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SELICK CONSULTANTS Workplace Health & Safety Management System (WHSMS)

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1.0 INTRODUCTION

1.1 WHSMS General Information

All employers (Persons Conducting a Business of Undertaking) are required to have a system in place to control the Work Health and Safety (WHS) risks/hazards to all persons affected by the organisation's activities, products or services. The Work Health and Safety Management System (WHS MS) is a documented management plan which allows Sellick Consultants to not only control the WHS risks/hazards but also to ensure compliance with legislation.

The WHS MS has been developed specifically for Sellick Consultants.

Sellick Consultants WHS MS is an eleven-element structured plan that provides mechanisms for management to address the organisation's need for a detailed program for all work health and safety requirements.

The system ensures that:

- there is management commitment
- competent persons undertake the risk management process
- control measures are determined through the hierarchy of controls
- there are documented requirements, processes and guidelines
- there is compliance with the *Work Health and Safety Act 2011*, relevant Australian Standards and Codes of Practice
- opportunity for input from all staff
- there is appropriate supervision and control of risks
- relevant data and information is collected and reported; and
- there is a process for review.

This document should be read in conjunction with Sellick Consultants attached WHS Procedures and Guidelines, which provide specific requirements for dealing with the management of health and safety.



2.0 WHSMS - ELEVEN ELEMENT STRUCTURED PLAN

2.1 Element 1 - Commitment and Process

Commitment and Process addresses the commitment needed by the Sellick Consultants' executive, managers, supervisors and employees to ensure a safe and healthy workplace. Health and safety is the responsibility of all staff and this section outlines the responsibilities and accountabilities of officers, managers/supervisors and employees. This element covers processes that include the management of WHS, consultation and communication.

Element 1

- **Concept** - Senior Management of Sellick Consultants recognises its "Duty of Care" to provide a healthy and safe workplace for all workers and visitors. Sellick Consultants recognises the importance of WHS and demonstrate its commitment to WHS through the development and implementation of its WHS MS.
- **Scope**- This element includes:
 - Sellick Consultants' WHS Policy.
 - Health and Safety Responsibilities and Accountabilities of all staff.
 - Management of OHS performance, and
 - Communication and consultation on work health and safety issues.
- **Work Health and Safety Policy** - The WHS policy is signed and dated by the Directors and is to be prominently displayed in the workplace to promote an awareness of the organisations commitment to a healthy and safe workplace.
The policy will be reviewed regularly (at least once a year) to ensure its currency and relevance to the organisation's needs along with all other workplace health and safety management system (WHSMS) documentation. (Refer to attachment 1)
- **Responsibility** - All staff have varying levels of responsibilities to ensure that Sellick Consultants maintains and continually improves a healthy and safe work environment. Primary responsibility rests with the board of directors.
(Details outlining WHS responsibilities can be found in attachment 2)
- **Accountability** - While ultimate accountability for WHS rests with Directors, all employees are accountable for their actions. Managers, supervisors and employees are accountable for work health and safety in their areas of responsibility. In general terms, the level of accountability is commensurate with the level of authority. However, it must be remembered that while responsibility may be delegated, accountability cannot.
- **Management Meetings and Consultation** - Effective communication and consultation on WHS and other issues can be achieved by providing opportunities for staff to have input into decisions. To provide opportunities for consultation and discussion of issues, WHS is included on the agenda of staff meetings and board meetings. The minutes of the meetings will identify all issues raised and any action taken. All workers are encouraged to raise and discuss issues at staff meetings.



2.2 Element 2 – Planning

This element details the planning for achieving WHS targets for each year. This includes developing and implementing action plans particularly in areas such as training, consultation, workplace inspections and emergency management.

Element 2

- **Concept** - This element details the planning for WHS Management. Planning is an essential element for any WHS MS and projects the direction and actions required for an effective WHS management system as well as key performance indicators.
- **Scope** - Sellick Consultants will develop an annual plan for WHS based on the main hazards and risks identified within the organisation. Key data that will inform the plan will come from WHS reports from staff, accident/incidents, hazard reporting, legal compliance inspections and audits.
- **Annual Plan** - The annual plan identifies key performance indicators (KPI) and review dates. The plan will be reviewed by the Board of Management in terms of progress made against KPIs, annually.

The plan will include a review of health and safety data to identify and prioritise actions required.

The plan will include positive performance indicators such as:

- Number of staff receiving WHS training
- Number of workplace inspections conducted
- Number of staff and board meetings held where WHS is included on agenda
- Number of emergency evacuations
- Lag indicators in the plan will include number of incidents resulting in injury.

The WHS plan includes conducting an annual WHS audit of the WHS Management System

(Refer to attachment 3 for template for Board Discussions on WHS)

- **Work Health Safety Inspections** - WHS Inspections will be conducted every three months and half yearly reports made to the directors on progress against the WHS Plan.
- **Annual Audit of the Workplace** - An accredited WHS auditor will audit the WHS MS every 12 months. The purpose of the audit is to check implementation of the work health and safety management system and that each element is being properly managed.

2.3 Element 3 - Safety in Design

This element details how safety in design responsibilities will be met by the organisation

Element 3

- **Concept** - This element details how safety in design responsibilities will be met by the organisation. Sellick Consultants recognises that the most effective methods of eliminating or minimising risk are achieved in the design and planning stages of a project.



- **Scope** - Safety in design includes; use of plant and structures, storage, construction, manufacture, assembly, decommissioning, dismantling, disposal and any potential impacts on people in the vicinity of a workplace that can be impacted by the preceding processes.
- **Legal Requirement** - Work Health Safety Act 2011, Work Health Safety Regulations 2011, Draft Code of Practice for Safe Design of Structures, Building codes and Australian New Zealand Standards
- **Information and reports** - Safety reports, work health and safety files, design registration as required in 5.2 of the *Work Health Safety Regulations 2012*
- **Supporting Documentation** - See legislation printed by WorkSafe for Safety in Design <http://www.worksafe.act.gov.au/publication/view/1135>

2.4 Element 4 - Training and Competency

Training and competency looks at the training environment and provides a guide to minimum requirements for orientation and or induction training. This section details some of the skills and competencies that workers and managers must have.

Element 4

- **Concept** - Sellick Consultants recognises that all employees require training in the tasks that they are required to perform, the risks associated with these tasks, in the safe systems of work that have been adopted and their WHS responsibilities.
- **Scope** - This element includes:
 - The workplace induction process.
 - Legal compliance e.g. white card construction induction training, (**refer attachment 7**)
 - Hazard specific training.
 - Staff training needs analysis.
 - Evaluation of training programs.
 - The maintenance of training records.
- **Induction** - All new employees will receive WHS induction. (Refer attachment 4 Workplace Induction Checklist) On the first day of commencing work, new employees will receive information on emergency and evacuation, first aid arrangements, mandatory requirements (for example wearing of Personal Protective Equipment) and incident reporting. In the first week supervisors have a responsibility to make new employees aware of WHS policies and procedures, consultation arrangements and their WHS responsibilities. (**Refer attachment 5 Guidance for New Employees**)
- **Legal Compliance** - All staff required to attend a construction site will receive construction induction training and site-specific training.
- **Hazard Specific Training** - All staff will receive hazard specific training relevant to their role and needs. For example, manual handling, first aid training, fire warden training.
- **Training Needs Analysis** - A training needs analysis will be conducted each year to ensure that current and future WHS training is identified. The process of the training needs analysis



may include formal or informal discussions with employees, observation of employees at work, and analysis of critical incidents or accidents, first aid records, surveys. **(Refer attachment 6 Identifying Training Needs in the Workplace)**

- **Evaluation of Training** - Training will be evaluated to ensure that the training meets employee needs and that the training also meets the goals and objectives of the organisation. After each training session provided, an evaluation form will be completed by attendees. These evaluations are reviewed by the WHS advisor.
- **Maintenance of Training Records** - The WHS advisor will keep and maintain all WHS training records. The WHS advisor will keep records of WHS training provided to employees. These records may be required when auditing the WHS management system or for investigation of individual accidents/injuries. **(Refer attachment 8 Training Records)**

2.5 Element 5 - Incident & Dangerous Occurrence & Emergency Management

This element outlines how incidents and dangerous occurrences are managed and reported, and the steps taken in emergency response internal & external to the workplace.

Element 5

- **Concept** - To ensure staff are aware of what steps to take in the event of an incident or dangerous occurrence and to ensure staff are protected and are safe at work an emergency management plan is in place and staff are consulted and trained in the implementation of the plan
- **Scope** - This element includes:
 - Incident and dangerous occurrence action plan
 - The development of processes for fire, medical and other emergencies.
 - The development of emergency evacuation processes.
- **Incident & Dangerous Occurrence** - Sellick Consultants have developed an Incident and dangerous occurrence action plan that covers what steps must be taken to manage the incident or occurrence.
(refer to attachment 9 Incident and dangerous occurrence action plan)
- **Fire, Medical & Other Emergencies** - The Emergency Plan is documented in the Emergency Management Procedure.

The procedure includes:

- Response to initial emergency
- Evacuation
- Notification of emergency organisations
- Medical treatment and assistance
- Effective communication
- Testing of the procedures
- Information training and instruction.

Post-emergency processes will include:



- Action after cessation of the emergency
- Clean-up of the site where necessary;
- Peer support and debriefing processes;
- Post emergency reporting; and
- Review and revision of the emergency plan.

(Refer to attachment 10 for details of the Emergency Plan)

2.6 Element 6 - Management of Workplace Health and Safety Risks

This element provides information on how hazards will be identified, assessed and controlled.

Element 6

- **Concept** - Sellick Consultants will ensure that appropriate measures are taken to identify, assess and control all risks to the health and safety of staff and others at the workplace. This element outlines the system that has been implemented to ensure that hazards are identified and documents the risk assessment process.
- **Scope** - This element includes:
 - Hazard identification.
 - Risk Assessment.
 - Control of Risks.

Sellick Consultants will identify all hazards that may affect the health and safety of employees in its workplace. The risk assessment process will identify the level of risk and provide guidance to managers and supervisors for determination of the level of risk and any controls that are required.

- **Hazard Identification** - The identification of hazards in the workplace involves consideration of the situations, events or circumstances that may cause injury, illness or damage to property. Identification includes the type of injury, illness or damage possible, the way in which work is organised and managed, and the tools and equipment being used.

