

INTEGRATED SAFETY GROUP

DETECTION | PREVENTION | PROTECTION | TRAINING

ABN: 99 605 747 877

HEALTH, SAFETY, ENVIRONMENT & COMMUNITY (HSEC) MANUAL

DISCLAIMER

This information is for guidance only and is not to be taken as an expression of the law. It should be read in conjunction with the relevant legislation. Information on the latest laws can be obtained at <http://safeworkaustralia.gov.au/Pages/default.aspx>

1. RELEVANT LEGISLATION

1.1. [Work Health and Safety Act 2011 \(Qld\)](#)

1.2. The Work, Health and Safety Act 2011 and Regulations 2011 provide statutory compliance standards for the management of health and safety in Queensland. The Work, Health and Safety Act 2011 and Work, Health and Safety Regulation 2011 ensures health and safety is managed in such a way to minimise the risk of injury or disease to employers, employees and others and is enforceable when working off of mining leases. The legislation places an obligation on everyone involved in a workplace to manage health and safety

2. SCOPE

2.1. This policy applies to all staff, contractors and other personnel under the management or control of Integrated Safety Group (ISG).

2.2. This policy describes Integrated Safety Group's commitment to providing a safe and healthy working environment.

3. POLICY

3.1. Commitment

3.1.1. ISG is committed to providing a safe and healthy working environment for all staff, contractors and visitors.

3.1.2. ISG aspires to eliminate all risks to health and safety, and where elimination is not reasonably practicable, to reduce risks to health and safety as far as is reasonably practicable.

3.2. Objectives

3.2.1. To fulfil these commitments ISG will:

- establish and maintain a health and safety management system that is consistent with the nature and scale of ISG's operations
- identify and maintain compliance with health and safety legislative obligations and other requirements relevant to ISG's operations
- provide sufficient financial and physical resources to ensure the effective implementation of the health and safety management system (including legislative compliance)
- engage competent personnel to ensure the effective implementation of the health and safety management system (including legislative compliance)
- ensure the provision of health and safety induction and training for all staff

- ensure the dissemination of health and safety information and instruction to all personnel in the workplace
- develop and maintain a culture that encourages all personnel to actively manage health and safety risks
- develop and maintain effective consultative arrangements, to ensure all staff are included in the decision making processes impacting on workplace health and safety
- define, document and communicate health and safety responsibilities, authority to act and reporting requirements for personnel in the workplace
- actively identify and manage workplace health and safety risks, through the systematic identification of hazards, evaluation of their risks and implementation of effective risk controls
- ensure hazards and incidents are promptly reported, investigated where appropriate, and control measures are implemented to eliminate or minimise the risk of recurrence
- maintain physical infrastructure, including buildings, plant and equipment, in a condition that ensures it is safe to use
- in order to ensure continuous improvement, establish, maintain and monitor progress towards measurable objectives and targets aimed at the elimination of work-related illness and injury.

4. HEALTH AND SAFETY

4.1. The company is committed to the highest standard of Health, Safety and Environmental practices, to maintaining a safe and healthy workplace, and to protecting the environment.

4.2. The Company will use all practical means to maintain a safe and healthy work environment by planning and organising operations so that the risk to people and damage to plant and equipment is minimized.

4.2.1. Drug & Alcohol Policy

4.2.2. Anti-Discrimination & Fair Treatment

- Industrial Relations Policy
- Workplace Harassment Policy
- Rehabilitation & Return to Work Policy
- Health Management Policy
- Fit for Work Policy

4.2.3. Stress & Fatigue Policy

4.2.4. Environment Management

- Environmental & Community Policy
- Health, Safety, Environment & Community Policy

4.2.5. Legislative Acts and Regulations

- Risk Management Policy
- Health, Safety, Environment & Community Policy

- 4.2.6. Electrical Safety
- Electrical Management Policy

5. RESPONSIBILITIES

- 5.1. The Director is responsible for the development, compliance monitoring and review of this policy and any associated guidelines.

