

Final Trim
Operators
RECRUITMENT SPECIALISTS
1300 083 599

Final Trim Operators Pty Ltd
Safety Management Plan

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FINAL TRIM OPERATORS

SAFETY MANAGEMENT PLAN



OFFICE CONTACT NUMBERS

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TABLE OF CONTENTS **2**

1. Purpose	4
2. Scope of HSP	4
3. Objects & Targets	5
4. Workplace Initiatives	5
5. Responsibility and Authority	6
6. Roles	6
7. Communication	7
8. Final Trim Operators Safety Induction	7
9. Toolbox Meetings	8
10. Authoritative Sources	8
11. Training	9
12. Health And Safety Risk Assessment	9

PART B: GENERAL WHS INFORMATION **13**

1. Emergency Procedures	13
2. Hazard/Injury/Incident Reporting	13
3. Reporting of Notifiable Incidents	13
4. First Aid	15
5. WHS Training and Induction	16
6. Risk Management and the Risk Register	17
7. Workplace Hazard Inspections	20
8. Purchasing	21
9. OSH/WHS Record Keeping	21
10. Documents to be displayed	21
11. Important Contact Numbers	21

PART C: SPECIFIC OHS/WHS REQUIREMENTS	22
1. Asbestos	22
2. Inappropriate behaviour	22
3. Contractors	22
4. Dangerous Goods and Hazardous Substances	23
5. Electrical Safety	23
6. Confined Spaces	24
7. Falls from height	24
8. Manual Handling	25
9. Plant and Equipment	26
10. Personal Protective Equipment	26
11. Slips, trips and falls	27
12. Drugs and Alcohol	28
13. UV Radiation	28
14. Vehicles	28
15. Working alone	29

1. PURPOSE

The object of this Health & Safety Plan [HSP] is to establish and maintain an effective management system for the workplace, management, employees and clients of Final Trim Operators.

Final Trim Operators Pty Ltd [FTO] is committed to implementing a structured approach to workplace Health & Safety in order to achieve a consistently high standard of safety performance. This plan will assist FTO in meeting its legal obligations in accordance with work safety, health and environmental legislation. This Plan applies to all FTO, and employees for work carried out at our client's respective workplaces.

This is achieved through;

- The allocation of responsibilities to internal and external stakeholders.
- Hazard identification through site inspections of prospective and current clients.
- Safety audits of FTO and clients where employees are placed.
- Review of safety management system on a bi- annual basis.

2. SCOPE OF HSP

The HSP applies to all personnel conducting business or works for FTO, this plan also integrates with FTO policies, procedures and Job Safety and Risk Assessments and Safe Work Method Statements [SWMS].

Throughout the HSP there are references to company procedures and guidance notes which explain specific requirements to work activities. This plan does not in any way diminish the responsibilities of the clients at their workplace or legislative requirement for those who control the workplace where FTO place employees.

Organisation details	
Business/Trading name	Final Trim Operators Pty Ltd
ACN/ABN	99 155 264 298
Managing Director	Thomas Dunne
Operations Manager	Sandra Light
Safety Manager	Justin Braddon
Primary Address	U1, 222 Walter Rd West, Morley WA 6062
Phone	1300 083 599
Website	www.finaltrimoperators.com.au

3. OBJECTIVES & TARGETS

3.1 HSE performance and Monitoring

Objective: Measure and monitor FTO Safety Performance and personnel.

Target: Monthly reports to be developed and submitted to FTO management each month.

3.2 HSE impact

Objective: Reduce lost time injuries.

Comply with all national legislative requirements.

Manage all medical treatment and rehabilitation from the point of injury to ensure best practice.

Target: To reduce national Lost Time Injury Frequency Rates [LTIFR] in comparison to previous year.

Have “No Improvement or Prohibition” notices issued by government authorities.

4. WORKPLACE INITIATIVES

In addition to those objectives and targets previously outlined, a minimum of (2) two additional Health & Safety initiatives are to be nominated at the discretion of the Director or nominated representative.

HSE Initiative	Person(s) Responsible
Complete Site Safety and Risk Assessments at every client’s workplace prior to FTO staff being deployed.	<ul style="list-style-type: none"> - Thomas Dunne - Justin Braddon - Shane O’Meara (WA) - Peter Kelly (QLD) - Mark Trapiciano (NSW)
Ensure FTOs’ Emergency Contact List and Medical Treatment Flow chart is displayed at each site where FTO employees are working.	<ul style="list-style-type: none"> - Thomas Dunne - Justin Braddon - Shane O’Meara (WA) - Peter Kelly (QLD) - Mark Trapiciano (NSW)
Ensure all FTO employees are wearing correct Personal Protective Equipment [PPE] as required by FTO and Clients’ procedures.	<ul style="list-style-type: none"> - Thomas Dunne - Justin Braddon - Shane O’Meara (WA) - Peter Kelly (QLD) - Mark Trapiciano (NSW)
Work towards obtaining National ISO Certification	<ul style="list-style-type: none"> - Thomas Dunne - Justin Braddon - Sandra Light - Shane O’Meara (WA) - Peter Kelly (QLD) - Mark Trapiciano (NSW)

5. RESPONSIBILITY AND AUTHORITY

Position	Responsibility
Director	<ul style="list-style-type: none"> - Ensure that the OSH Plan, and relevant procedures are implemented and maintained at all client workplaces - Review and authorise the Health & Safety plan - Liaise with clients to ensure relevant Health And Safety legislation is complied with - Review accident / Incident reports - Implement HSE training as required - Lead by example for the promotion of HSE in the workplace
Operations Manager	<ul style="list-style-type: none"> - Work in conjunction with the HSE Manager to develop the OSH plan - Ensure the incident and emergency management plan is adapted as required - Communicate with principal clients to manage risks at the workplace
Safety Manager	<ul style="list-style-type: none"> - Ensure that the OSH plan is reviewed 6 (six) monthly - Ensure all FTO Management have read, understood and agree with OSH Plan with signatures confirming agreement - Conduct Client Organisational OSH Risk Assessments prior to candidate placement - Conduct client Site Specific Job Risk Assessments - Ensure clients comply with the <i>Occupational Safety and Health Act (WA) 1984</i>, in regards to FTO employees - Ensure that monthly collaborative HSE meetings are conducted - Communicate with principal clients to reduce risks at the workplace - Complete all accident / incident investigations - Manage all injuries and Workers' Compensation claims in compliance with the <i>Workers' Compensation and Injury Management Act (WA) 1981</i> - Manage all Return To Work and Rehabilitation Programs - Monitor and Review all Safety Management Systems
Recruitment Officers	<ul style="list-style-type: none"> - Ensure that all personnel coming to FTO for work have completed FTOs' Safety Induction - Ensure that an Organisational and Site Risk Assessment has been completed before sending candidates out to site - Ensure that all personnel placed at a client's workplace have been inducted by the client before commencing works - Ensure all FTO workers have signed off on High Risk SWMS specific to their place of work / site

