instructions and site rules. Additionally, during any use of vehicles on-site, seatbelts must be worn. Mobile phones can only be used in conjunction with a hands-free device.

All light vehicles designed for public road use, such as cars, vans, minibuses and utility vehicles ("utes"), used for work activities must comply with local legislation and must only be used for the purpose for which they were designed. They should also be serviced regularly in-line with manufacturer guidelines. Workers driving light vehicles on site must be competent and authorised through maintaining a valid licence.

Visitors are not permitted to drive any vehicle or mobile plant on any site or location. Operators must complete daily check of their machines and report any problems found. The daily check is to be specific to needs of the type of plant.

8.20 Working Alone and Remote Workers

No worker can work alone whilst undertaking any High-Risk Activity.

Where at all possible, workers are not to work alone. Where workers are required to work alone, supervisor or manager must be notified, and risks assessed and documented prior to works commencing. Communications must be maintained for alone/remote workers and periodic checks must be conducted by the Supervisor. Where working alone cannot be eliminated consideration must be given to use of working alone devices.

Where travelling alone to remote locations is required, then Journey Management Plans may be needed as many risk mitigation strategies relate to fatigue management. Council has in place vehicle tracking devices to assist in monitoring workers who may work alone in remote locations. Emergency response and first aid must be available for those workers who are working alone.

8.21 Working in Inclement weather including High Winds

Hazards must be identified and documented where workers are required to work in inclement weather and appropriate PPE, training and skilling provided.

Emergency Management Plans must be developed and must identify procedures for dealing with significant weather occurrences such as flooding, cyclones, high winds etc. Types of vehicles and works are to be assessed during periods of inclement weather and/or high winds e.g. towing worksite vans and truck tipping.

8.22 Hand Tools and Small Plant and Equipment

Risks associated with tools and equipment must be identified prior to use. All workers using hand tools and small electrical/pneumatic tools must be trained and competent to carry out their works. All hand tools and small plant and equipment must be inspected and maintained in accordance with the relevant manufacturer's specifications and Council system requirements which align with relevant standards and codes of practice.

Prohibited tools and equipment:
- Homemade hand tools and small plant and equipment
- Any tool that has been modified, e.g. guard removed

8.23 Machine Guarding

Workers must be protected from injury that may be sustained from any pulley, chain drive, coupling, conveyor, conveyor belt or other moving mechanical device by providing a guard on all access and nip points of the device. All guards and guarding must be inspected and maintained in accordance with Council plant inspection requirements. All equipment must be isolated, tagged, locked out and de-energised before any maintenance work can be conducted.

Regular inspections of machine guarding must be undertaken, and the outcome of that inspection must be recorded. Due diligence must be applied to the level of engineering work health and safety built into any equipment being reviewed for purchase and installation. Due diligence must be identified as a purchasing requirement.

8.24 Lasers
For all lasers used on site (surveying, loaders, diggers etc.):
- Risks must be assessed and documented
- Training in the use and dangers of lasers
- There must be an understanding of legal requirements
- Signage, barricading and marking of danger areas must be implemented
- Workers must be provided with PPE and ensure that it is worn, and
- Workers operating a class 3 laser must hold a current certificate of competency.

8.25 Housekeeping
Housekeeping must be effectively managed to maintain a clean and tidy work site. Operations with challenges related to housekeeping should ensure there is dedicated site leadership or other system for dealing with poor performing contractors.

All main access ways, emergency routes and passage ways must be clearly lit, marked and kept free from obstructions and debris to reduce the risk of trips and slips.

All materials must be safely stacked (i.e. stack is on solid ground, is stable and not over-stacked), away from fences and hoardings, and located to minimise re-handling and transport distances. Materials must be stacked in a manner that does not require work at height to manage the stack (e.g. to attach lifting equipment).

Risks of cuts and punctures from sharp objects must be assessed and controlled, e.g. needle handing, safety knives, gloves, removal of protruding nails, protection or curving of reinforcement bars, use of safety glass, etc.

Signs must be posted where necessary to provide clear instructions – e.g. "No Smoking", "No Entry", "Personal Protective Equipment (PPE)" etc.

