Safety Management Plan

HS-PLN-039

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1. PURPOSE and OBJECTIVE

This Safety Management Plan (SMP) is designed to effectively manage all aspects of Health Safety and Wellbeing associated with the provision of services for the City of Greater Geraldton (City).

The SMP recognises the responsibilities to meet relevant statutory requirements, specifications and standards. Furthermore, it acknowledges the necessity of having a proactive management and workforce commitment to ensure comprehensive involvement to workplace health and safety.

The SMP has the following purpose:

- To assist the City to manage safety in the workplace;
- To identify and address compliance with the relevant legislative, regulatory and organisational policies;
- To identify and wherever practicable eliminate or reduce those hazards and associated risks inherent in specific work activities, which if untreated will lead to a diminished product or create the potential for an accident, dangerous occurrence or environmental incident; and
- To identify policies and practices relevant and applicable to the safety, health and wellbeing of all workers in the region.

In addition to the provisions of this SMP each Contractor, where used, will be required to implement their own approved contract-specific SMP (if required) or, at the Managers discretion, agree to formally conform to this SMP in every aspect, along with procedures and work methods that meet as a minimum the standards as set out in this SMP and referenced procedures. Project representatives will support and audit the Contractor's safety management plan to ensure compliance with these minimum standards.

1.1. Definitions

Term	Definition
City	City of Greater Geraldton
City Representative	The most senior Project Manager/Facilitator responsible for a capital works project or Third-Party Contractor works being undertaken for the City. This person may be either a City Employee or contract Project Manager/Facilitator.
Competent Person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Compliance	Adhering to the requirements of laws, industry and organisational standards, codes, principles of good governance and accepted community and ethical standards.
Consequence	The outcome of an event (both positive and negative), and the effect on objectives.
Control	Any measure or action that modified or regulates a risk. (Control measures can include Policies, Procedures, practices, processes, technologies, techniques, methods or devices.)
Fitness For Work	Means that an individual is in a state (physically, mentally and behaviourally), which enables the person to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others e.g. not impaired by drugs, alcohol or fatigue.
Hazard	A hazard is a score or a situation with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of any of these.

Health and Safety Representatives (HSRs)	Health and safety representatives, commonly referred to as HSRs, are workers who are elected to represent the health and safety interests of their work group.
Incident	Any occurrence that has resulted in, or has the potential to result in (i.e. a near miss) adverse consequences to people, the environment, property, reputation or a combination of these. Significant deviations from standard operating procedures are also classed as an 'incident'.
Job Hazard Analysis (JHA)	A risk assessment tool used to systematically examine a task, identify its potential hazards and evaluate practical measures to control risk associated with the task. It focuses on the relationship between the worker, the task, the tools, and the work environment.
Likelihood	The state or fact of something being probable or likely.
Pre-start Meeting	A short succinct meeting that can be used as an avenue to convey timely and important safety information to workers and the work team prior to commencing the work day, before shift work, during a break, or at any time deemed suitable.
Risk	The chance of something happening that will have a negative effect. The level of risk reflects: • the likelihood of the unwanted event, • the potential consequences of the unwanted event.
Risk Assessment	The process to: • identify hazards; • analyse or evaluate the risk associated with that hazard; and • determine appropriate ways to eliminate or control the hazard.
Risk Management	A process of identifying, analyzing and quantifying risks, responding to them with a strategic and systematic risk management process in order to eliminate, mitigate or control them.
Safe Work Method Statement (SWMS)	A safety document that outlines a process for identifying and controlling health and safety hazards and risks associated with high-risk work.
Shall	Mandatory.
Should	Advisory.
Supervisor	A person who oversees and provides direction for an individual worker, a team, activity or who is in control of the site during operations.
Toolbox Meeting	An informal periodic safety meeting is used to convey timely and important safety information to alerts workers and the work team.
Visitor	A person who is within the facility who is temporarily visiting the facility and is *not*: a) Employed at or for the facility, either on a permanent casual, temporary or contracting basis. Note: visitors include customers, clients and members of the general public.
Worker	A person is a worker if the person carries out work in any capacity for the City of Greater Geraldton. This includes all: employees of the City, contractors, subcontractors, apprentice or trainee, vocational student, work experience student, or volunteer.
Workplace	Any place where a worker carries out work or is likely to be in the course of their work. This may include: buildings, offices, shops, factories, construction sites, vehicles, boats, aircraft, mobile plant and equipment or other mobile structures whether on land, sea or air.

2. SCOPE

The City provides diverse services to the community of Greater Geraldton, which includes but is not limited to:

- Community facility management;
- Community events;
- Roads and infrastructure design, construction and management;
- Public open space design, construction and management;
- Fleet and asset management;
- Corporate and public administration;
- Recreational services;
- Community local law enforcement;
- Emergency services;
- Health services; and
- Engineering and project management of community assets.