6. MANAGEMENT ROLES

POSITION	NAMES	CONTACT DETAILS
Managing Director	Thomas Dunne	0447 766 944
Operations Manager	Sandra Light	0408 571 709
Safety Manager	Justin Braddon	0429 306 540
WA State Manager	Shane O'Meara	0428 994 823
QLD State Manager	Peter Kelly	0439 397 355
NSW State Manager	Mark Trapiciano	0488 300 686
Insurance Provider	CGU Insurance :	(08) 9264 2099

7. COMMUNICATION

FTO will ensure that Health and Safety is the first topic on every meeting agenda. All Health and Safety related information will be disseminated to FTO employees and clients where FTO have employees placed.

Key forms of communication include;

- FTO interview and induction process;
- Client Site Induction(s);
- Tool box talks at the client workplaces;
- Health And Safety committee meetings;
- FTO monthly safety newsletters;
- Site health and safety visits.

Workers/Employees are instructed and encouraged to contact FTO immediately if they are asked to complete a task they are not qualified to undertake.

8. FINAL TRIM OPERATORS SAFETY INDUCTION

An induction process has been developed encompassing health and safety requirements which all FTO personnel must complete prior to commencing work. Each person completing the induction will be issued a certificate of completion. All FTO employees will sign-off, as required, on high risk JSHA's provided by FTO. This does not take away the client's responsibility to ensure that FTO employees have completed and understood their site specific JSHA's, SWMS or equivalent.

FTO's site induction is electronic which includes the following health and safety training;

- Legislative requirements;
- Manual Handling Training;
- Fitness For Work requirements;
- Common hazards and risks;
- Identifying hazards and risks;
- Hazard, incident, injury and near miss reporting;
- PPE requirements

8.1. Client Site Inductions

All FTO employees must attend a site specific induction at the client's / host's workplace. Confirmation will be required from the client / host to ensure statutory requirements have been met. All FTO employees must also complete a FTO site induction verification [SIV] checklist, which must be returned to FTO prior to commencing works.

All FTO employees must also complete and sign-off on the Clients' / Hosts' JHA's or SWMS for all high risk work including but not limited to;

- Hazardous Manual handling;
- Operating Mobile plant / Equipment;
- Working at heights;
- Working with electricity / electrical installations;
- Working in confined space;
- Traffic management;
- Hazardous substances / dangerous goods; and,
- Excavation work.

9. TOOL BOX MEETINGS

All FTO employees will attend tool box meetings at the respective client's site as their site plan dictates. FTO will provide informative OSH Training for all employees by way of monthly newsletters.

10. CONSULTATIVE AND COMMUNICATIVE ARRANGEMENTS

Open communication between FTO and respective client's site management is important to ensure a safe and healthy workplace environment. Therefore, employees are encouraged to:

- Ask questions relating to health & safety issues;
- Raise any safety concerns;
- Report all hazards to both FTO and client management;
- Become involved in Health and Safety issues; and,
- Participate in any Health & Safety related problem solving processes.

It is important that workers help shape decisions about OHS particularly when:

- Identifying hazards and assessing risks;
- Making decisions about ways to eliminate or minimise those hazards or risks; and,
- Developing or changing job tasks or safety procedures.

All workers are encouraged to raise any Occupational Safety and Health concerns they may have with their respective site manager or in confidence through FTO's Safety and Health manager.

If an issue has been identified and raised with the Client's / Host's management and remains unresolved, it should be raised directly with the FTO Safety Manager. It will then be raised with the appropriate client's senior management.

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At FTO the Health and Safety Committee will meet monthly and will:

- Monitor Health & Safety on client's sites;
- Assist in developing procedures relating to Health and Safety;
- Consult with Clients regarding their Health and Safety concerns; and,
- Ensure regular organisational and workplace inspections occur.

Minutes of the latest Health and Safety Committee meeting will be made available for all Employees to review.

10.1. Non English speaking Persons

Persons unable to communicate effectively and efficiently place themselves and others at risk. People unable to read warning signs may also place themselves at risk by entering areas from which they are excluded. Although some safety signs are pictorial some are not.

Where required appropriate controls are to be implemented to communicate with non-English speaking persons this can be communicated by:

- Consultation process with a translator;
- HSE induction procedure; and,
- Workplace signage and procedures.

11. TRAINING

The Safety Manager will conduct a training needs analysis and arrange for appropriate health and safety training to be undertaken by employees as required.

Where required FTO employees are to demonstrate their competencies to perform required tasks safely. In tasks with a high potential for injury, employees MUST hold the relevant license to operate high risk plant or perform high risk work. All FTO's employees must carry their applicable license while on site, operating mobile plant or conducted high risk work.

High Risk Licenses requirements include, but are not limited to;

- Information being clearly readable on licenses held. (or other relevant qualifications);
- Comments or confirmation that the competency was met;
- VOC's are site specific and do not carry across from site to site unless with the same client.

12. OHS RISK ASSESSMENT

The purpose of any OHS risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect employees from risks to their health, safety and wellbeing.

Clients of FTO are required to have developed a comprehensive risk assessment / needs assessment, prior to FTO placing Employees at a client's respective worksite. A site specific risk assessment must be obtained to identify any hazards at the Client's / Host's site.