8.26 Personal Protective Equipment
The following list is mandatory when working on a Council site:
- Safety boots
- Long trousers for activities that may incur the leg being struck e.g. whipper snipping
- High visibility long sleeved shirt or long-sleeved shirt with a High Visibility Vest
- Safety glasses where potential for eye strike or high levels of dirt/dust is present
- Hearing protection where there is potential for hearing damage.
- Wearing of hats and sunscreen to ensure effective sun protection

All workers must be trained in the selection, use, storage and maintenance of their PPE. Where workers are working adjacent to vehicles or traffic routes or in areas of reduced visibility or at night time then workers must wear high visibility reflective clothing. Additional PPE must be worn where identified in SWMS and must meet the relevant Australian standards and maintained in a clean a serviceable condition. Contractors must supply their own PPE for their workers. Adequate supplies of PPE must be available to protect both workers and visitors along with appropriate storage.

8.27 Office and Amenities Hygiene
All site offices and amenities are to be maintained to Council requirements, office and amenities must include:
- First aid facilities in place and meet the legislative requirements
- All amenities are maintained clean and tidy
- Rubbish is regularly removed

- Facility maintenance and general hygiene is maintained
- Identification, storage and management of hazardous substances is conducted, and
- Facilities are inspected as part of the weekly site inspection.

8.28 First Aid

Appropriate and sufficient first aid equipment and supplies must be available and maintained on all Council projects and in all Council facilities. A Risk assessment on first aid equipment required must consider the inclusion of a defibrillator unit. E.g. Men's Shed, Visitors Centre, Works Depot and Council Office. Sufficient numbers of first aiders must be trained to provide first aid.

Eyewash or deluge stations must be provided where potentially harmful chemicals are being dispensed or applied. Health and wellbeing information must be provided to all workers by way of Toolbox Talks, induction, posters and other signage.

All information must be provided to workers on the potential hazards of bites and stings from insects, snakes and animals by way of the site induction, notice board information etc. Provisions must be made in office and vehicle first aid kits for any immediate treatment required (i.e. bandages, bite ointment, mosquito repellent).

8.29 Emergency Preparedness and Response

LSC must develop specific Emergency Management Plans that address relevant site issues. The plan must include:
- Fire Management, Resources and Equipment including location and type of fire extinguishers and signage
- First aid facilities, medical and rescue equipment must be provided and maintained throughout the workplace in accordance with legislation, award requirements and specific workplace needs;
- Escape routes and signage
- Emergency drills to be undertaken initially within the first month and then at least every six months with results documented and communicated.
- Equipment required to ensure effective evacuation

The plan/s relevant to a workers place of work must form part of the LSC onboarding Induction program.

Key requirements for the development of the location specific Emergency Plan include:
- LSC critical risks are assessed and documented
- Resources (worker, funds, time, first aid supplies and facilities, siren, etc.) are available for the plan implementation, ongoing management and training of workers in emergency response
- Information is provided on emergency procedures during the induction process
- Workers are made available for drills and training
- First aid facilities are maintained
- Drills are periodically conducted with all workers
- Equipment is inspected and maintained; and
- Emergency services are notified of chemicals, hazardous substances and dangerous goods on site.

Copies of the Emergency Plan must be made available and posted at specific work areas for quick/easy reference and included into the Council Induction. All operations must minimise the amounts of combustible materials used and stored on site, remove waste and empty containers as soon as practicable, and ensure flammable liquids and compressed gases are used and stored safely in well ventilated stores.

8.30 Fire Prevention

Safety Data Sheets must be available and used to assess risks and identify control measures for the safe storage and use of flammable materials. Flash back arrestors must be in place on supply hoses for oxy acetylene welding and cutting sets. Waste must be managed to prevent the risk of fire, by regular removal and safe disposal.

All hot works processes likely to produce sources of ignition such as burning, grinding, heating, welding, flame cutting, etc. must be controlled and the work must be planned and conducted in accordance with the requirements for High Risk Activities. A competent person must inspect work areas before issuing permits to ensure the area is safe, that appropriate fire extinguishers are in place and a post activity fire watch is in place. Details must be recorded in a log so others can check what permits are currently in place.

8.31 Fitness for Work

Fitness for Work identifies the requirements for a fit and healthy workforce and must be provided during the induction process and managed throughout any works.

Key considerations:
- Illness and work hours
- Physiological and psychological impairment
- Medical assessments (pre and post-employment)
- Health surveillance
- Drug and alcohol testing
- Grief or stress
- Heat stress
- Ultra violet radiation
- Records and confidentiality; and
- Education and awareness programs.