5.2. Employees

- 5.2.1. Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given by the Manager, as well as co-operating with any reasonable ISG policy or procedure which relates to workplace health and safety. On a day to day basis, this includes:

- to the extent of the worker's control or influence over working conditions and methods, take reasonable care to work safely
- making sure that the work area is safe when leaving it
- make proper use of all appropriate safeguards, safety devices and personal protective equipment
- follow agreed safe working practices and rules
- report all known hazards, accidents and incidents as soon as possible.

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

5.3. Contractors

- 5.3.1. Contractors, sub-contractors and self-employed persons are defined as "workers" under the Act if they carry out work in any capacity for ISG. They are required to:
- comply with the requirements of the legislation
 - have in place any work health and safety policies and programs required under State or Territory safety legislation
 - consult with ISG about safety matters and comply with ISG policies
 - work safely and to include the safety of ISG staff and visitors in their safety plans.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their manager.

5.4. Visitors

5.4.1. Visitors and other persons to ISG also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, so far as they are reasonably able, all reasonable safety directions provided by ISG staff
- report all safety related incidents to ISG staff
- ensure the adequate supervision of any accompanying children
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs to ISG workplaces
- not willfully or recklessly interfere with ISG property.

6. TRAINING

6.1. The Manager will conduct a training needs analysis and arrange for appropriate WHS training to be undertaken by workers as required.

6.2. Where required, ISG workers are to demonstrate their competencies to perform required tasks safely.

6.3. In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.

6.4. As a guide, competency assessments should be signed and dated by the assessor/assesse and contain the following elements:

- task or equipment description
- information on licenses held (or other relevant qualifications)
- a checklist containing the essential competencies that were demonstrated, and
- comments or confirmation that the competency was met.

6.5. ISG is committed to developing a suite of competencies to deal with all safety sensitive work tasks.

7. IDENTIFICATION OF HAZARDS AND RISK ASSESSMENT & CONTROLS

7.1. Hazards and Risk Assessment

7.1.1. The purpose of any WHS hazard and risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect workers, contractors and visitors from risks to their health, safety and welfare.

7.1.2. Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- elimination (removal of the hazard)
 - substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one that 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 vests).
- 7.1.3. 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 WHS incident or a change of process or requirement. Current risk assessments will ensure that ISG achieves the goal of eliminating or minimising the risk workers may be exposed to.
- 7.1.4. The list of policies and procedures in place to manage workplace risk include;
- OMSP 1001 – Risk Management Policy
 - OMSP 1002 - Health, Safety, Environment and Community Policy
 - OMP 2000 – Risk Management Procedure
 - OMP 2100 – Hazard Reporting Procedure

7.2. Internal Auditing

- 7.2.1. Management will conduct planned site safety inspections of its work area on a regular basis.
- 7.2.2. Whenever practicable, the inspection will address identified deficiencies during the course of the inspection. The company will address safety deficiencies as soon as possible after the completion of the inspection.
- 7.2.3. Audits shall be conducted in consultation with workers and shall be reviewed at least every 2 years. The review will include health and safety performance reports, incident reports, hazard identification, statutory OHS performance, corrective action reports, changes to regulatory requirements, changes to safety standards etc.
- 7.2.4. The list of policies and procedures in place to manage workplace risk include;
- OMP 1700_Internal auditing

7.3. Records Management

- 7.3.1. The Company's Management will establish, implement and maintain procedures for the identification, maintenance and disposition of health and safety records, as well as the results of audits and reviews.
- 7.3.2. Records are to be legible, identifiable and traceable to the activity, product or service involved, stored and maintained electronically so that they can be readily retrievable.
- 7.3.3. The list of policies and procedures in place to manage workplace risk include;

- OAP 1600_Quality records & archive

8. SAFE WORK METHOD ANALYSIS

- 8.1.** Safe Work Method Analysis (SWMA) are methods of identifying hazards associated with a work scope and identifying how those hazards will be managed. These hazards are recorded on the SWMS
- 8.2.** Management and workers carrying out the tasks to be analysed will conduct and review the SWMA.
- 8.3.** Use the following steps:
- Identify work scope to be analysed;
 - Break the job down into steps. Each step should be in a logical sequence starting from the commencement of the work
 - Identify and nominate the hazards associated with each step. Examine such areas as electrical, mechanical, chemical, gravity, pressure, environmental and biomechanical
 - Assess the Risk Score 1 –25 using the Risk Ranking Table as shown below
 - Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.