The tools used in the process of hazard identification include:

- Ensuring all staff are aware of their WHS responsibilities, including reporting and recording processes
- Consultation by managers and supervisors with employees who undertake the tasks;
- Regular inspection of the work environment;
- Investigation of accident/incident records to highlight potential sources of harm;
- Specialist advice from the WH & S Advisor
- Regular auditing, inspection, reporting and review of the system by the WH & S Advisor
- Developing and reviewing Safe Work Method Statements
- **Risk Assessment** - When a hazard has been identified the risk associated with the hazard must be determined. There are three components of risk that must be considered. These are:



- **Consequence**, the severity of the outcome;
- **Exposure**, the frequency and length of time that persons are subjected to the hazard; and
- **Probability**, the likelihood of an occurrence.

Risk assessment processes for determining levels of risk are detailed in **the Risk Management Procedure in attachment 11**

- **Risk control and Review** - Control of the risk is the action taken by managers and staff to eliminate or minimise the risks that may arise as a result of the activities undertaken at work. All hazards will be managed using the hierarchy of control
Controls will be reviewed regularly.

2.7 Element 7 - Legal Requirements – Reporting and Recording

This element addresses the legal requirements of reporting and recording. This includes the requirement to report and record accidents/incidents internally and externally e.g. (Work Safe Act, Insurance company).

Element 7

- **Concept** - Well-developed reporting and recording processes assist in the identification of hazards and the control of associated risks. These processes also assist to meet its legislative responsibilities in relation to the reporting of certain accidents and incidents.
- **Scope** - This element includes:
 - The requirement of all employees to report all incidents including incidents that involve injury and incidents that do not involve injury (dangerous occurrences) to their supervisor
 - Reporting of notifiable incidents to WorkSafe ACT.
- **Incident and Hazard Reporting** - Sellick Consultants will ensure that accident and incident reporting and recording processes are put into place. These processes will:
 - Require all employees to report accidents and workplace related illness on a standard report form.
 - Request all employees to report incidents or dangerous occurrences (near misses) on a hazard report form.
 - Ensure all workplace accidents are reported to and investigated by the supervisor with assistance from the WHS adviser. The supervisor is to provide recommendations to prevent a reoccurrence.
 - Ensure that Sellick Consultants is able to meet all legislative reporting requirements.
- WorkSafe ACT Contact Details
http://www.worksafe.act.gov.au/health_safety
Telephone: (02) 6207 3000
Facsimile: (02) 6205 0336
Email: worksafe@act.gov.au
Refer to Additional Resources for more details on WorkSafe ACT emergency and after hours contact.



(Refer attachment 12 Legal Requirements: Reporting and Recording)

2.8 Element 8 - Injury / Disease Management

This element formalises the Injury management program and addresses the workers' compensation, rehabilitation and return to work programs

Element 8

- **Concept** - To meet the requirements of the Workplace Health and Safety Act in respect of Workers' Compensation and Rehabilitation and to, whenever possible, return employees who have suffered an injury or illness at work back to their original job as soon as possible.
- **Scope** - This element includes:
 - Workers' compensation
 - Rehabilitation
 - Alternative work programs.
- **Workers' Compensation** - All employees who suffer a workplace related injury or illness is entitled to make a claim for workers' compensation. Sellick Consultants will ensure that all employees who make a claim will have that claim processed and determined as quickly as possible ensuring that the claimant is not disadvantaged by unnecessary delays. To this end all necessary reports and information regarding claims will be provided to the insurance company so that all available evidence can be assessed when the claim is determined.
- **Rehabilitation** - Sellick Consultants, endeavour to secure the effective rehabilitation of any employee who has suffered an injury or illness that is work related. To achieve this objective, managers, supervisors and all employees are required to ensure successful workplace rehabilitation by co-operating in every way possible in an employee return to work. Where necessary a rehabilitation provider will be appointed to assist in the employee's return to work program and to liaise with, and coordinate, all interested parties.
- **Alternative Work Program** - Where it is not possible to return an employee who has suffered an injury or illness at work back to their original job in their original workplace, Sellick Consultants will endeavour to ensure that the employee is provided with alternative work that is meaningful or with opportunities to obtain meaningful work through necessary retraining.

(Refer to attachment 13 for details of the Injury Management Procedure)

2.9 Element 9 - Purchasing and Supply of Goods

This element addresses purchasing from a WHS viewpoint paying particular attention to hazardous substances, equipment, training requirements, specifications and document control

Element 9

- **Concept** - To ensure that all goods and services supplied to Sellick Consultants comply with relevant regulations, standards and codes of practice.
- **Scope** - This element includes:



- Purchase of Goods
- Purchase of Services.
- Sellick Consultants will provide a process to ensure that all goods purchased for use when properly used do not present a risk to health and safety. The process will require those purchasing goods to ensure that they meet specifications in respect of use, maintenance, labelling, training, etc.
On pick up or delivery, all goods must be checked to ensure they meet requirements before they are accepted.
- **Purchasing of Services** - Processes will be provided by Sellick Consultants that will ensure specifications for the supply of services will be prepared prior to the purchase of the services. Documentation will require potential suppliers of services to meet minimum health and standards.

(Refer to attachment 14 for details of the Purchasing Procedure)

2.10 Element 10 - Management of Contractors

Management of contractors specifically addresses the management of contractors to ensure the health and safety of workers, including contractors in the workplace. This section looks at contract specifications and tender evaluation and communication with contractors, contract supervision and performance management, and preferred contractors

Element 10

- **Concept** - To ensure that all services provided to Sellick Consultants comply with the organisation's safety management requirements. To ensure that all contractors are managed in such a way to ensure their work health and safety.
- **Scope** - Sellick Consultants will provide a process to manage contractors and their work. This process will include the selection, supervision and management of contractors in the following stages:
 - Stage 1** contract specification
 - Stage 2** Tender evaluation
 - Stage 3** Contract Management.
- **Contractor WHS Management System** - Sellick Consultants contractor management procedure aims to provide clear guidance to managers, supervisors and staff involved in contract management to ensure that all work is conducted in such a way to ensure the health and safety of the contractors, their employees and any third parties that could be affected by the work
(Refer to attachment 15 Management of Contractors)
- **Management of Contractors** - All contractors will be monitored. The level of monitoring of will depend on the complexity of the tasks being undertaken, the size of the contract, the level of risk associated with the work being undertaken and the level of the contractor's interaction with other parties
- **Contact Classification** - Sellick Consultants understands that small contractors may not have written processes or undertake a formal risk assessment program. Small contracts may not



require formal documentation. However, some documented indication of conformation with health and safety requirements will be necessary for example citing safe work method statements

Contractors undertaking larger contracts will be required to provide evidence of the health and safety management system they have in place as well as a formal risk assessment of the work to be undertaken to complete the contract.

2.11 Element 11 - Review and Improvement

Element 11 details the review and improvement processes of the WHS Management System. This includes internal and external WHS audits.

Element 11

- **Concept** - Any work health and safety management system must be regularly reviewed to ensure it is effective and remains relevant to the work place. Implementation of the management system must also be reviewed to ensure that health and safety is being properly managed at all levels.
- **Scope** - Sellick Consultants will review the work health management system and its effectiveness taking into account:
 - Accident/incident and hazard data
 - Injury management data
 - The completion stages of implementation of the WHS annual plan
 - Proposed changes to legislation
 - Proposed changes to workplaces
 - Key performance indicators from the annual plan
 - Industry trends
 - Audit and inspection reports.
- **Review of WHS Requirements and Processes** - The WHS Management System will be audited each year. Staff will be consulted in the review process at staff meetings



3.0 GENERAL STATEMENT OF POLICY REGARDING WORK HEALTH AND SAFETY

SELICK CONSULTANTS Pty Ltd GENERAL STATEMENT OF POLICY REGARDING WORK HEALTH AND SAFETY

This policy statement recognises that the work health and safety of workers of Sellick Consultants Pty Ltd is the responsibility of company management. To discharge this responsibility, management has a duty to ensure that all work related risks to individual health and safety are reduced as far as is practicable based on current knowledge and standards.

This policy statement also recognises that individual workers have a duty to act responsibly and perform their work in accordance with due care as well instructions and guidelines periodically prepared by company management in promoting work health and safety within the company.

Statement of Management Responsibilities

Management of Sellick Consultants Pty Ltd recognises for the most part its workers will undertake their duties in an office environment. In this regard, management will take every reasonable action to ensure that all work related risks connected with this environment are eliminated or reduced to as low as practicable.

The management of Sellick Consultants Pty Ltd also recognises that from time to time some of its workers will be exposed to hazards present in the building and construction industry when site visits are undertaken.

Whilst the prime responsibility for work health and safety on individual building sites is the responsibility of other parties, the management of Sellick Consultants Pty Ltd will take all reasonable steps to minimise work related risks when its workers visit building sites. These steps will include the provision of work health and safety training, assessment and control of risks and the provision of personal protective equipment when required.

To this end, the management of Sellick Consultants Pty Ltd will:

- Observe and implement its responsibilities under the Work Health and Safety ACT 2011 and associated legislation
- Ensure that regular consultation occurs between management and workers
- Ensure specific policies for safe working practices are established and periodically revised to ensure consistency with our work health and safety objectives
- Provide information and training for all workers regarding safe working practices
- Establish a WH&S manual, including an incidents register, to enable monitoring, review and improvement of procedures and their implementation
- Ensure all staff attending constructions sites have first obtained a Construction Induction Certificate.



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Statement of Workers Responsibilities

Each worker at Sellick Consultants Pty Ltd has a duty to:

- Take all reasonable steps and behave in a manner that will assure their own health and safety and that of other parties affected by their actions in the workplace
- Comply with safety procedures and directions agreed between management and workers
- Comply with safety procedures, inductions and directions developed by other parties and in force at sites which may be visited as part of normal work duties
- Avoid wilful interference with, or misuse of, items or facilities provided by the company in the interest of promoting health and safety
- Report, in accordance with agreed procedures, incidents or accidents as well as actual or potential hazards evident in the workplace
- Successfully undertake the Construction Induction Certificate training prior to site attendance.

Periodic Review

This policy will be regularly reviewed to ensure that it is consistent with changes that may flow from changes evolved from within the company and revisions to legislation.