Control measures for hazards identified should be implemented as required using the following hierarchy of control. In order of preference these measures relate to:

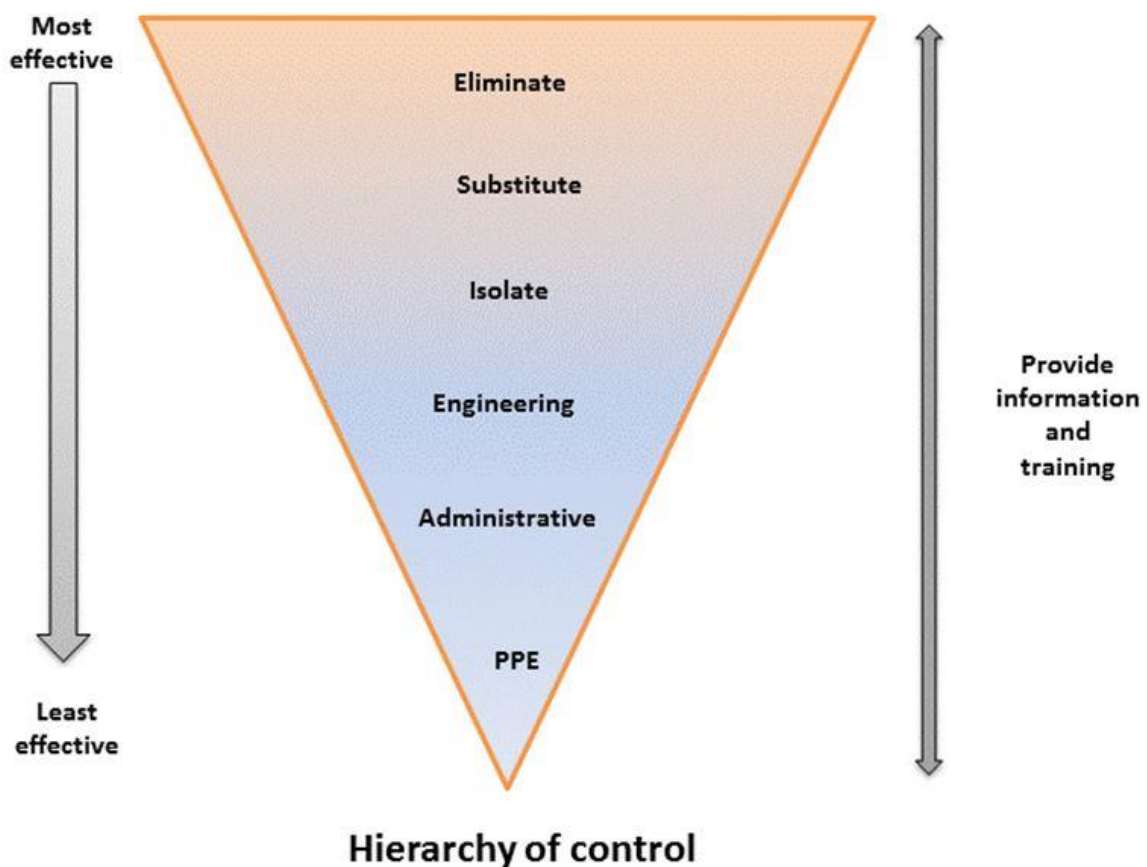


Figure 1. Hierarchy of control, by WorkSafe

- **Elimination.** (removal of the hazard)
- **Substitution.** (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- **Isolation.** (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- **Engineering.** (e.g. guarding on machinery)
- **Administrative.** (e.g. provision of training, policies and procedures, signage)
- **Personal Protective Equipment.** (e.g. use of hearing, eye protection, high visibility clothing)

Outcomes of risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of a Health and Safety incident or a change of process or requirement. Current risk assessments will ensure that FTO achieves the goal of eliminating or minimising the risk employees may be exposed to. The list of FTO policies and procedures in place to manage workplace risk include:

- > Occupational Safety and Health Policy;
- > Fitness for Work Policy;
- > Workplace Violence, Aggression and Bullying Policy;
- > Injury Management and Return To Work Policy; and,
- > Environmental Policy.

13. OHS ISSUE RESOLUTION

Wherever possible, any OHS concerns will be resolved in collaboration between FTO's Safety Manager, the client's site-supervisor and the exposed worker(s) to achieve a unified resolution.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask FTO to appoint an inspector to assist in resolving the matter.

14. AUTHORITATIVE SOURCES

WorkSafe WA:

- > Occupational Safety & Health Act 1984;
- > Occupational Safety & Health Regulations 1996.

WorkSafe QLD:

- > Work Health and Safety Act 2011;
- > Work Health and Safety Regulations 2011.

Safe Work NSW:

- > Work Health and Safety Act 2011;
- > Work Health and Safety Regulations 2011.

14.1. The Managing Director and Senior Management

The Managing Director and Senior Management, as officers, are responsible for ensuring that FTO complies with any duty or obligation under each state's Acts and Regulations. This is achieved by these officers exercising their Duty of Care, by means of:

- > Acquiring and keeping an up to date knowledge of work health and safety matters;
- > Gaining an understanding of FTO's operations and the hazards and risks involved;
- > Ensuring that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised;
- > Ensuring that information regarding incidents, hazards and risks is received, considered and responded to in a timely manner;
- > Ensuring that FTO has, and implements, processes for complying with its OHS duties and obligations; and,
- > Verifying the provision and use of the resources and processes listed above.

This may include (but is not limited to);

Applying Health and Safety as the primary activity on the agenda for each Senior Management meeting. Integrating OSH/WHS Laws into everyday business through consultation with Managers and all operators / workers.

Developing a Health and Safety Management System Framework, which will be reviewed on a regular basis by the managing director and senior management.

Ensuring that OSH/WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:

- > Development and maintenance of a National OSH/WHS risk register;
- > Development and maintenance of National OSH/WHS policies and procedures;
- > Ensuring an effective National Injury Management Systems are in place and reviewed regularly;
- > Ensuring that the procurement of all equipment takes into account OSH/WHS matters;
- > Ensuring that regular hazard and risk inspections of FTO's workplaces occur nationally;
- > Ensuring that OSH/WHS is a standing agenda item at all staff meetings;
- > Incorporating OSH/WHS updates and information into regular Management Team meetings;
- > Ensuring that OSH/WHS issues are part of all training provided for staff, including inductions;
- > Ensuring that contractors and visitors to FTO are provided with appropriate and reasonable OSH/WHS information at site entry; and,
- > Ensuring that all work environments are safe environments.