RISK RANKING TABLE						RISK = PROBABILITY x CONSEQUENCE						
Consequence	Probability					The Hazard Rating Number will determine the degree of risk associated with a particular hazard. High Risk = 1 to 5 Medium Risk = 6 to 16 Low Risk = 17 to 25	PROBABILITY		CONSEQUENCE			
	A	B	C	D	E		A: Common or repeating occurrence	B: Known to occur or has happened.	C: Could occur or heard of it happening.	D: Not likely to occur.	E: Practically impossible.	People
1	1	2	4	7	11						1. Fatality or permanent disability.	1. Long term damage
2	3	5	8	12	16						2. Serious lost time injury or illness.	2. Soil, water air adversely affected in long term
3	6	9	13	17	20						3. Moderate lost time injury or illness.	3. Soil, water air adversely affected in short term
4	10	14	18	21	23						4. Minor lost time injury or illness.	4. Could affect environment.
5	15	19	22	24	25						5. No lost time	5. No environment effects

8.3.1. The list of policies and procedures in place to manage workplace risk include;

- OAF 0005_Safe Work Method Statement

9. EMERGENCY AND INCIDENT RESPONSE

9.1. Corrective and Preventative Action

9.1.1. In establishing and maintaining procedures for investigating incidents/accidents and taking appropriate corrective and preventative action The Company is committed to the following:

- All staff including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:
- Advise the General Manager of the incident or injury or hazard
- For recording purposes complete an Incident and Injury 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 General Manager must record all injuries on the injury register

- 9.1.2. The Company's Management shall assign responsibility to identified personnel for implementing corrective actions arising from investigation reports. Corrective actions shall be discussed with personnel prior to implementation and evaluated to determine their effectiveness.
- 9.1.3. All personnel are required to rectify hazards they identify, if it is practicable and safe to do so. If a person is unable to rectify a particular hazard, it shall be reported to their supervisor as soon as possible.
- 9.1.4. If a hazard cannot be immediately rectified, it shall be reported to The Company's management and to the client and the job must stop until the situation is rectified.

9.2. Statutory Reporting of Notifiable Incidents

- 9.2.1. Any serious incidents must be notified immediately to the General Manager. After becoming aware that any such incident has occurred, it is the General Manager's responsibility to report 'notifiable incidents' by the fastest possible means.
- 9.2.2. The types of serious accidents or high potential incidents that must be reported include, an incident:
- Causing the death of a person;
 - Causing a person an injury that endangers, or is likely to endanger, the person's life;
 - Which causes, or is likely to cause, the person a permanent significant injury or illness;
 - Which causes an electric shock or electrical burn to a person.

9.3. Emergency Response Plan

- 9.3.1. Emergency response is aligned to risk assessments. This identifies the potential emergency situations and impacts. Risk-based site response plans for all foreseeable emergency scenarios are developed, communicated, tested and reviewed.
- 9.3.2. In the event of any emergency situation all personnel shall follow the site procedure for emergency action and take appropriate action which may include the following:
- Stop all work.
 - Extinguish all possible sources of ignition.
 - Disconnect any "live" equipment.
 - Close any water, gas or air valves which supply any equipment being used. Always ensure the equipment being supplied has been properly turned off before shutting off the supply.
 - Remove all mobile equipment in use to a safe place. Ensure it does not obstruct vehicles required for such an emergency, e.g. fire trucks, ambulance.
 - Ensure area is clean and close doors on leaving.
 - Leave the emergency scene and congregate at a safe place.
- 9.3.3. The list of policies and procedures in place to manage workplace risk include;
- OMSP 0100_Emergency Preparedness Response

- OASF 0110_Incident And Injury Report

9.4. First aid

- Adequate first aid equipment is kept on site and in maintenance vehicles
- If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the principal contractor immediately
- First aid should be administered by trained first aid personnel.

In the event of a person being injured, trained first aid personnel should:

- Stabilise the person and administer first aid
- Phone an ambulance (depending on the extent of the injuries)

Accident Categorisation

9.5. The term “Accident” includes the following:

“Incident” - any unplanned event occurring that has the potential to result in property damage or personal injury.