A full overview of services are detailed in the City's Corporate Business Plan and Strategic Community Plans published to the City's website.

2.1 Area of City of Greater Geraldton

This SMP applies to all City operations within the boundaries of the City of Greater Geraldton Region as outlined in Figure 1.

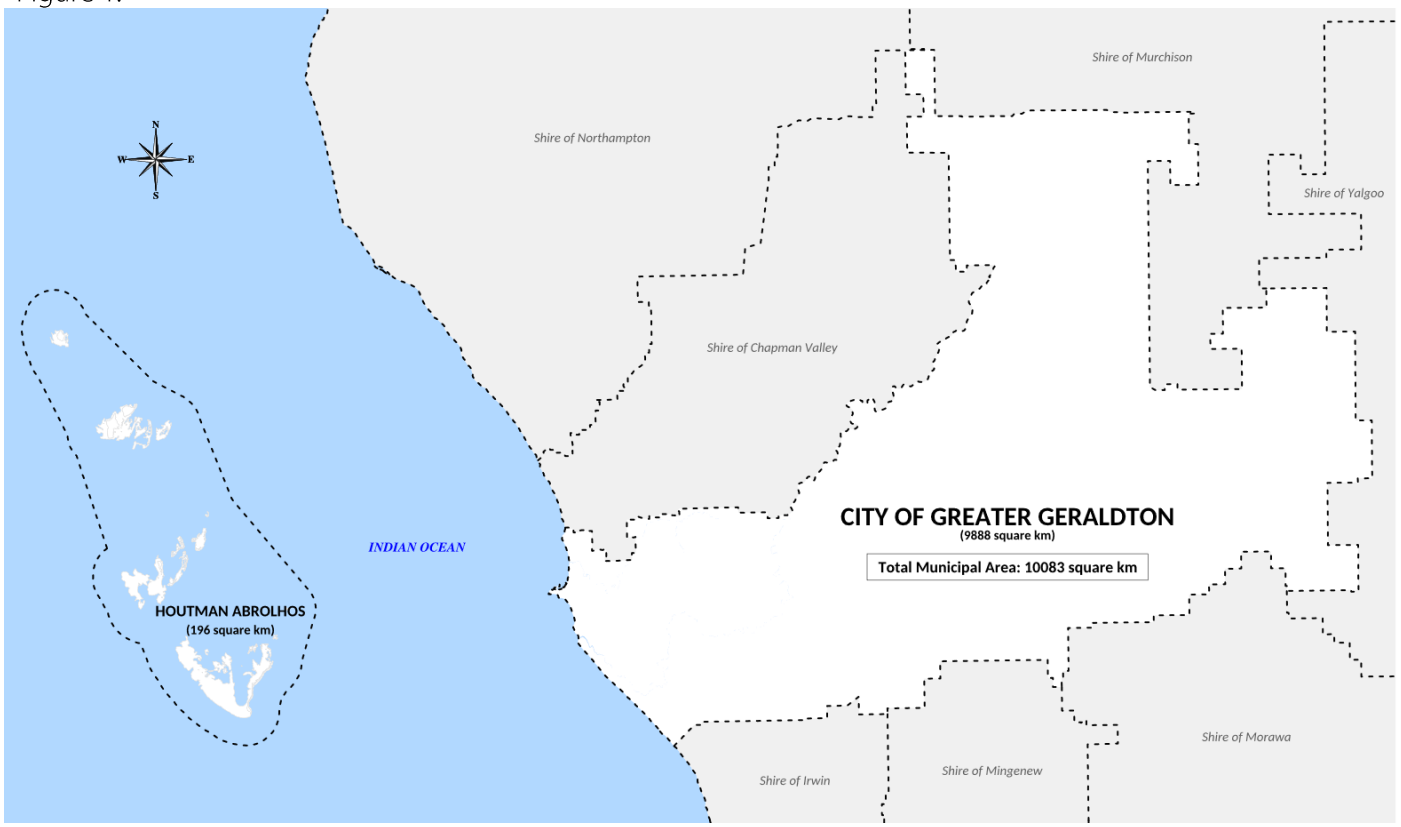

Figure 1 – City of Greater Geraldton

2.2 Review

The initial plan is approved by the Corporate Compliance and Safety (CC&S) Manager with input from the WHS Team. Responsibility,ownership and amendment of this plan is with the WHS Team.

All subsequent changes to this plan are to be internally authorised by the CC&S Manager following consultation with the City's Safety Committee. The Work Health and Safety (WHS) team shall ensure the SMP is reviewed at least annually, or as changes to any of the following should occur:

- Legislation affecting the project scope or risk profile;
- Codes of Practice;
- Guidance Notes;
- Australian Standards;
- City Polices; or
- City Procedures.