PART B: General OHS Information

1. EMERGENCY PROCEDURES

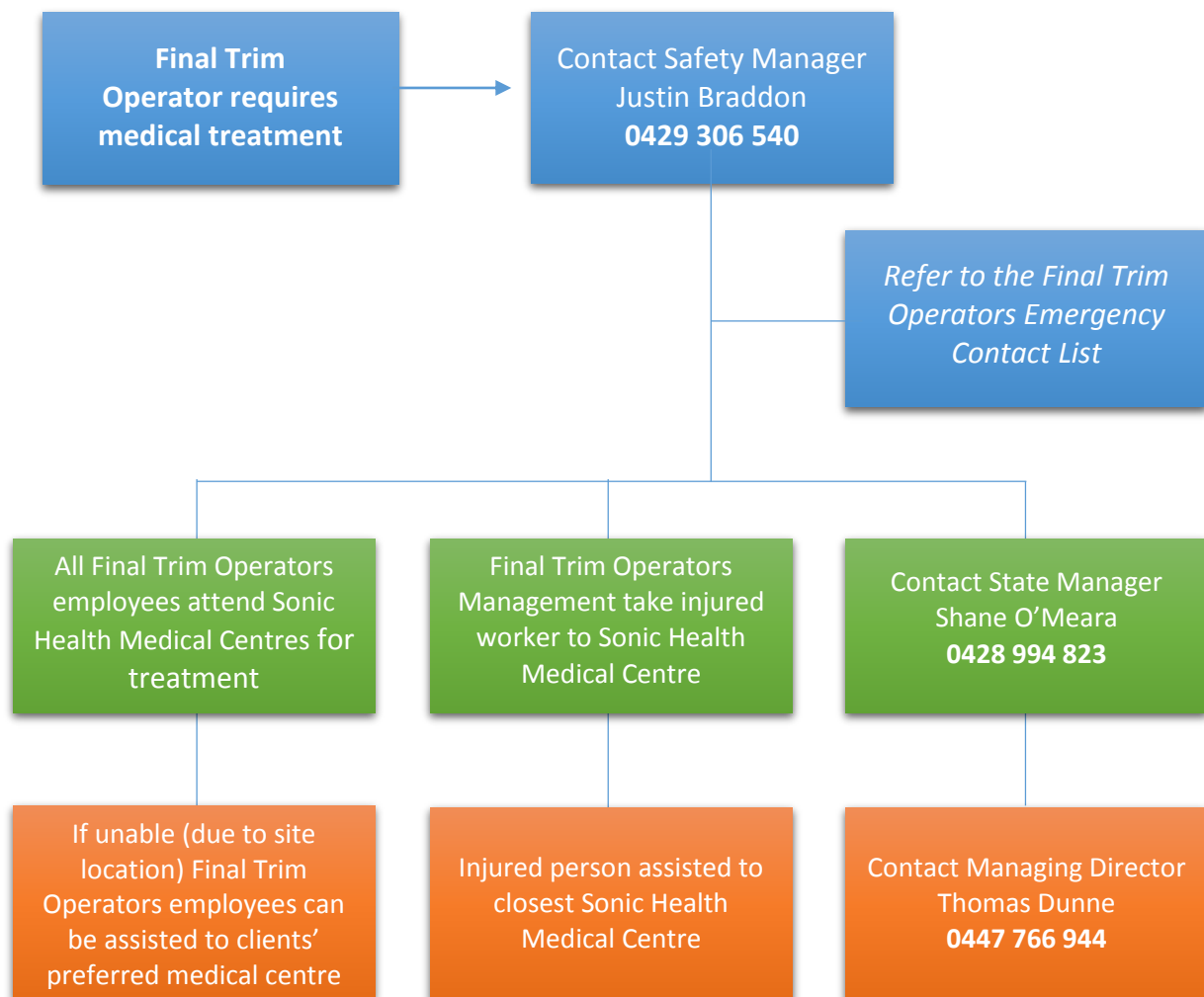
An emergency evacuation plan has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- Office / reception;
- Common areas within the office;
- Common areas at each Client/Host Work-Site.

2. HAZARD / INCIDENT / INJURY REPORTING

How to Report a Hazard, Injury or Incident:

Refer to incident injury flow chart in the first instance.



All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

- > Advise the FTO Safety Manager or company representative of the incident, injury or hazard;
- > For recording purposes complete a Hazard/Injury/Incident Report Form;
- > Complete the relevant sections of the form giving details of the incident
- > The form should be completed even when an injury has not occurred, that is, in the event of a near miss;
- > All hard copy forms should be signed by the relevant parties;
- > The FTO Safety Manager or FTO's representative must record all injuries on the injury register;
- > Internal reporting of any hazard/injury/incident is separate from reporting of notifiable incidents to FTO Operators.

When a worker completes and provides a Workers' Compensation Claim Form accompanied by a First Certificate of Capacity, FTO acknowledges they have five working days to pass the documents to the insurance provider (a copy will be kept for FTO's records and a copy will be given to the worker).

It is not FTO's decision to accept liability for the claim. The insurance provider must assess the claim and advise FTO and the injured worker of their decision, in writing, within 14 days of receiving the claim. The advice must indicate whether it is accepted or disputed, or if they need more time to make a decision.

3. REPORTING OF NOTIFIABLE INCIDENTS

Work related deaths and certain types of injuries and diseases must be reported to the applicable state governing authority. Failure to report could lead to prosecution. Reporting must be done by the relevant employer whenever these occur in connection with their business.

Relevant employers include the self-employed, principal contractors and labour hire agents. In some cases, the applicable state governing authority will require notification of the same reportable death, injury or disease by different 'relevant employers'. Reporting is also required, in some circumstances, if a worker suffers death, injury or disease at employer-provided residential premises.

The types of injuries that must be reported are:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot);
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
- the loss of sight of an eye; and
- any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.

Any serious incidents must be notified immediately to the FTO Director or Safety Manager. After becoming aware that any such incident has occurred, it is the Client's/Host Employer's responsibility to report 'notifiable incidents' to FTO by the fastest possible means, either:

By phone—ring FTO Safety Manager on 0429 306 540 or refer to FTO's emergency contact list.

NOTE: FTO requires that immediate notification is followed within 48 hours in writing by completing a Notifiable Incident Report Form and forwarding it to Safety Manager, FTO, 1/222 Walter Road West, Morley, WA 6062.

4. FIRST AID

Definitions:

- > First aid is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- > First aid officer is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

FTO has in place the following first aid procedures, as required by the 'First Aid in the Workplace' Code of Practice:

- > The appointment and training of First Aid Officers [FAO];
- > The provision of first aid kits within the workplace;
- > At least one training / accredited First Aid Officer available at all times (where practicable) in the office;
- > Clear signage with the name of the FAO(s) and the location of the first aid kits; and,
- > The provision of a suitable first aid kit in all FTO vehicles.