The Department Manager is responsible to ensure that:
- In association with WHS Coordinator, risks associated with work hours are identified, controlled, documented and mitigated;
- In association with Manager HR and WHS Coordinator, standard work hours are agreed with the client and any changes to work hours are approved by the client in writing; and
- Where working at night is required, mobile lighting plants and other lighting mechanisms be considered, signage reviewed, and housekeeping maintained.
- Where there is a requirement to work a different roster or additional hours, approval must be provided by the department supervisor or manager in writing. In the event that work hours change, associated risks (i.e. fatigue, stress) must be documented and controls put in place to manage associated risk.

8.31.1 Fatigue

Council requires all workers, and those persons considered a PCBU (Persons Conduction Business or Undertaking) to carry out the full range of accountabilities associated with their role. Officers and Supervisors will at times be required to make judgments regarding a worker's capacity to meet these accountabilities. In some cases, a person's capacity to do so may be limited as a result of:
- Their general level of personal fitness and / or medical condition
- The effect of consumption of alcohol
- The effect of drugs (prescription, pharmaceutical or illicit)
- Fatigue.

8.31.2 Fatigue management and secondary employment

A Council worker must not engage, for remuneration, in private or contract work outside Council, that might conflict with the worker's duties unless they have notified the General Manager in writing of the employment or work.

The General Manager may prohibit a Council worker from undertaking private employment or contract work if it is deemed that there is a risk to the health and safety of the worker, or his/her colleagues or general public from issues associated with fatigue caused by the secondary employment.

If successful in having the request to secondary employment approved by the General Manager, the

worker must ensure that they risk assess fatigue if a ten-hour break cannot be achieved prior to commencing work at their normal starting time

The worker's primary employment is Council and the worker is obligated to commence work at the normal starting time. Staff engaging in secondary employment are not able to start work outside their normal starting time because they finished their secondary employment late and have therefore not had their ten-hour break. The secondary employment is not to impinge on their responsibilities to Council in undertaking the terms, conditions and duties of their employment.

8.32 Smoking

Smoking is prohibited in all Council offices, vehicles and buildings. Smoking areas must be specifically designated and signposted away from areas where combustible materials, explosives or highly flammable liquids/gases, dangerous goods, chemicals or gases are used or stored or where there is a risk of fire to the environment.

8.33 Violence, Aggression and Bullying

Council's Workplace Harassment Policy clearly identifies that violence, aggression and workplace bullying are not acceptable on any Council sites and must not be tolerated.

8.34 Plant and Equipment

All plant operating on a Council work location must meet the relevant Australian Standards and is to be maintained in accordance with manufacturer's specifications. All Plant must undergo a review and servicing using the Council Management System documentation, with copies of all servicing and maintenance records in respect to the item of plant, undertaken by a Council allocated person in workshop team or WHS Coordinator to ensure that it complies with the relevant work health and safety requirements for that particular piece of plant. Records of such inspections must be kept on site.

Servicing, certification and maintenance must be carried out by a competent person (i.e. Plant Mechanic) in accordance with the procedures recommended by the designer and manufacturer of the plant and equipment. Plant maintenance records are to be available for all items of plant used on site. Operators must complete a daily check of their machines and report any problems found. The daily check is to be specific to needs of the type of plant. All Residual Current Device (RCD) must be inspected and tested each month.

Updated maintenance and service records are to be provided for contracted plant following plant servicing. The following equipment must be inspected and tagged on a six monthly basis as a minimum:
• All lifting gear including ropes, shackles, spreader bars, slings and chains etc
• Ladders
• Harnesses
• Light and Heavy vehicles and mobile equipment
• Gas cutting, flash back arrestors, hoses, welding leads
• Electrical leads and electrical equipment.

All plant and equipment must meet the relevant Australian standards and is to be maintained to manufacturer's and Council's requirements. Maintenance works must be planned, scheduled and undertaken by a competent person. Plant maintenance records are to be available for all items of plant used on site and maintained for the life of the vehicle.

9.   Purchasing and Contract Controls

9.1   Product and Material Selection

9.1.1 Product Selection

Products and services must be selected on the quality of the product or service and/or experience with Council or associated companies, not only on price. Those materials required by the specification (if any) and the product or services' risk to work health and safety and/or the environment must be assessed.

9.1.2 Material Supplied

Material supplied to LSC must be inspected and stored to prevent undue damage or deterioration. Council management must be informed of any defects or irregularities noticed at the time of delivery inspection.