Policy Implementation

As a result of implementing this policy, the management of Sellick Consultants Pty Ltd seeks the full and active co-operation of its workers in achieving the goal of a workplace conducive to the health and safety of all who work with and visit the company.

Signed for and on behalf of **Sellick Consultants Pty Limited**

Amanda Whalen

Business Manager

Date:



4.0 GENERAL STATEMENT OF POLICY – EMPLOYER, MANAGERS, WORKER RESPONSIBILITIES

GENERAL STATEMENT OF POLICY REGARDING EMPLOYER, SUPERVISORS AND MANAGERS AND WORKER RESPONSIBILITIES

At Sellick Consultants the health, safety and welfare of all workers and visitors is of equal importance to all other operational considerations. The directors, managers and workers work together to create a safe working environment and ensure compliance with the **Work Health & Safety Act 2011**.

The managing directors of the company (Officers under the Work Health and Safety Act) will:

- Acquire and keep up to date knowledge of work health and safety matters
- Gain an understanding of the operations of the business and generally of the hazards and risks
- Ensure there are resources and processes available to identify hazards and risks and eliminate or minimize hazards and risks
- Ensure processes for receiving and considering information regarding incidents, hazards and risks and will respond to the information in a timely manner
- Ensure that there are processes in place to comply with any duty or obligation
- Monitor and check the provision and the use of resources and processes to ensure a safe work place.

The Person Conducting the Business of Undertaking (the employer) is responsible for:

- Ensuring so far as reasonably practicable, the health and safety of:
- Workers engaged by the company and other persons that could be affected by the work of the company.
- To this end Sellick Consultants will as far as is reasonably practicable:
- Provide and maintain a work environment without risk to health and safety
- Provide safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use and storage and transport of plant structures and substances
- Provide adequate facilities for the welfare of work of all staff
- Provide the necessary information, training, instruction and supervision of all workers.

Supervisors and managers are responsible for:

- Managing day-to-day health and safety issues
- Ensuring new employees receive information, training and appropriate supervision
- Ensuring employees receive training before starting new tasks or using new equipment
- Ensuring safe work procedures are followed
- Undertaking risk assessments
- Investigating accidents and incidents, and maintain records relating to the health and safety of staff.



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Workers are responsible for:

- Taking reasonably care for their own health and safety
- Making sure that their acts or omissions do not adversely affect the health and safety and welfare of others
- Comply with any reasonable work health and safety instructions
- Cooperation with our work health and safety policies and procedures
- We expect contractors and visitors to:
- Take reasonable care for their own health and safety
- Making sure that their acts or omissions do not adversely affect the health and safety and welfare of others
- Comply with any reasonable work health and safety instructions



5.0 PLANNING – RECORD OF WHS DISCUSSION

Record of Work Health Safety Discussions

Date:

Duration:

Persons present:

Comments and issues raised:

Corrective Action	Action By	Action Complete	
		Date	Sign Off



6.0 WORKPLACE INDUCTION

WORKER'S NAME: _____

POSITION TITLE: _____

START DATE: _____

MANAGER: _____

INTRODUCTION

- ☐ Organisational Chart
- ☐ Roles of key people in your business
- ☐ Job, tasks and responsibilities
- ☐ Synergy Training (added employee to Synergy)
- ☐ IMS (Intranet)
- ☐ Quality Assurance Procedures (IMS)
- ☐ Security issues (ALARMS)

JOB INTRODUCTION

- ☐ Job Description issued
- ☐ Project Folder Structure
- ☐ Provided with required information and supervision to perform roles & responsibilities
- ☐ Introduce other employees and the supervisor
- ☐ Introduce the first aid officer and show location of first aid supplies
- ☐ Explain and demonstrate emergency evacuation procedures
- ☐ Show location of exits and equipment
- ☐ Show the work area, including amenities

EMPLOYMENT CONDITIONS

- ☐ Work times and meal breaks
- ☐ Rates of pay and how payment is made
- ☐ Superannuation
- ☐ National Employment Standards Fact Sheet
- ☐ Leave entitlements
- ☐ Notification of sick leave or absences
- ☐ Uniforms
- ☐ Issued with Company Assets if required (laptop, phone)

HEALTH AND SAFETY

- ☐ Health and safety policy and safe work procedures (IMS)
- ☐ Issued with correct PPE if needed
- ☐ Hazards in the workplace and how they are controlled
- ☐ How to report health and safety issues (including forms)
- ☐ How they will be kept informed about health and safety issues
- ☐ Workers compensation claims (including showing where forms are)

CONDUCTED BY:

MANAGER NAME: _____

EMPLOYEE NAME _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____



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7.0 GUIDANCE ON NEW EMPLOYEES

New Employees

Sellick Consultants will provide the following procedures throughout the Induction and ongoing training for all new staff:

- Involve key people in the induction, for example the new worker's supervisor, health and safety representatives and co-workers.
- Pace the induction so you don't overwhelm the new worker with too much information.
- Provide clear instructions and ensure they are understood.
- Show (don't just tell) the new worker how to perform the tasks. Emphasise main points.
- Encourage the new worker to ask questions.
- Don't assume any prior knowledge, training or experience.
- Your workplace, equipment, tools and work practices may be different. Go over things that may seem 'common sense' despite the new employee's background.
- Consider the language, cultural and literacy needs of the new worker.
- Ensure that they are supervised while they perform the tasks until they demonstrate they are competent.
- Correct any mistakes immediately.
- Check that the new worker has understood what they have been told or shown.

8.0 SKILLS ASSESSMENT

Identifying the training needs in the workplace

HYDRAULIC Section Skills Matrix 2019	Brad	Carl	Carl by BW	Delvin	Delvin by BW	Rebecca	Rebecca by BW	Luke	Luke by BW	Ian Moffat	Ian M by CS	Jason Smith	Jason by CS	Matt	Matt by CS	Christie	Christie by CS
External Services	8	9	6	8	7	5	5	6	5		1	1	0	3	0	1	0
Tradewaste lodgement	8	9	8	8	6	8	10	6	7		1	1	0	1	0	1	0
Product knowledge	8	8	9	8	7	7	9	5	6		5	1	1	5	3	1	1
Space planning	9	9	9	8	9	7	8	7	7		6	1	1	3	3	1	1
NCC and Australian Standards	9	8	9	8	7	7	9	6	6		3	2	2	2	2	2	2
Gas design/sizing	9	10	9	8	8	8	9	7	6		1	1	0	2	0	1	0
Cold water design/sizing	9	10	9	8	8	8	9	7	7		1	3	1	4	0	1	0
Hot water systems	9	10	9	8	8	7.5	9	6	6		2	1	0	4	1	1	0
Sanitary and tradewaste	9	10	9	8	8	8	9	6	7		2	3	1	4	1	2	0
Stormwater	9	10	7	8	6	8	7	5	6		2	2	1	4	1	2	0
Gutter and downpipes design/sizing	9	10	8	8	7	8.5	9	5	7		2	2	1	2	0	1	0
WSUD	7	7	7	5	5	4	5	3	6		1	1	0	0	0	1	0
Coordination	9	8	9	8	8	7	8	7	7		7	1	5	10	6	1	0
Fire services AS2419 AS 2441	9	8	8	8	6	7	7	6	5		1	1	0	5	2	1	0
Specification writing	9	8	8	7	7	8	9	3	4		1	1	1	1	0	1	0
Design meetings	9	10	9	8	6	8	8	7	6		6	1	0	8	0	1	0
Site inspections	9	10	9	8	7	8	8	6	7		0	1	0	2	0	1	0
Tender documentation	7	8	7	8	8	8	8	7	7		3	1	1	5	0	1	0
Fire Alt Sol options	9	8	8	8	6	8	7	7	5		0	1	0	2	1	1	0
Sellick FU & LU Alt Sol	10	7	7	8	8	6	5	6	6		2	2	1	2	0	1	0
Internal design review	10	7	8	8	7	5	8	7	5		5	3	6	5	5	3	0
Document control & management	6	8	7	8	7	5	8	6	7		7	4	6	10	5	4	0
Email filing	9	10	7	8	5	8	8	7	7		8	5	7	8	5	6	0
Timesheets	0	9	7	8	7	10	8	8	8		9	5	9	8	5	6	0
Client service	9	8	9	8	8	8	9	7	9		7	1	9	1	5	1	0

Report Writing	9	8	8	8	6	7	9	3	4		0	1	0	1	0	1	0
Siphonic Roof design	7	7	7	8	7	6	7	8	8		4	1	1	4	0	1	0
Geberit Siphonic software	4	7	5	2	5	6	5	9	9		0	1	0	2	0	1	0
AutoCAD	0	5	4	8	9	7	7	9	9		7	4	5	10	7	6	3
Revit MEP	0	2	2	5	2	0	2	5	5		7	1	1	10	7	1	0
Project Management	9	8	8	8	6	7	8	7	6		3	1	3	5	4	1	0
Financial Management	10	8	8	8	7	7	7	6	7		1	1	0	2	0	1	0
Wastewater treatment	8	6	6	8	3	7	4	5	2		0	1	0	1	0	1	0
Fire Sprinkler Services AS2118	6	6	4	5	3	4	3	1	2		3	1	1	7	3	1	0
Waterproofing (podiums/balconies)	8	8	7	8	6	4	7	5	5		0	1	0	1	0	1	0
Navisworks	0	5	2	2	5	?	2	1	7		7	1	1	8	5	1	0
Basement drainage options	10	8	8	8	7	7	6	6	6		3	2	0	2	0	1	0
	279	297	576	274	242	237	266	218	229	0	118	62	65	154	71	60	7