It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained.

First Aid Officer Training:

- > The minimum level of training for a FAO is the First Aid Certificate (or equivalent);
- > Refresher training should be undertaken every 2 (Two) years.

First Aid Officer [FAO] Responsibilities:

- > The FAO is approved to render first aid assistance in the workplace;
- > The FAO should ensure that they do not administer first aid services beyond their level of training;
- > A record of any first aid treatment given should be kept by the FAO and reported to the FTO State Manager or Operations Manager on a regular basis to assist with reviewing first aid arrangements.

Contact details for FTO First Aid Officers are displayed on noticeboards and common areas.

5. TRAINING

FTO is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their OHS obligations. OHS training is a fundamental requirement for FTO to achieve a safe workplace. The OHS training needs for FTO will be determined in consultation with managers and workers, as well as through review of the OHS Risk Register, however it can be generally categorised into three kinds:

Generic OSH/WHS Training—skills and knowledge which is commonly required, e.g. induction training, evacuation procedures, information based training.

Risk Specific OSH/WHS Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g. first aid training, hazardous substances training, manual handling training, confined spaces training, working from heights.

Task Specific OHS/WHS Training—skills and licensing which are required depending on the specific hazards and risks, e.g. any farm equipment operation, high risk work licenses such as for driving forklifts, cranes.

5.1. Documentation for Training

Training records are maintained as evidence of training delivery and assessment of competence.

6. SAFETY INDUCTION

All new managers and workers are required to be provided with OHS/WHS information regarding the workplace as part of their overall induction and introduction to FTO. A thorough safety induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.

The Safety Induction Checklist for New Internal FTO Employees should be used in conjunction with the FTO Office Staff Handbook to ensure that all new workers are aware of Health and Safety systems, policies and procedures in place within FTO.

The OHS/WHS Site Specific Induction Checklist for New On-Hire Workers Should be used in conjunction with the FTO On-Hired Employment Safety Induction Module to ensure they are aware of site-specific OHS/WHS systems, policies and procedures in place at clients' work-sites.

6.1 Procedure

The recruitment officer must ensure Safety Induction is conducted on the new worker's first day. If the recruitment Officer is not available, he or she should organise for a replacement to conduct the induction. The recruitment Officer must:

- > use the attached Safety Induction Checklists to ensure that all OHS/WHS issues are covered;
- > upon completion of the induction, sign the checklist and ensure that the new worker also signs;
- > file a copy of the induction checklist on the worker's file; and,
- > provide the new worker with access to this Safety Management Plan and the Health and Safety Policies and Procedures Manual.

7. RISK MANAGEMENT AND THE RISK REGISTER

OSH/WHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers and workers at FTO

As required by each state's Act and Regulations, FTO has adopted a national risk management approach to underpin its Safety Management System. This approach involves all managers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by FTO include:

- > Regular hazard inspections of the workplace and environment;
- > Reading and reviewing each client's site specific risk register detailing all OHS/WHS risks associated with the operation and activities of FTO;
- > Documentation of all OSH/WHS policies and procedures;
- > Risk assessments for any change to work processes;
- > Hazard, injury, incident reporting procedures;
- > Incident causation investigations;
- > Safe Work Method Statements (SWMS) for specific activities including (but not limited to):
 - Hazardous Chemicals
 - Lifting & Handling
 - EWP/Working at heights

Definitions:

- > **OHS/WHS Hazard:** Anything which has the potential to cause injury or illness.
- > **OHS/WHS Risk:** An OHS/WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
- > **OHS/WHS Risk Control:** OHS/WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

7.1. The Risk Management Process

FTO's employees will not commence work at a place of work unless:

- the principal contractor has provided FTO with a copy of the relevant parts of its workplace Safety Management Plan (or equivalent);
- FTO undertakes an assessment of all risks associated with work activities and provides a written copy of the site specific Job Safety Analysis to the client / host; and,
- FTO provides OSH/WHS induction training to all employees prior to placement on site(s).

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting / moving plant and working at heights.

FTO identifies the potential hazards of the proposed work activities, assesses the risks involved and develops controls measures to eliminate or minimise the risks. The risk management process is carried out in consultation with employees which involves breaking down specific work activities into job-task steps to assist in identifying all potential hazards. These work activities are detailed in a site specific Job Safety Analysis. The JSA entails a list of each job-task step with a risk assessment of each job-task to determine the risk exposure level.