10.   Materials and Products – Handling, Storage and Use

Responsible officers must ensure that materials and purchased product are handled, stored, combined with other products, installed and used in accordance with the manufacturers' recommendations.

LSC must nominate workers who have authority to receive goods into, or dispatch goods from, secure storage areas. Council management must be informed by the receiving officer of any defects or irregularities notices at the time of delivery inspection.

All precautions must be taken to protect products from abuse, misuse, damage, deterioration and unauthorised use. Materials subject to deterioration, or likely to be damaged if left unprotected, must be stored in containers, sheds or in other secured storage areas in accordance with client and supplier specifications and/or recommendations. Materials received must be stored in its original packaging where practicable. Stored items must be packed in such a way as to be readily accessible.

All chemicals and waste materials must be handled and stored in a manner that ensures potential hazards or environmental damage is avoided as defined in the relevant Safety Data Sheets. In order to detect deterioration, the condition of material being stored must be assessed at regular intervals or as nominated in the contract.

10.1 Purchased Product

Council must ensure that the materials are compatible with the other products and works. Material in storage must be checked by the worker responsible for the work prior to installation for signs of deterioration.

11.   Audits

WHS audits, including audits on contractors and suppliers, must be carried out by WHS Coordinator to evaluate the effectiveness of work process controls. Audit schedules must be prepared to reflect the level of surveillance required. Results of the audits, including non-conformances, must be recorded within LSC management systems, must be tracked and must form the basis of continuous improvement programs.

Council will also be subject to third party audits which at times may be conducted by independent auditors to assess performance of its management systems. Such audits may take place during the year by Council's insurers.

12. Inspections and Observations

WHS inspections must be conducted and include both scheduled and random activities, this to promote work health and safety awareness and integration of WHS into day to day activities. Corrective actions that are identified and documented are to be closed out within the nominated timeframe.

13. Communication, Consultation and Training

Effective communication and consultation with the workforce, and effective competency assessment and training, is essential for Council to maintain continual compliance. Communication with staff and the workforce is carried out through inductions, Toolboxes, discussions during site / area inspections, team meetings, posted work health and safety notices and Friday newsletter updates.

Consultation with workers is carried out in WHS Committee meetings, SWMSs development and review sessions, Pre-Work Briefings, Toolbox Talks, discussions, incident investigations, Managers Meetings and work health and safety procedure development.

All key staff and workers involved in the supervision of moderate and high-risk activities must be assessed as competent for the role in which they are appointed, and any deficiencies identified in a workers' competency must be corrected with training carried out in accordance with Council's Employee Training Program.

13.1 Communication

13.1.1 Onboarding Inductions
All Council employees, contractors and volunteers must undertake an initial induction before commencing any works on or at any Council works location. The Induction must be developed, carried out and recorded with records filed within the employee's personnel file.

As a minimum, the induction must ensure that all workers are inducted into the relevant contents of this WHSMP and any future revisions. The induction also needs to include:
- Leeton Shire Council relevant Policies & Procedures;
- Workplace Consultation arrangements
- Details of site specific environmental and work health and safety rules and policies
- Emergency procedures
- Obligations with respect to dealing with the local community
- Working hours
- LSC organizational structure
- Fitness for work (drug and alcohol) site rules
- Legislation; and
- The general site layout.

All workers on an outside works department must have carried out General Construction Industry Training (e.g. NSW White Card) and provide a certificate or card for that training at the site induction.

All individual sites must complete a site specific induction for potential hazards relevant to works being completed on site.

13.1.2 Visitors
All visitors must be inducted by the site supervisor before being allowed to enter a worksite. Visitors must not perform any work or operate light vehicles or plant on and LSC site. Visitors to LSC works location must be given adequate work health and safety instructions and must be escorted at all times if they are required to enter facility works areas on any site. Records must be kept of all visitor inductions and all visitors must sign in and sign out.

13.1.3 Toolbox Meeting

Toolbox meetings/talks must be carried out to deliver training and information to the workforce in respect of work health and safety, environment, quality, community issues, industrial relations and other general items.

In relation to WHS, Toolbox Talks must be carried out as required to train the workforce in the requirements of the SWMS for an activity prior to that activity commencing, or to pass on general WHS information to the workforce. All workers attending the Toolbox must sign an attendance record.