9.0 WHS INDUCTION CARD

Staff Member	WH&S Construction	Date of Issue
Adam Zahra	C3554184	16/09/2003
Adrian Dambrosio	11055	21/06/2011
Alex McLennan	CGI0101273492SEQ1	31/03/2009
Andrew Easey	CGI01108475SEQ1	8/08/2007
Bernie Cusack	CGI01103770SEQ1	26/07/2007
Brad Musgrove	714047	21/04/2007
Brad Williams	1927	5/11/2009
Brady Ingram	1973451	17/01/2016
Carl Sommerville	CGI00472821SEQ1	7/09/2004
Chris Buchanan	CGI01108471SEQ1	8/08/2007
Clayton Taylor	0909-4576	9/3/2011
Craig Ohmsen	1751	9/11/2009
Craig Scheffers	CGI00673429SEQ1	22/05/2005
Delvin O'Meara	028990	02/03/2017
Darren Sault	596433	24/09/2009
Daniel Mill	1887331	24/6/15
Dean Harding	CGI01214045SEQ1	7/7/1988
Don McInnes	CGI0118461SEQ1	8/08/2007
Dougal McLachlan	5GR55C	05/05/2010
Gary Vanderkley	295162	6/10/2009
Garth Cawte	0827306	13/06/2008
Frank Sartori	CGI01059543SEQ1	29/03/2007
Ian Moffat	0982578	28/01/2009
Jorge Aguirre	4973	5/08/2010
Kayleigh McNabb	1928	5/11/2009
Luke Hall	9474	5/08/2010
Lachlan Hanford	CGI1514830SEQ01	20/03/2018
Luke Tomlinson	000994	15/10/2009
Mark Nixon	CGI01405255SEQ1	16/11/2010
Nick Borner	029695	17/02/2016
Nick Sloane	9477	5/08/2010
Patrick Altoon	CGI00529054SEQ1	1/12/2004
Paul Hine	1502656	18/08/2006
Paul Williams	CGI00909155SEQ1	14/07/2006
Pino Seminara	CGI01108468SEQ1	8/08/2007
Rod Gisik	293477	29/09/2009
Rebecca Sweeting	1863	4/11/2009
Robert Tomanovski	16936	5/03/2012
Ricardo Inacio	22810	13/08/2014
Richard Fairhead	821433	19/05/2018
Ross Costello	032277	29/05/2018
Sean Stacey	146367	5/3/2004
Shaun Sullivan	CQI00612672SEQ1	28/04/2005



10.0 ONSITE INCIDENT & DANGEROUS OCCURRENCE MANAGEMENT PLAN

Immediate Action

Whenever an incident / dangerous occurrence takes place the Sub-Contractor or Sellick Consultants persons involved will contact Sellick Consultants immediately. Sellick Consultants will respond as follows:

- Comply to Site Manager directions and adhere to their Incident & Dangerous Occurrence procedures
- Take action to control the situation and administer first aid if required;
- Contact Emergency Controller and commence Emergency Procedure (attachment 10) if required;
- Emergency Controller to contact the director by phone to inform them of the incident; and
- Report the incident as per SELICK CONSULTANTS Pty Ltd Incident/Hazard Report.

Incident Investigation & Reporting

All incidents involving an injury where the worker is required to cease work and / or seek medical treatment must be reported and investigated using the SELICK CONSULTANTS Pty Ltd Incident/Hazard Report and submitted to QBE workers Compensation.

Worksafe Obligations

After becoming aware that an incident has occurred, workplaces must report 'notifiable incidents' to WorkSafe ACT IMMEDIATELY, and by the fastest possible means, either:

- by phone - ring WorkSafe ACT on 02 6207 3000
- by fax or other electronic means - fax WorkSafe ACT on 02 6205 0336; email worksafe@act.gov.au .
- **NOTE:** WorkSafe ACT requires, in accordance with section 38(4)(b) of the WHS Act 2011, that you
- follow up your immediate notification in writing by completing a [Notifiable Incident Report Form](#) and forwarding it to WorkSafe ACT, GPO Box 158, Canberra City, ACT, 2601



11.0 EMERGENCY PROCEDURE

Emergency Controller

Sellick Consultants have appointed Emergency Controllers to take action in the event of a workplace or site emergency.

Emergency Controller Contact Details:

Name: Bernie Cusack
Position: Director
Work Number: 02 6201 0200
Mobile: 0409 194 783

Deputy Emergency Controller Contact Details:

Name: Amanda Whalen
Position: Business Manager
Work Number: 02 6201 0200
Mobile: 0424 370 083

First Aid

In line with the ACT First Aid in the Workplace Code of Practice, the company has provided a first aid kit which is consistent with the number of employees and the access of employees to expert medical attention.

The first aid kit is located kitchen cupboard above the fridge.

The contents of the kit are inspected regularly and the contents replenished after use or any deterioration. A record of inspection and replenishment are kept inside the kit.

First Aid Officer

Miss Nicole Archibald & Mr. Luke Tomlinson have been appointed as the First Aid Officers for the workplace provided by the company. Either one of them must be consulted in the first instance for advice regarding any injury sustained in the workplace. They will also be responsible for directing/arranging any professional medical assistance when and if a significant medical emergency arises. Additionally, they will be responsible for inspecting and replenishing the kit and maintaining the inspection/replenishment register.

Emergency Evacuation of the Office

Evacuation plan and procedure

There is a map of Sellick Consultants floor plan that has been prepared and it is displayed in the front office and back office areas. This floor plan maps out the correct routes that have been designated as exit routes.

In the event of an emergency evacuation of the office, employees will remain calm and leave the office using the designated exit routes. After leaving the office, employees will assemble on the footpath at the end of the driveway on Elouera Street Braddon

Our Fire Wwarden Leanne Haynes will check those present to determine whether all employees have evacuated the office.



Fire Warden

In the event of an emergency evacuation as a result of fire, Mrs Leanne Haynes will assume the responsibility of Fire Warden. In the event that Mrs Leanne Haynes is present, Amanda Whalen will assume the role of Fire Warden. In addition to the duties summarised above, the Fire Warden will be responsible for ensuring that contact has been made with the ACT Fire Brigade to summons assistance.

EMERGENCY EVACUATION PROCEDURE

REMEMBER THE MOST IMPORTANT CONSIDERATION IS YOUR SAFETY

EMERGENCY RESPONSE

Base building fire alarm will sound

All employees are to make their way in an orderly fashion, via the nearest exit, to the muster point on the footpath at the end of the driveway on Elouera Street Braddon

If the emergency is a fire emergency, and safe to do so, fight the fire with an extinguisher.

If the fire is beyond control, immediately evacuate the area and advise the fire warden.

Assist anyone in danger if it is safe to do so.

Assist any visitors or disabled persons to evacuate.

The fire warden will take a roll call of all personnel at the muster point outside Roasters Frontage on the opposite side of Lonsdale Street.

NO PERSONNEL ARE TO RE-ENTER PREMISES

UNTIL "ALL CLEAR" HAS BEEN GIVEN

BY LEANNE HAYNES OR THE DIRECTORS & THE ACT FIRE BRIGADE.



12.0 RISK MANAGEMENT

Risk Management

The Work Safety Act states that an employer shall take all reasonably practicable steps to protect the health, safety & welfare at work of the employer's employee's

Reasonably Practicable

Reasonably Practicable means that the employer Sellick Consultants Pty Ltd must provide a safe working environment that is safe and without risk to health, so far as is reasonable. To decide what is "Reasonably Practicable" Sellick Consultants will consider the following factors:

- The likelihood of the hazard occurring
- The degree of harm that could result
- What the employer concerned actually knows or ought to know about the hazard or risks and ways of eliminating or reducing it
- That availability or suitability of ways to eliminate or reduce the hazard or risk
- The cost of eliminating or reducing the hazard or risk.

Office workplace

An assessment of the risks inherent in the office workplace provided by the company together with their severity is set out in a document filed in this section of the manual. Also included in this assessment are work practices to be followed by individual employees.

Non office workplaces

From time to time, individual employees will be required to undertake duties on behalf of the company in workplaces that are not under the control of the company. Separate assessments of the risks that are expected in these locations together with an assessment of the severity of those risks can be accessed through the work health safety advisor. Work practices to be followed by individual employees have been developed for individual tasks.

Employees are to familiarise themselves with these risks and have due regard to the precautions that need to be taken to minimise the risks that have been identified, particularly the use of safety equipment which is provided by the company.

Risk Assessment Profiles

The Risk Assessment Profiles discussed ABOVE are included at the end of this section of the WH&S Manual.



Risk Assessment

This risk assessment tool provides guidance on how to determine levels of risk and appropriate controls using the hierarchy of control.

HIERARCHY OF CONTROLS		
1	Eliminate the hazard – remove it completely from your workplace	If this isn't practical then...
2	Substitute the hazard with a safer alternative	If this isn't practical then...
3	Isolate the hazard – as much as possible away from workers	If this isn't practical then...
4	Use engineering controls – adapt tools or equipment to reduce the risk	If this isn't practical then...
5	Use administrative controls – change work practices and organisation	If this isn't practical then...
6	Use personal protective equipment (PPE) – this will be the last option after we have considered all other options for our workplace	Last option

Sellick Consultants identifies the consequence for each potential risk by using the table below:

IMPACT:	<i>How severely could someone be hurt</i>
Fatality	death to one or more persons
Permanent disability	Injury resulting in permanent disability
Lost time injury	Injury resulting in time off work
Medical treatment injury	medical treatment required
First aid injury	first aid required
LIKELIHOOD:	<i>How likely are those consequences?</i>
Common	expected to occur in most circumstances
Likely	will probably occur in most circumstances
Possible	could occur at some time
Unlikely	is not likely to occur in normal circumstances
Rare	may occur only in exceptional circumstances



RISK RATINGS:

Risk Assessment Ratings Matrix	Step 2: LIKELIHOOD (how often)				
	A COMMON	B LIKELY	C POSSIBLE	D UNLIKELY	E RARE
Fatality 1					
Permanent disability 2					
Lost time injury 3					
Medical treatment injury 4					
First Aid Injury 5					

Risk level	Required action
High	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
Medium	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) The supervisor must review and document the effectiveness of the implemented risk controls.
Low	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor.

Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.