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

Step 2: Assess the Risk

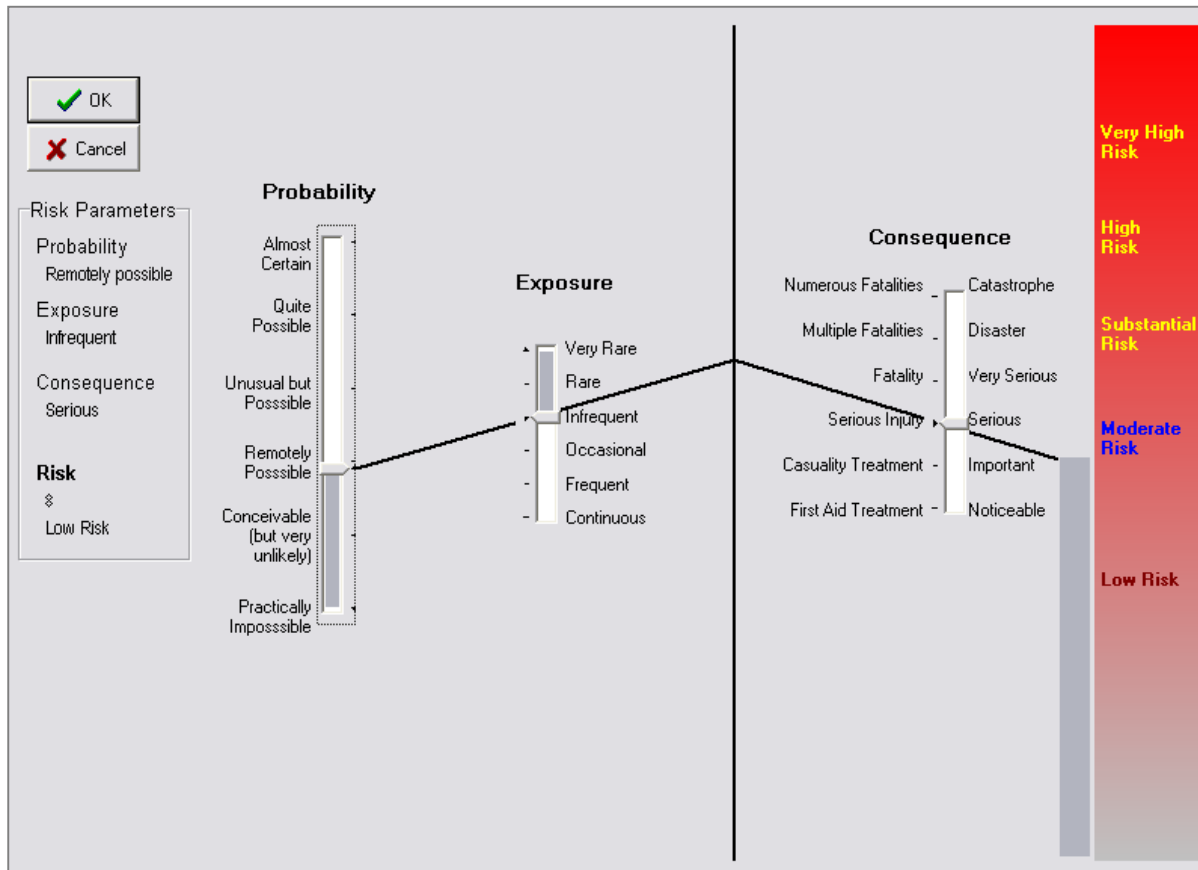
Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- > How often the task is undertaken?
- > How frequently are people near the hazard?
- > How many people are near the hazard at a particular time?
- > Has an incident happened before?
- > Have there been any 'near misses'?
- > What control measures / systems (if any) are in place to mitigate the risks?

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, FTO requires that it is eliminated or reduced as far as is practicable in consultation with the relevant stakeholders.

- > Step 1: identify the Consequences—or how severely could it hurt someone.
- > Step 2: identify the Likelihood—or how likely is it for an injury to occur.
- > Step 3 & 4: identify the Risk Priority Score—to prioritise your actions.
- > Step 5: apply the hierarchy of hazard control.
- > Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed



Step 3: risk priority score identifies the necessary action and response

PROBABILITY			
Almost Certain		Bound to cause injury	
Quite Possible		Easy to see how someone could be injured	
Unusual but possible		Good controls in place. But if procedures not followed, may result in injury	
Remotely Possible		Strong Procedures / Unlikely	
Conceivable but very unlikely		Freak Accident	
Practically Impossible		Just can't see it happening	
EXPOSURE		CONSEQUENCE	
Very Rare	Once per week or less	Catastrophe	Numerous Fatalities
Rare	Once per shift or less	Disaster	Multiple Fatalities
Infrequent	Every 4 hours	Fatality	Very Serious
Occasional	Every 1 – 2 hours	Serious Injury	Lost Time
Frequent	Every 30 mins	Casualty Treat.	Medically Treated Injury
Continuous	All the time	First Aid	No requirement to see GP

Table 2: Risk Score Calculator Risk Legend.

RISK LEVELS	
Very High Risk	Cease work. Detailed action plan required.
High Risk	Consider ceasing work. Senior Management attention required
Substantial Risk	Senior Management attention required
Moderate Risk	Specify Management responsibility
Low Risk	Manage by routine policies and procedures

Table 3: Risk Level Actions Legend

Very High, High or Substantial risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

Step 4: Control the hazards

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following systems/processes, applying guarding to exposed machinery or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- > **Eliminate the hazard:** remove the equipment from use, dispose of unwanted chemicals;
- > **Substitution:** use a non-hazardous chemical, use a different machine that can do the same task;
- > **Isolation:** contain noisy machinery within a booth;
- > **Engineering Controls:** design equipment differently, providing lifting devices to minimise manual handling;
- > **Administrative Processes:** task variation, job rotation, training; and,
- > **Personal Protective Equipment:** gloves, hearing protection, eye protection.

Step 5: Review the process

Continuously review to monitor and improve control measures and find safer systemic processes wherever possible.

Documentation for Risk Assessment

The documentation required for an OHS/WHS risk assessment will depend on the operation or activity being assessed. A Client Safety Systems Assessment and Site Specific Task Analysis / Risk Assessment is completed when undertaking a risk assessment of the various activities / job-tasks of FTO's employees.

The OHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks should be documented on a centralised risk register for FTO. The risk register holds a list of FTO key risks that need to be monitored and managed. The risk register is to be managed by the OHS Manager who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

The OHS Manager is responsible for overseeing the Risk Register and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

8. WORKPLACE HAZARD INSPECTIONS

FTO is required by OHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminate or minimise the risks arising from those hazards.

In order to ensure a safe and healthy workplace, the OHS Manager and / or nominated manager(s) undertakes a OHS/WHS hazard inspection of each workplace on a 6 (six) monthly basis and at any other times as required. The hazard inspection is undertaken by following the principles of OHS/WHS risk management through FTO's Risk Management process.

If any hazards are identified through the hazard inspection process, the hazards are brought to the attention of the Client / Host and controls are implemented to ensure that the risk to health and safety is eliminated or minimised.

In addition to these regular inspections, all host employer managers / supervisors are now required to complete a short safety questionnaire on each timesheet before submission to FTO. Monthly site inspections of host work sites will be completed by FTO's trained and approved management staff and monitored by FTO's OHS Manager.

Any hazards identified during these inspections will immediately be reported to the Safety Manager and appropriate remedial action taken.

All hazard inspection documentation is saved and filed by the Safety Manager.

9. HEALTH AND SAFETY SYSTEMS RECORD KEEPING

The Safety Manager retains all OHS and Workers' Compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Cth).

10. DOCUMENTS TO BE DISPLAYED

- > Emergency contacts page
- > Emergency Evacuation Plan
- > Return to Work Policy
- > Work Health and Safety Policy
- > Accident/Incident Notification details
- > Compensation and Return to Work information

11. IMPORTANT CONTACT NUMBERS

- > Final Trim Operators [FTO]
- > Telephone: 1300 083 599
- > Email: Justin.Braddon@finaltrimoperators.com.au
- > Postal Address: 1/222 Walter Road West, Morley, WA 6062
- > **After Hours Emergencies:**

In the event of a major incident the Safety Manager can be contacted on: 0429 306 540 (Justin Braddon).