“First Aid Treatment” - a work injury or illness requiring a one-time treatment normally administered by a First Aid person. Such treatments are to be considered first aid even if administered or supervised by a medical practitioner.

“Medical Treatment Injury/ Illness” - a work injury or illness requiring treatment by a medical practitioner and which is beyond the scope of normal first aid including initial treatment given for more serious injuries.

“Lost Time Injury/ Illness” - a work injury which results in death or inability to work for at least one full day or shift any time after the day or shift on which the injury occurred or when the illness was identified.

“Fire” - any incident of fire within the designated site area.

“Electrical” - electrical incidents may include fires, electric shock or burn, injury, faulty electrical equipment, testing and tag out procedures.

“Environmental” - environmental incidents may include fires, air, water or noise pollution, solid waste, amenity and aesthetics, occupational exposure, hazardous materials, energy conservation, demolition and refurbishment, Aboriginal and cultural heritage sites, flora and fauna protection, land management and sensitive and fragile environments.

10. FIRE IN THE WORKPLACE

10.1. Fire Prevention

10.1.1. It is important to develop good housekeeping in all work areas to prevent fires occurring (i.e. remove rubbish, remove oils and greases from floors, use and store welding and cutting equipment and flammable liquids properly).

10.1.2. The company will ensure all personnel know the location, identification and how to use all

fire extinguishers, hose reels and fire assembly points in the nominated work area.

10.2. Fire Fighting Equipment

- 10.2.1. Firefighting equipment shall be placed throughout the nominated work site, in all light vehicles and mobile equipment. Employees should familiarise themselves with the location of all firefighting equipment in their work area before commencing work.
- 10.2.2. The use of fire extinguishers for any other purpose than to fight a fire is strictly prohibited. The use of firefighting equipment must be reported to a Supervisor/Manager immediately. Used extinguishers must be filled and serviced immediately, regardless of whether or not the extinguisher is empty.

10.3. Fire Fighting

- 10.3.1. Employees are trained in the following points:
- Do not aim the extinguisher or hose output nozzle at the centre of the fire - it may only serve to spread it. Work from the near edge and, with a sweeping motion, drive the fire to the far edge.
 - Do not stand downwind of a fire - the smoke and flames can be dangerous. Machinery fires burn with great intensity. The air downwind may be superheated and could cause damage to lung tissue.
 - Do not stand downhill of a fire, as the run-off may be dangerous.
 - If there is a chance of chemicals or explosives being involved in the fire, evacuate the area.

11. COMMUNICATION OF WORK, HEALTH AND SAFETY

- 11.1.** Implementation of the below communication strategy aims to assist in achieving the objective of no workplace injuries or illnesses for this specific project. The diagram below identifies communication approaches which will be utilised to ensure employees, sub-contractors and the client are informed to work, health and safety issues and control measures.

VERBAL

- Training with Employees and Sub-Contractors as identified and required
- Consultation on identified hazards and control measures

WRITTEN

- Meeting Minutes
- Review, Evaluations and Quality Improvement of Project

MEETINGS

- Quarterly Management meetings
- Weekly Tool Box meetings

12. TRACKING LEGISLATIVE CHANGE

- 12.1.** The company is committed to providing a safe workplace for its workforce and a commitment to comply with relevant WH&S legislation and as a result of that commitment the most up to date information is required. The company will, if and when required, engage safety consultants. Safety consultants will be part of the audit and review system and will ensure that all policies and procedures are current with legislation.

- 12.2.** It will be expected that consultants will be familiar with current legislation through consultation with the Department of Work, Health and Safety.

13. EVALUATION AND REVIEW

- 13.1.** The company's Management shall establish procedures and at intervals that it determines, make a documented review of the Health and Safety Management System to ensure its continuing suitability, adequacy and effectiveness. The review should be at least yearly depending on the complexity of the system and level of risk encountered.

- 13.2.** The company's Management shall review the continued relevance of, and change where appropriate, policy objectives, responsibilities and other elements of the Health and Safety Management System with a commitment to continuous improvement.