Risk Assessment Form					
Information of Risk					
Risk:					Identified by:
Location:					Date:
Identified Hazard:					
Risk Assessment Matrix					
	Consequences X Likelihood = Risk				Hierarchy of Risk Controls
<i>How severely could it hurt someone or how ill could it make someone?</i>	++ Very Likely Could happen anytime.	+ Likely Could happen at some time.	= Unlikely Could happen but very rarely.	- Very Unlikely Could happen but probably never will.	Elimination is a permanent solution and should be attempted in the first instance.
X Kill or cause permanent disability or ill health.	1	1	2	3	Substitution involves replacing the hazard or environmental aspect by one of lower risk.
!!! Long-term illness or serious injury.	1	2	3	4	Engineering controls involve physical barriers or structural changes to the environment or
!! Medical attention and several days off work.	2	3	4	5	Admin
! First Aid Needed.	3	4	5	6	PPE

Details of Action to be taken

Actions: (These should be determined by both the person(s) identifying the risk and the responsible manager and Health and Safety Representative or Committee). When determining action refer to Hierarchy of Risk Control

Person/s assessing the risk:

Date:

Authorised by:

Planned completion date:

Actions Completed

Actioned by:

Completed (Initials & date):

Return completed Risk Assessment Form to WHS Officer

Note a copy of hazards and risk assessments is on the following spread sheet and can also be obtained from the Work Health Safety Adviser.

[illegible]



13.0 LEGAL REQUIREMENTS REPORTING AND RECORDING

LEGAL REQUIREMENTS: REPORTING AND RECORDING INCIDENT REGISTER AND COMPENSATION MATTERS

Definitions and Overview

Consistent with its obligations under the Workers Compensation Act 1951 (the Act), the company has implemented systems which will ensure that it maintains a Register of Workplace Injuries.

In an effort to ensure the working conditions provided by the company are as safe as possible for employees, the company will broaden the scope of this register to include incidents which could reflect unsafe working conditions and/or practices.

Responsibilities

The responsibilities for reporting injury are shared between the employee and management.

Incident Report Forms

Management will use the ACT Notification and Register of Injury form prepared by its insurer QBE Insurance (Australia) Limited in the event of an injury resulting from an incident in the workplace.

Under the provisions of Workers Compensation Act 1951, two other report forms are required in the event of an injury resulting from an injury in the workplace. These forms are ACT Employer's Report of Injury and ACT Compensation Claim Worker's Report of Injury.

Copies of each of these forms can be obtained from the Work Health Safety Advisor.

Management also intends to use the Injury and Dangerous Occurrence report form, prepared by SafeWork ACT, should circumstances dictate that this is necessary.

Incident Register

This register is held by the Work Health Safety Advisor.

Compensation Claims

In the event of an incident which results in an injury, the steps that need to be taken by the injured employee are set in the guidance note Workers Compensation – Worker Obligations. A copy of this can be obtained from the Work Health Safety Advisor. Management will facilitate this process by attending promptly to the task of lodging the necessary returns for which it is responsible.

Documentation regarding Incidents and Compensation is held by the Work Health and Safety Advisor



14.0 INJURY / DISEASE MANGEMENT

Injury / Disease Management Rehabilitation Policy Policy Statement

Consistent with its obligations under the Workers Compensation Act 1951 (the Act), the company will actively pursue all necessary actions to appropriately support any employee who may be injured in the course of his/her normal duties.

The various elements necessary to give effect to this policy are set out in the documents included in the next section of the manual.

Information Bulletins regarding Rehabilitation Policy

The documentation included in this section of the manual can be found in the hard copy resource folder held by Amanda Whalen. This information includes:

- WSACT GN 0076, Workers Compensation - Employer Obligations.
- WSACT GN 0050, Workers Compensation - Worker Obligations.
- WSACT GN 0052, Workers Compensation - Injury Management Processes.
- WSACT GN 0055, Workers Compensation – Register of Injuries and Early Notification
- WSACT GN 0056, Workers Compensation – Information Summary
- WSACT GN 0058, Workers Compensation - Insurer Obligations
- Injury Management checklist.



15.0 PURCHASING & SUPPLY OF GOODS

Purpose

The purpose of this procedure is to ensure that suitable consideration is given when purchasing equipment, materials or substances.

Scope

The scope of this procedure covers the purchase of goods for example:

- Physical items such as plant, equipment, furniture
- Personnel protective equipment and clothing
- Hazardous substances.

This policy does not include procedures on the purchase of services; this information can be found in the WHS Procedures for Contractors.

Legislation

The Work Health and Safety Act 2011, requires employers to take all reasonably practical steps to protect the health and safety of their workers.

This includes areas that relate to purchasing, for example safe plant and equipment, adequate welfare facilities, ensuring the absence of risks in connection with the use, handling, storage or transport of plant or substances.

Responsibility for Considering WHS when Purchasing Goods and Services

Personnel responsible for establishing WHS purchasing systems will need to ensure the following:

- Those personnel responsible for determining WHS specifications for goods and services and reviewing purchasing documentation are appropriately skilled in their responsibilities. Training is to be provided if this is not the case.
- WHS requirements for goods and services are specified at the time they are procured (i.e. purchase order being raised or tender documentation)
- Further, information on the purchase order must state that this goods/equipment must be supplied with relevant Work Health Safety instructions and directions.
- Responsibilities for WHS aspects of purchasing are documented in the duty statements for those positions which carry this responsibility.
- Records are kept of Work Health and Safety conformance verification of the goods and services that have been purchased.

Identifying Work Health and Safety Criteria for Purchasing Goods and Services

The following list provides a general overview of standard items purchased and Work Health and Safety information required;

- Personal protective equipment must include an Australian/New Zealand Standard approval marking and instructions on precautions, fitting, use, maintenance and storage.
- Personnel protective clothing must include an Australian Standard approval marking and instructions on precautions, fitting, use, maintenance and storage.
- Hazardous substances have clear and durable labelling and be accompanied by a Safety Data Sheet



- If the hazardous substance is also a dangerous good, then regulatory requirements must be met and dangerous goods should not be purchased before there is suitable storage cabinet for the dangerous goods.
- Machinery/equipment- The manufacturer's instructions and specifications for the correct and safe use of the plant or equipment.
- Furniture - information to confirm that the furniture has been designed ergonomically and includes instructions on the ergonomic considerations, which need to be taken into account by users.
- Electrical equipment - The supplier is deemed responsible for the initial electrical safety of the new equipment under AS/NZ3760:2001, so new electrical equipment purchased should already be tagged and tested.

Consultation and trailing of goods to check Work Health and Safety impact

Prior to purchasing new plant or equipment such as manual handling equipment, the proposed users should be given the opportunity to trial the equipment and evaluate it from a WHS perspective.

Prior to purchasing a chemical product, the WH&S Officer or the purchasing officer should review the safety data sheet for the substance and any risk assessment documentation to check the level of risk.

If the level is high or above, using the Risk Management Procedure, then an alternative product should be used or else more stringent risk controls implemented and monitored.

Responsibility and Accountability Managers and Supervisors

Managers should consider conducting a risk assessment prior to the purchase of goods and services. Refer to the Risk Assessment Procedure.

It is important that there is a check that the goods received have met WHS specifications. This should be checked against the documentation provided at the outset of the purchase. This must occur upon receipt of the purchase.

The person responsible for this is the manager in the particular area that has conducted the purchase. The manager may delegate the authority to ensure that WHS specifications are met however the manager is accountable to ensure that this assessment occurs.

Purchasing Records and Associated Documents

WHS assessments on purchased items need to be documented and filed so that they can be retrieved in either electronic or hardcopy.



16.0 MANAGEMENT OF CONTRACTORS

Purpose

The purpose of this procedure is to:

- Provide advice to managers and supervisors and staff involved in contract work of the WHS requirements when contracting for services.
- Assist Sellick Consultants to exceed requirements of WHS legislation, standards and codes of practice.

Scope

The scope of this procedure covers the development of tender documents, tendering for contractors and management of contractors.

This policy does not include procedures on the purchase of goods, material or equipment as this information can be found in the Purchasing Procedures.

WHS Requirements When Contracting For Services within the Contract Management Stages

WHS Contract management operates in three stages. All stages are of equal importance and require close attention from contract managers and supervisors.

Stage 1 Contract Specification

The following WHS requirements must be included in all specification documentation:

- Recognise WHS legal obligations
- How contractor/s will demonstrate WHS systems through a safety plan
- Contractor to comply with contract WHS requirements
- How WHS issues will be dealt with during contract
- Successful tenderers required to submit an WHS Plan that includes identification of hazards and an assessment of risks.

Stage 2 Tender Evaluation

Tender evaluation includes:

- Examination of tenderers documents in relation to WHS procedures, work method statements
- Verification that an tenderers have an WHS system by examining safety procedures, WHS committee minutes
- Evaluation of safety performance through incident accident records
- Interview/discussion with tenderers to confirm WHS requirements

Note some flexibility should be allowed when tenders are from small sized contractors that are involved in lower risk activities e.g. computer programmers,

However there will be no flexibility for small sized contractors involved in higher risk activities e.g., people working at heights, electricians etc

The Tender Panel may include a person with a WHS background; this is of more importance with higher risk activities.



Stage 3 Contract Management

A contract manager is appointed by the Human Resources Manager. The contract manager must have access to all contract documents and an understanding of WHS issues in the workplace.

Prior to commencement of the contract the following must be agreed upon:

- That a risk assessment is conducted
- How WHS issues will be dealt with
- How often monitoring inspections will occur and by who

Monitoring and supervision will be influenced by the size and complexity and the risks associated with the contracted work.

Close supervision will occur:

In the early stages of the contract to ensure that no WHS problems are encountered and if they are, they are managed quickly and effectively

- Where high risk or complex activities are occurring.
- Monitoring and supervision activities include:
- Review of contractor WHS documentation e.g. safety committee minutes, risk assessments.
- Regular site inspections focussing on how well hazard control activities are working
- Reports to the Board.

Responsibility and Accountability

Contract Manager

- Ensure that appropriate and relevant information is included in tender documentation
- Tenders are evaluated for compliance with WHS requirements
- Contractors are monitored for WHS compliance
- Contractors are inducted into the WHS system
- Tender panel to include a person with an WHS background particularly with higher risk or complex work.

Managers and Supervisors

Monitor the performance of contractors with regard to WHS compliance practices (safe work practices, tools and equipment and systems of work). This should be undertaken through regular meetings which are documented and filed.

Contractors

- The successful tenderer must complete a risk assessment prior to the commencement of the contract.
- The contractors Safety Plan must include how subcontractors will be included in the WHS plan.

WHS Records and Associated Documents

Documents to be retained include the contract, risk assessments, safety plans or safe work method statements, incident reports, file notes, all WHS related correspondence.



Review and Evaluation

This procedure will be reviewed within 12 months of implementation by the Board of Management.