PART C: Specific Health and Safety Requirements

1. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at FTO. FTO undertakes to investigate all complaints formally made. FTO will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- > Asking for an apology;
- > Creating an agreement with the offender that will stop the behaviour of concern;
- > Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution;
- > Disciplinary action in the form of verbal, written or final warning or dismissal;
- > All violence or aggression will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- > Severity and frequency of the behaviour
- > Whether there have been previous incidents or prior warnings

See FTO' [Equal Employment Opportunity Policy \(FTO-POL-002\)](#) and [Workplace Violence, Aggression & Bullying Policy \(FTO-POL-003-1\)](#).

Workers are commonly employed by FTO to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work, labouring and machine/plant operation at external host-site workplaces. In order to achieve this objective, it is recognised that FTO's employees need to be:

- > Suitably experienced to perform the tasks;
- > in possession of all necessary licenses, permits and registrations required to perform works safely and in compliance with appropriate regulations;
- > notified of any potential hazards associated with the workplace and environment where works are to be carried out;
- > made aware of FTO Emergency Procedures;
- > have completed FTO Safety Induction before allowed on any sites;
- > All employees of FTO must abide by FTO's OHS/WHS requirements, which will be advised to them before engagement.

2. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature which must be stored in a secure facility in compliance with the National Code of Practice: for the control of workplace hazardous substances [NOHSC:2007(1994)].

All chemicals will be included in the hazardous substances register and have their current Material Safety Data Sheet [MSDS] present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where FTO's workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum.

3. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties and is a breach of statutory compliance.

All electrical equipment must be protected from damage, used safely and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include certified testing and tagging of all electrical equipment and maintaining records of this. Connection to Residual Current Devices [RCD's] is also mandatory when operating electrical equipment.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure all electrical equipment is safe to use. OHS legislation requires that electrical equipment is inspected and tested in accordance with Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

3.1 Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- > before return to service after a repair or servicing, which could have affected the electrical safety of the equipment; and,
- > before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:

- > tools and leads: every 12 months (low use);
- > Safety Switches: monthly; and,
- > Offices: every 3 to 5 years.

4. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

- > Overhead fuel and water tanks;
- > Buildings and roofs; and,
- > High machinery: cherry pickers, trucks and trailers.

Final Trim Operators will ensure that:

- > Workers working at height are made aware of the hazards and risk management procedures;
- > Fall arrest or fall prevention harnesses are provided and used; and,
- > Workers are instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

- > Observe and apply risk management procedures when working at heights; and,
- > Use the required personal protective equipment (PPE) where indicated.

5. MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at FTO by a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to ensure that the solutions work. See Final Trim Operator's **Safe Work Method Statement – Manual Handling**.

Examples of manual handling tasks at some of FTO's workplace sites include:

- > Lifting, pushing, pulling, , carrying, moving, holding or lowering objects or equipment (up to 20kg)

5.1. Manual Handling Goal(s)

- > Preventing injury, illness, pain and suffering of individuals in the workplace;
- > improved business performance, efficiency and productivity;
- > fewer workers' compensation claims, which may lead to lower premiums;
- > faster and easier return to work for workers who do sustain an injury;
- > retention of skilled workers; and,
- > a safe workplace with a positive safety culture.

5.2. Preventing Manual Handling injuries

FTO acknowledges the following risk factors resulting in manual handling injuries:

Direct risk factors:

- > actions and postures (including awkward postures, sustained postures and repetitive movement);
- > forces and loads (including forceful exertion); and,
- > exposure to vibration (including whole-body and hand-arm vibration).

Indirect risk factors:

- > the working environment (poor lighting and cool temperatures);
- > systems of work, work organisation and work practices (inadequate rest breaks and unfamiliarity of the task); and,
- > worker characteristics (physical limitations).

(Code of Practice: Manual Tasks)

FTO applies the following risk matrix to minimise Manual Handling Injuries:

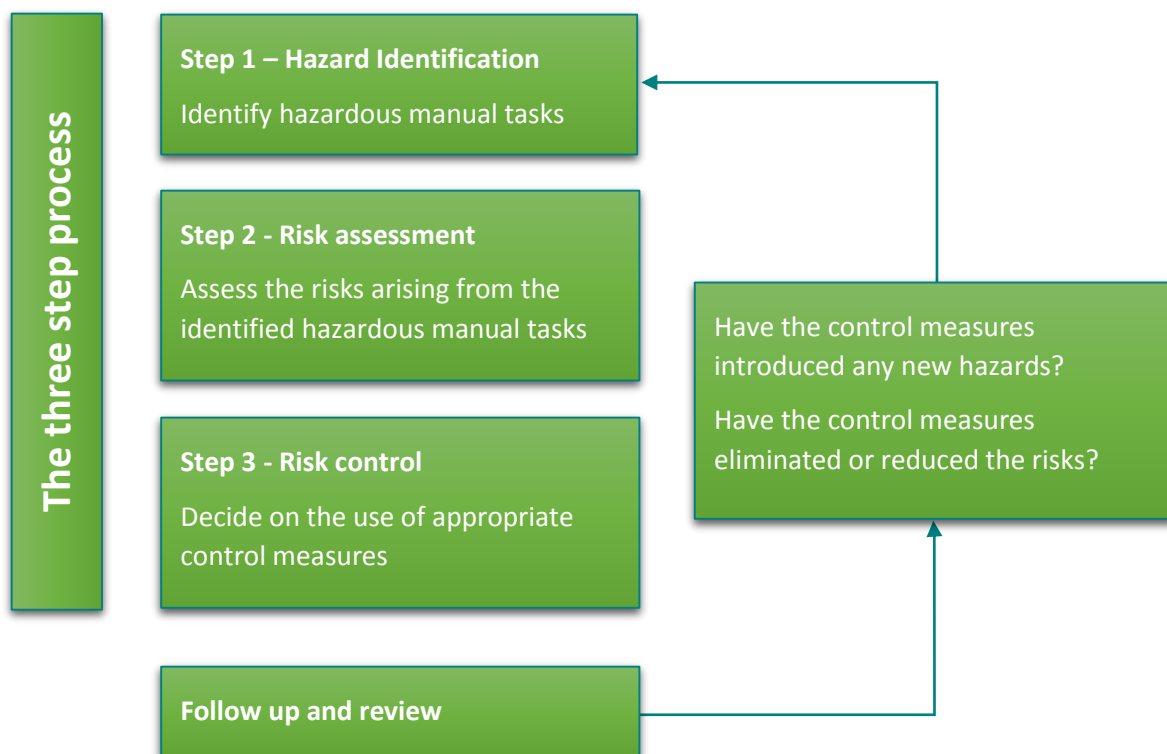


Figure 2. Three step risk management process – modified from: Code of Practice – Manual Handling

6. PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to farm machinery, office furniture and any other equipment used for work purposes.