General Safe Work Talks must be held at, at least at; weekly intervals to provide the workforce with information relevant to the whole site. Toolbox Talks serve as the medium for which the Council risk management mitigation is delivered to the workforce and as such the effective delivery of Toolboxes is critical. These talks must be completed monthly.

13.1.4 Notices

Notices should serve as a reminder to all Council employees, contractors and volunteers of the messages that have already been delivered via the site induction, Toolboxes, or discussions. They must not serve as the primary method of work health and safety communication.

WHS notices should be posted in common areas, administration area and any other highly frequented areas and can include information such as:
- Company work health and safety policies
- Site emergency procedures and contacts
- Restricted Areas (WHS and Environment)
- Traffic Movement Plans
- First Aiders
- Work Health and Safety Alerts
- Various work health and safety standards for common activities
- Other work health and safety information as appropriate; and
- Lessons learnt from incidents or close calls.

13.2 Consultation

Council acknowledges that effective consultation and participation by all workers is essential for the organisation to achieve a positive, injury free workplace. Consultation with the workforce requires:
- Sharing relevant work health and safety information with workers
- Providing a reasonable opportunity for workers to express their views
- Giving workers a reasonable opportunity to contribute to the decision-making process
- Taking the views of workers into account, and
- Advising workers of the outcomes of any consultation in a timely manner.

13.2.1 Methods of consultation include:
- WHS Committee meetings (sometimes called the safety committee)
- WHS Representatives
- Planning sessions and SWMS development
- Pre-Work Briefings and Risk Assessment development
- Dialogue with union representatives
- Group discussions
- Incident Investigations
- Participation in work health and safety procedure development; and
- Participation in SWMS reviews.

The Work, Health and Safety Committee must be agreed between the workers and the company noting that at least half the members must be workers who are not nominated by Council Management. The WHS Committee must meet at least every quarter or at any reasonable time at the request of at least half the elected members. This further explained through the Work, Health and Safety Committee Charter.

13.3 Training and Assessment

At the commencement of their recruitment by Council as either a paid employee or a volunteer, a documented Training Needs Analysis of the skills and training needs must be undertaken. The Training Skills register must be developed and tracked as part of the training register files.

13.3.1 Licences

All workers undertaking works on site where licences/certifications are required must provide copies of the current licenses/certifications at site induction. The applicable type of work/plant licensing requirements for work to be performed, must be confirmed prior to works commencing. All records of licenses required are to be filed and readily available on request.

13.3.2 Competency Training and Assessment

Any deficiencies identified in competency assessments must be recorded and corrected with the appropriate guidance and/or training, or re-assignment of duties as required.

Where a worker has a position or responsibility that requires statutory training, accreditation, and / or a licence/certification, the worker must undertake the relevant training and must not fulfil the task/responsibility until certified to do so, or unless they are in training in which case the following must apply:
* They have attended or are attending an approved course; and
* are on a Training Log Book; and
* are being appropriately supervised.

13.3.3 Competency Assessment

All supervisory staff involved in the supervision of moderate to high risk activities must be assessed as competent for the role in which they are appointed. The assessment must confirm or highlight gaps in the worker's ability to supervise activities in a manner that increases the likelihood of those activities being performed without incident or injury, as well as their ability to recognise and reinforce safe work practices and correct unsafe work.

All plant operators must be assessed as competent in the operation of the equipment they have been assigned to. The assessment must confirm or highlight deficiencies in the operator's ability to operate the equipment in a safe manner without causing incident or injury to themselves or others.

14. Incident Reporting Workers Compensation and Rehabilitation

14.1 Incidents and Incident Reporting

All incidents and near misses must be reported. Any injury must also be communicated through to StateCover (Council's insurer). First aid, injuries and incidents must be reported and managed in accordance with the LSC Incident Reporting and Investigation Reporting Policy.