Evidence that will be examined during the review may include:

- Contracts containing information on WHS requirements
- Checklists that show that WHS requirements have been met during and on completion of the contract
- Risk assessment documents

Accident and incident records

- Staff feedback.

Continuous Improvement

If in the course of implementation of this procedure areas are identified that can improve the procedure then the Director of Human Resources must be notified. Amendments to the procedure must be tabled at the Board of Management meeting for discussion and appropriate action



17.0 REVIEW AND IMPROVEMENT

Attachment 15 – REVIEW AND IMPROVEMENT

Review and Improvement

The WHS management system will be reviewed every 12 months by the board. Staff will be consulted in the review through staff meetings.

The criteria for the review will be based upon the ten elements of the WHS management system.

Other areas that will be taken into account include:

- Incident records
- Risk assessments
- Feedback from staff
- Legislative changes
- Adequacy of resources
- Workplace inspection reports
- Feedback from clients.

The review will be undertaken either internally or with the assistance of an independent WHS consultant.



18.0 WORKSAFE ACT CONTACT INFORMATION & NOTIFICATION

Notifiable Incident Reporting

Any person conducting a business or undertaking from which the notifiable incident arises must notify Access Canberra immediately after becoming aware that it has occurred.

If the 'notifiable incident' arises out of more than one business or undertaking then each must ensure that the incident has been notified to Access Canberra. In these circumstances the duty holders must, so far as is reasonably practicable, consult, cooperate and coordinate to put appropriate reporting and notification arrangements in place.

For example contractors at a construction workplace may agree that the principal contractor for the workplace will notify of all notifiable incidents that occur at the workplace.

When and how to notify

Immediately after becoming aware that a notifiable incident under the Work Health and Safety Act 2011 or dangerous occurrence under the Dangerous Substances Act 2004 has occurred, a person in control of a business or undertaking or person in control of premises respectively must ensure that Access Canberra is notified of the notifiable incident or dangerous occurrence by the fastest possible means, either by:

Phone: 6207 3000;

Email: worksafe@act.gov.au

Online: https://www.accesscanberra.act.gov.au/app/forms/worksafe_report

Within 48 hours of the initial notification, Access Canberra must be notified in writing of the notifiable incident or dangerous occurrence by completing the relevant form:

Notifiable incident report (Online)

Dangerous substance report (DOC 163KB) or (PDF 103KB)

Completed forms are to be forwarded to **PO Box 158, Canberra City ACT 2601.**

Lodging an injury notification via Allianz

Employers are required to notify their workers compensation insurer of all injuries sustained by their employees. They must provide the initial notification within 48 hours of becoming aware of the injury. If an employer fails to give notice within this timeframe, the employer is directly liable for weekly compensation from the end of the notification timeframe (48 hours) until the notice is given to Allianz and cannot be compensated for this period.

The initial notification can be made by:

- Contacting Allianz First Report on 1300 360 595
- Faxing a completed claim form to 1300 662 184
- Lodging an injury notification on-line.

By notifying Allianz within 48 hours you will meet your legislative obligations and we are able to commence active injury management to facilitate a prompt recovery and return to work of your employee.



19.0 PERSONAL PROTECTION EQUIPMENT (PPE)

The following equipment will be available to individual employees undertaking work on behalf of the company in non-office locations;

- Safety/Hard Hat
- Safety vests
- Gloves
- Face mask
- Safety glasses
- Ear plugs
- Torch
- Sunscreen

These items will be included in a kit that will be stored in the office.

Individual employees will be responsible identifying any wear and tear with PPE and advising their manager so that new equipment can be purchased.



20.0 SAFETY TIPS WITHIN THE OFFICE

Top 10 WHS tips for safety in the office:

1. When setting up your workstation, try new positions to find the most comfortable arrangement that suits you.
2. Ensure your workstation is tidy and uncluttered and ensure there is easy access to equipment you use often, such as your telephone and keyboard.
3. Place the keyboard as close to the front edge of your desk as is comfortable.
4. Position your computer screen so that the top of the screen is level with, or slightly lower than, your eyes when you are sitting upright.
5. Avoid sitting for long periods of time. Take a break from sitting every 20 to 30 minutes.
6. When adjusting your chair, refer to any instructions that are provided with the chair or have someone show you how to adjust it and use the controls.
7. If your chair has arm rests, make sure that they do not prevent you from getting as close to the desk as you need.
8. Do not store general items, such as boxes of documents or files or rubbish bins under your desk where they will constantly get in your way or interfere with the space required for your legs.
9. Avoid slip and trip hazards by alerting the appropriate people to any spilled materials and by ensuring that floor surfaces are clear and even.
10. Place most commonly used items in the top desk drawer to improve access and reduce reaching and bending movements.



21.0 FORM 1 – INCIDENT / HAZARD REPORT

INCIDENT / HAZARD REPORT

Date of Incident

Time of Incident

Name of Person Reporting the Incident:

Name of Person Injured:

Nature of Injury:

Part of Body Injured:

Location of where Injury Occurred:

Description of Incident or Hazard and contributing Factors:

Corrective Actions:

What needs to happen

Date

Person Responsible

Signature Required:

Employee:

Date

Manager:

Date



23.0 FORM 3 – WHS IMPROVEMENT PLAN

ACTIVITY	WHAT NEEDS TO BE RECTIFIED?	WHO IS RESPONSIBLE?
RESPONSIBILITIES		
POLICY		
ORGANISING TASKS		
ACCOUNTABILITY		
CONSULTATION		
MEETING		
RESULTS & IMPLEMENTATION		
MANAGING RISKS		
IDENTIFY HAZARDS		
ASSESS RISKS		
CONTRIL RISKS		
TRAINING		
INDUCTIONS		
SAFE WORK PROCEDURES		
FIRST AID		
PURCHASING		
3 QUOTES		
BUSINESS APPROVAL		
MANAGING CONTRACTORS		
HOURS		
INSURANCES		
CONTRACTS		
MANAGING INJURIES		
EMERGENCY PROCEDURES		
FIRST AID		
REPORTING & INVESTIGATION		
COMPENSATION		
REHABILITATION		
RECORD KEEPING		
RISK ASSESSMENT		
MAINTENANCE		
INJURIES		
HAZARDOUS SUBSTANCES		
TRAINING		



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24.0 FORM 4 – RISK CONTROL PLAN

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DATE:	COMPLETED BY:
--------------	----------------------

HAZARD	CONTROL ACTION REQUIRED	COMPLETION DATE	PERSON RESPONSIBLE
EXTREME			
HIGH			
MEDIUM			
LOW			



25.0 FORM 5 – TRAVEL REQUIREMENTS PLAN

All staff that travel must check-in with Sellick Consultants Notifying Officer at every Hold Point. If manager/sub-contractor is not contactable on the nominated number at any given time then the manager/sub-contractor must provide alternative contact details.

Manager / Sub Contractor

Contact Number :

Description:

Project Number:

Notifying Officer

ITINERARY

Date	Transport Reference	Location	Arrival (24hr time)	Departure (24hr time)	Check-In Duration of Stay	Alternative Contact No.

First Allocated Support:

Contact Number:

Second Allocated Support:

Contact Number:

Person Responsible	Signature	Date
Manager / Sub-Consultant		
Notifying Officer		



26.0 FORM 6 – CONTINGENCY PLAN EXAMPLE

Title: Failure of a System Board in File Server

Location: Sellick Consultants Pty Ltd
Suite 122, Level 1, Mode 3
24 Lonsdale Street
Braddon ACT 2612

Plan Purpose:

To maintain the daily business operations in the event of the main server crashing

Distribution List:

- Amanda Whalen Business Manager for Sellick Consultants – phone: 02 6201 0220
- Lisa Johnston Managing Director WYS Group Pty Ltd T/A WYSCOM – phone: 02 6285 5555

Responsible Personnel:

- The Sellick Consultants Business Manager will be responsible for the continuance of the business operations in the disaster recovery process and implementation of this plan.
- WYSCOM IT Consultant Jon Stratton will be responsible for the resolution of the server failure.

Reasons for failure:

Determine the reasons for failure:

- Identify the possible reasons for failure in priority order:
 1. Air-conditioning failed in the server room
 2. Power failure partial or complete to the server room
 3. Server equipment is lost or stolen
 4. Server failed
 5. The router failed
- Warning Indicators:
 1. Increasing temperatures in the server room
 2. Equipment not working or no lighting in the room
 3. Equipment is missing
 4. Computers not connecting to network
 5. No email or internet
- Identify areas that are affected:
 1. Project deadlines
 2. Contact with external clients
 3. Design & Drafting
 4. Recovery of project information
 5. External Client log-in



Recovery Time Objective (RTO):

Failure of a system board in file server at midday Tuesday.

The measure of time usually will consist of the total of:

- Remote access and or site visit to diagnose failure. 3 hours Day 1
- Time to order and receive components from suppliers. 72 hours Day 3
- Time to repair. 3 hours Day 4
- Data restore time. 3 hours Day 4
- Systems services available to users Day 5
- Time to Recovery 4 working days

Recovery Point Time (RPT):

Is the point in time that the system would be restored to and is generally the time that the last valid backup has occurred.

- -12 hours Recovery Time Cost
- 93 hours 4-5 days

Recovery Time Objective and Recovery Point Time are the two measures that determine the final backup strategy.

State the Recovery Time Objective:

(This is the time up to which the system is monitored and after which the plan is implemented in order to prevent serious business impact)

(This can be expressed in units of minutes, hours, days, weeks etc. For example, an air traffic controller system may have a RTO of 5 minutes because that is the minimum time they can operate without their system before a serious business impact occurs. For a taxi dispatch system the RTO may be 1 hour).

Notification:

Notify all relevant parties

Internal:

- Business Manager
- Directors
- Admin Team
- All employees

External

- WYSCOM IT Consultant Jon Stratton
- Directly affected Clients

Backup Resources:

Sellick Consultants have two other servers, one located in Sydney and one in Brisbane located both of which can be utilised at any stage throughout the recovery process, in the case that both Sydney & Brisbane office servers have been affected, Sellick Consultants have the ability to utilise a standby server that is maintained at a offsite location managed by WYSCOM.