6.1 Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, or if additional health and safety information becomes available.

6.2 Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant. Unsafe and/or malfunctioning plant and equipment can be identified by any manager, worker or contractor by a number of methods such as:

- > equipment inspections;
- > verbal reporting of equipment malfunction to the appropriate manager; and,
- > hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

6.3 Record Keeping

Records of inspection, testing and monitoring is maintained by FTO. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

7. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment [PPE] may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used by FTO's employees may include:

- > body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves);
- > helmets (falling object protection);
- > any substance used to protect health, for example, sunscreen.

Workers are obliged to use all applicable PPE as required and when reasonably practicable. Other requirements include:

- > Training in the safe use, storage and maintenance of PPE;
- > PPE must be checked before use for the correct type, fit and condition; and,
- > Employees are prohibited from reusing disposable, contaminated or damaged PPE.

8. SLIPS, TRIPS AND FALLS

FTO acknowledges that slip, trip and fall hazards can be prevented in workplaces. Awareness of the common risk factors for slips, trips and falls coupled with a strong management commitment will result in reduction and prevention of slips, trips and falls incidents.

8.1. Risk Assessment

Assessing the risk involves identifying all of the risk factors that are present that may contribute to the risk of a slip trip or fall, and determining the potential likelihood and consequences of a slip or trip occurring.

8.2. Common slip, trip and / or fall risk factors considered by FTO include:

- > Workplace floor surface and condition;
- > Floor contamination;
- > Objects left on the floor;
- > Ability to see the floor, walkways and hazards;
- > Cleaning processes - spills containment;
- > The space and design of the workplace;
- > The use and condition of stairs and stepladders;
- > Work activities, pace and processes;
- > Footwear and clothing; and,
- > behavioural factors.

8.3. FTO determines the likelihood and potential consequences of each hazard through:

- > assessing client / host workplaces and their processes;
- > assessing workplaces' previous incident and injury reports and data for falls;
- > consulting with site safety and health representatives and employees;
- > assessing the way tasks / jobs are performed;
- > assessing the way work is organised;
- > determining the size and layout of the workplace;
- > assessing the number and movement of all people at the workplace;
- > determining the type of work to be performed;
- > identifying the type of machinery / plant to be used;
- > assessing adequacy of inspection and maintenance processes;
- > examining the way all materials and substances are stored and handled;
- > assessing what knowledge and training is needed to perform tasks safely and the adequacy of current knowledge and training; and,
- > examining the adequacy of procedures for all potential emergency situations.

8.4 Control Methods

In compliance with National Legislation, FTO applies the three step risk management process for the prevention of slips, trips and falls which involves hazard identification, risk assessment and risk control measures.

These measures are completed by the Safety Manager before any employee commences work at workplace / site as part of the Risk Management process.

To assist in identifying hazards, FTO considers previous injuries, 'near miss' incidents or accidents arising from falls which have occurred at workplaces and consults with employees to identify what issues may be associated with any tasks being performed.

9. DRUGS AND ALCOHOL

FTO maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner. To assist FTO in these requirements, workers, contractors and visitors shall observe that:

- > No alcohol may be consumed or permitted at workplaces at any time unless expressly authorised by management;
- > No illegal drugs shall be consumed or permitted at workplaces at any time or under any circumstance;
- > If, in the opinion of management, a worker is unfit to work safely, they will be professionally removed from the workplace and sent / taken home;
- > Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned;
- > FTO encourages all employees not to smoke. Smoking is prohibited in any vehicle, machinery or building, except where a designated area for smoking is provided.

10. COLD / HOT CONDITIONS INCLUDING ULTRAVIOLET [UV] RADIATION

In adherence to National Legislation, FTO ensures employees are protected from extremes of heat and cold. Where controllable (inside buildings, structures), heating and cooling will be maintained at a comfortable temperature.

Exposure to UV radiation can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks. Alternative PPE is provided upon a risk assessment for extreme hot or cold conditions.

FTO ensures provisions for the supply and easy access to clean and cool drinking water is always maintained with encouragement for all persons to rehydrate regularly.

11. VEHICLES

11.1. Alcohol and Drugs

FTO managers and workers must not drive a personal or FTO vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

11.2. Licences

FTO managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the OHS Manager if the licence is suspended or revoked. A copy of the current driver's licence must be provided to the OHS Manager or their delegate to be retained on file. Workers must also inform FTO if their license has been suspended or renewed. FTO also have a form that must be signed when driving any company vehicle.

11.3. Mobile Phones

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. FTO managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a FTO workplace.

11.4. Seat Belts

It is a legal and FTO requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a FTO workplace.

11.5. Smoking

Smoking in any FTO vehicle by either drivers or passengers is prohibited.

11.6. Load Restraint in Vehicles

- > All equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision
- > The tension in the load restraining straps should be checked regularly during the journey
- > Distribute the load evenly within the vehicle
- > Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident.
- > Exceeding load / weight capacities of vehicles is prohibited and in breach of the law.

12. WORKING ALONE

The risk of injury or harm for people who work alone may be increased as a result of difficulty contacting emergency services when they are required. Emergency situations may arise as a result of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water. The consequences of an incident arising when working alone is very serious. All FTO managers and employees are required to implement the following actions for any tasks completed alone:

- > Inform home base on arrival and departure at a remote work site (telephone, email, message etc.);
- > Development and approval of trip itineraries for extended trips and adherence to the itinerary;
- > Pre-trip agreement on departure and arrival times and accommodation arrangements;
- > For travel in remote areas an emergency location beacon should be carried in the vehicle;
- > Pre-arranged mobile / satellite phone calls at scheduled times as required;
- > Appropriate First Aid Kit available and replenished with training provided as necessary;
- > Sufficient food and water for emergency purposes.