All incidents, including significant close calls and close calls must be reported and investigated. The following general principles apply:
* There is a clear expectation that managers will investigate cause of an incident rather than blame and must reinforce 'a cause and not blame' approach
* Incident reporting requirements are communicated during workforce induction council employees, contractors and/or volunteers, reinforcing that all incidents, including near miss or close calls, must be reported immediately to the relevant supervisor and are investigated without delay
* Incidents that require reporting to authorities are reported following appropriate notification to senior management
* The root causes of the incident are identified and addressed
* Corrective actions are raised and closed within an acceptable timeframe determined by the management team with due regard to levels of risk

- Corrective actions are based on the hierarchy of controls with a targeted emphasis on elimination, substitution, isolation and engineering controls
- Significant incident scenes are not disturbed unless approved by the appropriate authority
- Incident information and learnings are to be posted to work health and safety noticeboards and included in toolbox talks.
- The prompt reporting and thorough analysis of all incidents and near miss must occur
- Major injuries and lost time injuries (LTIs) must be reported by phone immediately to the relevant Dept Manager, Director and the WHS Coordinator.
- Where there has been a significant breach or negligence in maintaining required work, health and safety standards, disciplinary outcomes may apply.

14.2 Workers Compensation

The LSC Return to Work Coordinator (who is also the WHS Coordinator) is responsible to ensure that:
- Notification of all injuries to StateCover regardless of a claim being opened of not
- The Workplace Rehabilitation information poster is displayed in all areas
- Workers are aware of the requirement to report all injuries in order to provide appropriate medical attention to substantiate a Workers Compensation claim
- Ensure that injured workers are effectively managed back to health through a recover at work program
- In the event of an injury, suitable duties are made available to the injured or ill worker to facilitate their safe and early return to work; and
- Confidentiality and privacy of ill or injured workers is respected.

14.3 Workplace Rehabilitation

Council recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace. Experience has shown that workplace rehabilitation and recovery at work assists the healing process and helps restore the injured workers normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:
- Support injured or ill workers recover at work
- Ensure a workers' earliest possible return to pre-injury duties.

15. Reports and Record Keeping

15.1 Monthly Statistical Performance Reporting

Council's WHS Coordinator is required to undertake reporting of all work health and safety matters to SMT, with summarized reports to the Council in the 6-monthly Operations Plan updates and the Annual Report. Significant incidents may need to be tabled at an Ordinary Meeting of Council. WHS statistics will be used to assist the business to track and trend all WHS non-conformances and to maintain a systematic approach to improvement opportunities and required corrective actions.

The WHS Coordinator is to complete a Monthly WHS Performance Report and forward it to SMT reporting on the preceding month's performance which must, at least, include the following:
- Number of man-hours
- Number of workers
- Number of LTIs
- Number of MTIs
- Close call incidents
- Lag and leading indicators.

15.2 Compliance Reporting

Reports on conformance are to be maintained on a monthly basis to SMT. The reporting must be in accordance with management requirements. Reporting obligation are also required to be provided to council insurers.

15.3 Record Keeping

WHS records are stored in Council's Document Management System (TRIM). All generated records must be handled in accordance with appropriate records management procedures.

Records include but are not limited to:
- Project Work Health and Safety Risk Registers
- SWMSs
- Contractor Management information
- Hazard and risk reports
- Incident Reports
- Inspection Reports
- Investigation Reports
- Near Miss Reports
- Training Registers.

16. Continuous Improvement

Council is committed to continual improvement in relation to work, health and safety.
The continual improvement process is designed to:
- Identify areas of opportunity for improvement of work health and safety management which leads to improved WHS performance
- Provide a means of ensuring that good suggestions are recognized and implemented
- Determine the cause or causes of non-conformances and deficiencies
- Develop and implement a plan of corrective and preventative action to address non-conformances and deficiencies
- Verify the effectiveness of the corrective and preventative actions
- Document any changes in procedures resulting from process improvement
- Make comparisons with objectives and targets.

The ongoing issue of continuous improvement is addressed in the shorter term through regular site management meetings where work health and safety performance must be an agenda item.

16.1 Customer Satisfaction

Ensures that surveys are carried out with paid staff in order to determine their level of satisfaction with Council's project performance and to establish possible areas of improvement where required.
Key requirements:
- Record feedback and take any necessary corrective action; and
- Investigate complaints and ensure any necessary corrective action is taken.

16.2 Management System Review

The WHSMP will be reviewed every two years. Having regard to the following key requirements:
- Review previous minutes (actions not implemented, and review effectiveness of actions implemented)
- Review results from internal and external audits, non-conformances and corrective actions raised and any changes made
- Review performance against targets, objectives and policy statements
- Review adequacy of resources and training
- Identify work health and safety and environmental issues
- Review Client feedback; and
- Review the suitability and effectiveness of Management System.

At subsequent meetings a summary of actions implemented since last management review meeting and recommendations of any other improvements to processes/systems are discussed.