Initial Response

Once the problem has been identified, Biztech can then determine the estimated duration of the failure and instruct Sellick on the exact downtime that can be expected to allow project managers to notify affected clients.

Sustaining

- Monitor situation and re-evaluate at 2-hour intervals.
- After 6 hours, decide whether or not to send staff home or to see if they can be utilised in any other areas.

Recovery

- If confirmed by Biztech that server is now operational, commence recovery tasks:

Recovery Tasks

- All staff to be directed back to work and ensure computer is fully functional and connected with Server.
- All affected clients to be notified that Sellick Consultants is back online

Updates and Plan Location

Once plan has been implemented and completed the Office Manager will schedule a debrief meeting with all relevant parties to review and update the steps taken in the contingency plan to note where improvements could be made.

If changes are made to the plan when reviewed a new copy must be issued to the following parties:

Amanda Whalen Business Manager for Sellick Consultants –

Email: amanda@sellickconsultants.com.au

A copy of the plan is kept on the Quality Assurance Intranet

Jon Stratton Senior IT Consultant for WYSCOM –

Email: jons@wtycom.com.au

A copy of the plan is kept on WYSCOM Company Server

27.0 FORM 7 – SAFE WORK METHOD STATEMENT DETAILED

SELICK CONSULTANTS – SITE SURVEILLANCE INSPECTIONS

SAFE WORK METHOD STATEMENT

Project Name/No:	140024 – Mt Majura Estate	Prepared By:	Craig Ohmsen	Date:	13/12/17	Revision:	01
Client:	C7 Developments	Principal Contractor:	Chincivil	Principal Contractor Contact:		Matt Houghton	
Project Address:	Aspinall Street Watson ACT						

Legislation, Codes or Practice and Standards

WHS Act's, WHS Legislation, ACT, NSW & QLD Codes of Practice, & applicable Australian Standards

Personnel Qualifications & Experience Required	Experience in Civil Engineering Construction operation and Competency in Site Surveillance operations. General Construction Induction (White Card) and Asbestos Awareness Course.	
Training to be Provided	Site Induction Training by Principal Contractor, Induction into Site Surveillance SWMS	
Safety Equipment Required	PPE – Mandatory	PPE – Task Specific
	Hi visibility clothing, safety footwear, & hard hat. Also, specific PPE will be worn when applicable, suitable clothing during cold weather, hearing protection, sun protection, glasses and gloves.	As per site rules, site signage, principal contractors risk assessments and principal contractor SWMS.
Emergency Planning	<p>Refer to principal contractor project safety plan or risk management plan, section on emergency planning and procedures.</p> <p>As per contractors site induction</p> <p>Contractors first aid kits to be available on site</p> <p>All Slick vehicles to have first aid kits available</p> <p>All Slick vehicles to have fire extinguishers</p> <p>Qualified first aiders on site (Note from principal contractor on induction)</p>	

Risk Matrix & Assessment Model

All hazards have been assessed and rated using the following Risk matrix

Consequence (What is the impact of the incident)	Likelihood (What is the likelihood that the incident will occur)			
	Very likely Expected to occur in most circumstances	Likely Will probably occur with more than a 50% chance	Unlikely Not likely to occur, but there is a history of such an incident	Rare May occur in exceptional circumstances
Major Fatality, permanent disability, extensive damage to the environment / services & building infrastructure, extensive financial loss, revoking of license	H1	H2	H4	M7
Moderate Serious Injury / Illness requiring hospitalisation, short term disability, lengthy lost time injury, reportable damage to the environment / services & building infrastructure, moderate financial loss	H3	H5	M8	M11
Minor Minor medical treatment, short term lost time injury, notable or minor damage to the environment / services & building infrastructure, minor financial loss	H6	M9	M12	L14
Insignificant Minor first aid treatment, no lost time injury, insignificant damage to the environment / services & building infrastructure, no financial loss	M10	M13	L15	L16

Management Actions Required due to Risk Matrix

Rating H1-H6	High Risk	Immediate Action Required – Do not proceed until additional risk assessment is completed. Implementation of monitoring procedures required for risk management. High Risk
Rating M7-M13	Medium Risk	Activities are defined as https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3779/#!tabs-8
Rating L14-L16	Low Risk	Manage risks with the use of the hierarchy controls. Complete works in accordance with associated procedures / instructions / SWMS and monitor the activities. Monitor the activity to ensure the risks do not escalate.

Risk Identification and Assessment

Risk Description	Location & Associated Hazards	Risk Rating	Risk Control Requirements	Residual Risk Rating	SWMS On Site review and comments (date and initial)
Travelling to and from Site during Dusk and Dawn and poor weather conditions	Location: roads near site	H4	<ul style="list-style-type: none"> Always travel according to the road rules and current road conditions. Always wear a seatbelt. Turn on fog lights/ front lights during poor light conditions. Be aware and take additional care when travelling near animals/ vegetation that is close to the edge of the road. 	M7	
	Associated Hazards: Vehicle accident, collision with other vehicles, animals or pedestrians whilst travelling in poor driving conditions.				
Accessing and parking vehicle at the Site compound	Location: Site Associated Hazards: Vehicle access/ obstruction, vehicle accident with workers/ pedestrians, vehicle accident with moving plant and machinery	H5	<ul style="list-style-type: none"> Enter and depart site compound through nominated/ formalised site access Obey all site signage Do not enter barrier controlled areas or exclusion zones Park vehicle in designated parking area Report to site office prior to entering the work site Wear safety footwear, high visibility clothing and additional PPE as per site signage and site induction Only use designated areas for pick up and set down 	M7	
Carrying heavy/ large/ awkward objects from vehicle into Site shed	Location: Site Associated Hazards: Musculoskeletal Disorder (MSD) may include: sprains/ strains, back injuries, knee injuries, elbow injuries, shoulder injuries	H5	<ul style="list-style-type: none"> Ensure clear access Assess the weight and characteristics of the load and organise team lifting or mechanical lifting aids to minimise or eliminate the manual handling component where necessary Refer to Attachment 1 – Manual Handling Guide for further reference to lifting objects 	M12	
Preparing for Site Surveillance	Location: Site Associated Hazards: Not being physically and mentally prepared for site surveillance works, injury and fatigue, being unaware of site specific hazards and high risk construction activities, being unaware of access requirements and restrictions to high risk work	H5	<ul style="list-style-type: none"> Being appropriately fit and healthy for work, with consideration to fatigue, sickness, heat stress and cognitive ability to function effectively Consult with the Principal Contractor, through Site Inductions, Tool Box Talks, Daily Pre-start Meetings, Project Risk Register review and Site Rules to be aware of specific site hazards & high-risk construction activities All Surveillance Officer vehicles used on the work site are to be fitted with Flashing Light Do not walk in the blind spot of operating plant. Refer to Attachment 2 – diagrams of Mobile Plant Blind Spots for further reference 	M8	

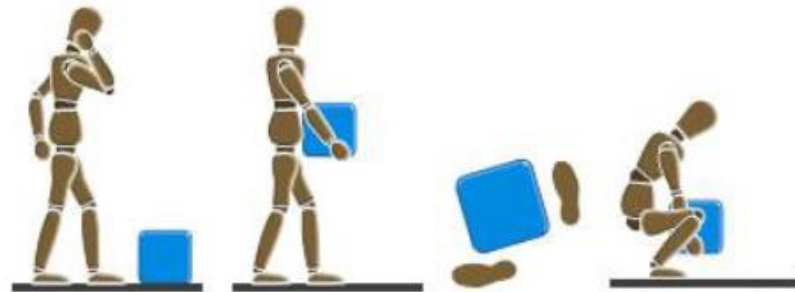
Risk Description	Location & Associated Hazards	Risk Rating	Risk Control Requirements	Residual Risk Rating	SWMS On Site review and comments (date and initial)
	areas, being struck by mobile plant				
Working Outdoors	Location: Site Associated Hazards: Heat and Cold Stress, Exposure to ultra violet light, glare causing sunburn, eye damage, skin cancer	H5	<ul style="list-style-type: none"> Maintain adequate hydration, drink between 600 ml and 1 liter of water per hour in summer Personal protective clothing: wear long sleeve shirt and broad brimmed hat where required and or if appropriate Wear sunglasses with high EPF (Eye Protection Factor) Apply sunscreen – reapply every 2 hours In cold weather wear appropriate clothing to keep warm & dry, particularly items that protect the feet, hands and face. Keep the head covered in extreme cold (up to 40% of body heat may be lost when the head is exposed) 	M8	
Inspection of works at height or near the edge of a deep excavation	Location: Site Associated Hazards: falling from heights, slips, trips and falls, slide or collapse of edge of excavation, landing awkwardly after climbing down from a height, falling into an excavation or off the edge of a steep batter	H4	<ul style="list-style-type: none"> Obey site signage and exclusion zones associated with fall hazards or work in or near a shaft or trench with an excavated depth greater than 1.5m Obey Principal Contractor's safe work instructions including wearing PPE as instructed by the Principal Contractor Maintain a distance of at least 2 meters from any unprotected edges It is the Principal Contractor's responsibility to provide adequate protection around trenches and excavations to prevent inadvertent and/or unauthorized access Ensure that there is safe access in and out of trenches prior to carrying out inspection Ensure that the trench/ excavation walls are adequately cut/ battered and stable prior to carrying out inspection 	M7	
Inspection beneath works at heights	Location: Site Associated Hazards: Being struck/ crushed by falling objects/ material	H4	<ul style="list-style-type: none"> Obey signage and exclusion zones associated with fall hazards or where there is a risk of being struck by falling objects Be aware of activities occurring above, and inform workers that an inspection of works is occurring below their works Obey Principal Contractor's safe work instructions including wearing PPE as instructed by the Principal Contractor 	M7	
Inspection of works near mobile plant	Location: Site Associated Hazards: being struck by moving plant, being pinned	H4	<ul style="list-style-type: none"> Obey the Principal Contractor's safe work instructions Ensure vehicle has working flashing light Always give way to mobile plant and remember that plant & equipment have priority on site access tracks/ roads 	M7	

Risk Description	Location & Associated Hazards	Risk Rating	Risk Control Requirements	Residual Risk Rating	SWMS On Site review and comments (date and initial)
	between stationary and moving plant/ vehicle/ object		<ul style="list-style-type: none"> Always make the plant operator see you and acknowledge your presence Never stand on a piece of construction equipment or parts of the plant to speak with the plant operator Be aware of the construction activity on the site and always wear the required high visibility PPE Obey signage and exclusion zones associated with work in an area at workplace in which there is any movement of powered mobile plant At no time approach plant or machinery that is in operation or mobile. If mobile plant or machinery is approaching face your body towards the operator, make eye contact or wave your hand above your head to signal to the operator your location. Slowly move away from the plant's travel path to a more suitable location Remain aware and vigilant of the surroundings whilst on site. Remember to look for flashing lights and to listen for reverse beepers and other machinery alter sounds Refer to Attachment 2 – Mobile Plant Operator Blind Spots (Excavation Works Code of Practice 2015) 		
Inspection of works near hazardous substances and dangerous goods (Incl. Asbestos)	Location: Site Associated Hazards: exposure to radiation, single and/ or long-term contact with chemical or substance, single and/ or long-term contact with asbestos, contact with, or exposure to, biological factors, exposure to hazardous substances and dangerous goods	H4	<ul style="list-style-type: none"> Surveillance Officers are not permitted to access designated hazardous substances and dangerous goods storage areas In the case that asbestos is encountered on site, an Asbestos Removal Control Plan must be implemented by the principal contractor and in place. It should be readily accessible on-site for the duration of the licensed asbestos removal work to the person conducting a business or undertaking at the workplace, workers and their health and safety representatives Obey Principal Contractor's safe work instructions including wearing PPE as instructed by the Principal Contractor Surveillance Officers are required to be trained in asbestos awareness 	M11	
Inspection of works in or near a confined space	Location: Site Associated Hazards: collapse of confined space, exposure to noxious substances to noxious substances, lack of oxygen, reduced visibility, engulfment	H4	<ul style="list-style-type: none"> Surveillance Officers are not permitted to undertake inspections where there is a risk of entering a confined space Obey signage and exclusion zones associated with work involving work in or near a confined space Confined space work should always be conducted by workers who are trained in working in a confined space and not be undertaken by Sellick Consultants staff or agents 	M11	

Risk Description	Location & Associated Hazards	Risk Rating	Risk Control Requirements	Residual Risk Rating	SWMS On Site review and comments (date and initial)
			<ul style="list-style-type: none"> Access to confined space will be controlled by the Principal Contractor, and entry permits must be issued from a competent (authorized and appropriately qualified and experienced) worker of the Principal Contractor 		
Inspection of pressurised gas distribution mains or services	Location: Site Associated Hazards: explosion, exposure to hazardous gas	M7	<ul style="list-style-type: none"> Obey signage and exclusion zones associated with work on or near pressurized gas distribution mains or piping Obey the Principal Contractor's safe work instructions including wearing PPE as instructed by the Principal Contractor The location of all services are to be identified and documented prior to the inspection near live services by the principal contractor prior to any inspection The principal contractor is to advise that the relevant service has been disconnected or made safe by suitably qualified personnel prior to undertaking task 	M11	
Inspection of energised electrical services	Location: Site Associated Hazards: electrocution	M7	<ul style="list-style-type: none"> Obey signage and exclusion zones associated with work on or near energized electrical services Obey site signage, 'no go zones' and other exclusion zones including those relating to energized services The location of all services are to be identified and documented prior to the inspection near live services by the principal contractor prior to any inspection The principal contractor is to advise that the relevant service has been disconnected or made safe by suitably qualified personnel prior to undertaking task 	M11	
Inspection of works adjacent to bodies of water	Location: Site Associated Hazards: water immersion, drowning, hyperthermia	M7	<ul style="list-style-type: none"> Obey signage and exclusion zones associated with work in an area at a workplace in or near water or other liquid that involves a risk of drowning Assess the stability of the inspection area (i.e. pond embankment, dam wall, creek bed, river bank) Determine if it is possible to inspect the works from another position, level area, or temporarily pad Make sure that safe access and egress is provided to the work area prior to undertaking work Determine the depth of the water along the edge of the inspection area Determine if the water depth is effected by unexpected flow and the potential impact on the inspection area (check weather forecasts) 	M11	

Risk Description	Location & Associated Hazards	Risk Rating	Risk Control Requirements	Residual Risk Rating	SWMS On Site review and comments (date and initial)
			<ul style="list-style-type: none"> Identify any unsafe surfaces/ areas (holes, rocks, slippery sediment, steep and unstable banks, etc.) that may affect the stability of the inspection area 		

ATTACHMENT 1 – MANUAL HANDLING GUIDE



Think before
lifting /
handling

Keep the load
close to the
body

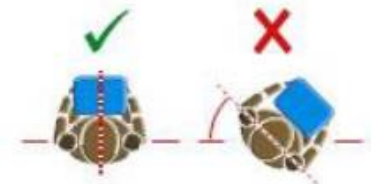
Adopt a stable
position

Start in a good
posture.

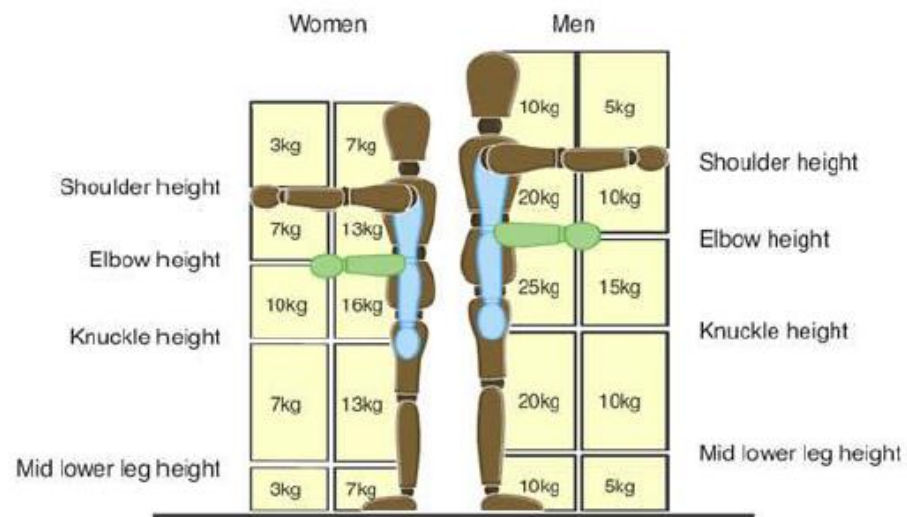
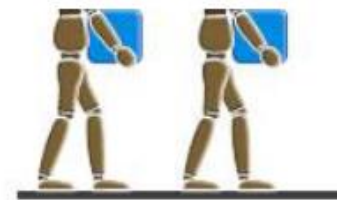


Keep the head up
while handling

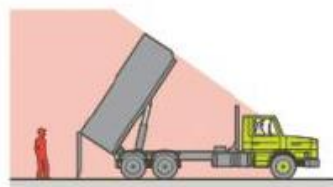
Put down, then
adjust



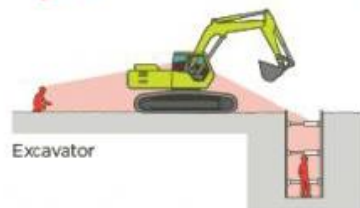
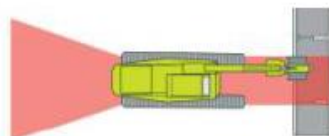
Avoid twisting the back or
leaning sideways, **especially**
while the back is bent.



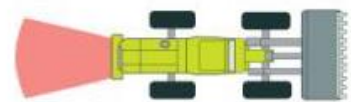
ATTACHMENT 2 – MOBILE PLANT OPERATOR BLIND SPOTS



Dump truck



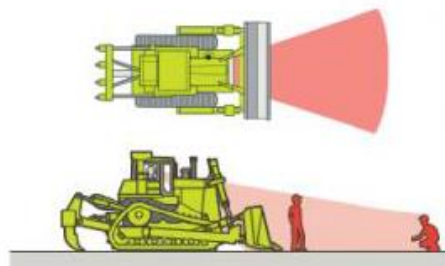
Excavator



Articulated loader



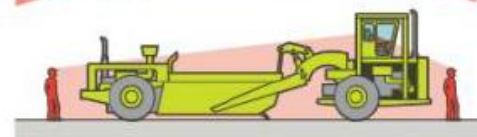
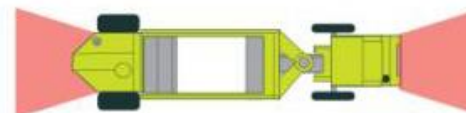
Grader



Bulldozer



Articulated roller



Tractor scraper

INDUCTION RECORD – GENERAL SITE SAFETY

I, the undersigned, confirm that (1) SWMS has been explained to me (2) its contents are clearly understood by me (3) my qualifications are current to undertake this activity (4) I have been consulted in preparation of the SWMS and (5) I will comply with the SWMS otherwise work will stop immediately.

Names of Persons who have assisted in the development and have been inducted into SWMS

Name	Signature	Person inducting Surveillance Officer (print name)	Signature of person inducting Surveillance Officer	Date of induction

Monitoring and Review of Effectiveness

Observation Log	01	02	03	04	05	06
Initial						
Date						

SWMS Endorsement for Use

The above SWMS has been prepared and review in conjunction with Sellick Consultants IMS and is endorsed for use by the following Signatures.

Signature of WHS Representative:

Name (Print)

Date:

Signature of Superintendent / PAP

Name (Print)

Date:

28.0 FORM 8 – SAFE WORK METHOD STATEMENT (short form)

Safe Work Method Statement (SWMS)

Sellick Consultants 42 136 401 146 Suite 122 Level 1 Mode 3 24 Lonsdale Street Braddon ACT 2612 Ph: (02) 6201 0200		Principal Director (PD): Don McInnes	
Work Activity:		Work Location:	
High Risk Construction Work:			
		Project Manager:	Don McInnes
		Contact Phone:	0438 625 031
Have all employees been consulted about the SWMS?			
Person Responsible for Ensuring compliance with SWMS		Date SWMS Provided to PD:	
Person(s) Responsible for Reviewing the SWMS		Last SWMS Review Date:	
Signature:		Date Received:	
What is the activity and high risk construction work?	What are the hazards and risks?	How will hazards and risks be controlled?	



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