The following events shall also trigger a requirement for the SMP to be reviewed and amendments (where required) to be submitted to the CC&S Manager as formally directed:

- At the detection of a nonconformance related to WHS;
- When work practices no longer reflect the approved SMP; and
- If an incident occurs.

3. Simultaneous Operations

It has been identified that a potential exists for Simultaneous Operations (SIMOPS) to occur in the course of the City's works, functions and activities. An example where this could occur is interface between road maintenance crew approaching a non-City controlled surfacing contractor. This situation could potentially lead to ambiguity between WHS responsibilities resulting in an incident or injury due to miscommunication or encroachment into non-controlled areas. In all instances the City will not encroach into a non-city controlled site or zone without express permission from the area owner.

Where there is a requirement for interaction, the site Supervisor will be ensure a collaborative approach to identify any interplay potentials between the entities. The requirement for inductions, sharing of risk assessments, coordination of meetings etc. will be assessed as part of this engagement process to ensure that the likelihood of any interactive risk is eliminated or mitigated.

Where interaction could occur in the field which may lead to incident or injury the site shall be closed and a strategy enacted to ensure appropriate risk controls and planning is in place to safely continue works.

4. Compliance

4.1. Legal Requirements

The City shall identify, document, implement, maintain and review a WHS Legal Compliance Register that contains legislative and regulatory requirements applicable to activities undertaken as part of the city's scope. (Legal Compliance Register TRIM REF D-21-029206.)

The operating requirements arising from legislation, standards, and codes of practice, guidance notes and work activity documents will be communicated to those involved.

The City monitors SAI Global and state law publisher. Other sources include, WorkSafe WA together with other web based portals.

This SMP encompasses applicable Western Australian and Commonwealth legislation:

- Acts and Regulations;
- Standards;
- Statutory Codes of Practice;

- Policies; and
- Guidance Notes.

4.2. Contractor Compliance

Contractors engaged by the City shall receive the Contractor Safety Manual as part of the invitation to tender.

Contractors that have been engaged using their own Safety Management System, plans and relevant documentation, with approval from the City, may be audited for compliance to these systems.

The City shall monitor compliance of Contractor and suppliers against their own management systems. All Contractors and service providers are required to pre-qualify through documentation which assesses the Contractors level of maturity in respect of WHS management systems.

4.3. Work Health and Safety Policy

It is the policy of the City that the protection of the health and safety of all its workers, the public, contractors and suppliers takes precedence over all other business objectives.

The key objective of the policy is to achieve an incident free work place where workers are encouraged to continuously endeavour to improve their systems of work and proactively promote a safer environment in which to work.

Safety is the responsibility of each person and all City workers are accountable in ensuring that they play an integral part in the promotion of safety and in the implementation of this plan.

Communication processes, as outlined in the Communication and Consultation Procedure (HS-PRO-031), will ensure all individuals are informed of the WHS objectives and performance standards.

See appendix 1 for Operation Policy OP041-Work Health and Safety.

5. Leadership and Commitment

5.1. Statement of Leadership Commitment

The City is committed to achieving an incident and injury free work environment. To achieve this, it is crucial that we provide our workers with the right tools to deliver safe outcomes via our safety management system.

To accomplish this, we will ensure our business environment and work practices are created and conducted safely and that hazards to health and safety are identified, removed or controlled.

We commit to fostering:

- Active leadership – Our leaders hold themselves and others to account, striving towards an Incident and Injury free work environment, while exemplifying the values and behaviours that support progressive risk control strategies. In all instances, leaders will ensure that sufficient and competent resources are made available to maintain and promote a strong safety culture.
- Positive safety culture – Through workplace consultation and collaboration, we encourage and support our workers to innovate and promote positive safety outcomes. Workers will be supported and encouraged to identify, report, assess and control health and safety risks in the workplace.
- Transparent safety management systems and standards –Minimum requirements prescribe physical and operational safety standards for business activities, supported and guided by the Safety Management System.

- Effective governance – Our safety compliance reporting system is tailored to identify major safety risk areas across all business activities. This information generates a snapshot of safety data that allow us to monitor safety performance, proactively manage risks and continually improve through the sharing of lessons learned. Scheduled audits are conducted on projects and offices across the business on a regular basis to assess compliance against the Safety Management system.
- Education and training – Providing education and training to ensure all workers have the relevant skills and knowledge to fulfil their health and safety obligations. These education and training programs are designed to communicate, consult and involve workers and business partners in the ongoing improvement of our safety performance.
- Compliance – We will comply with all applicable laws, regulations, statutory obligations and other relevant requirements.

Leadership and the personal commitment of management are demonstrated through the participation in health and safety management activities, to continue relationships with all workers while exemplifying the City's values of Service, Trust, Accountability, Respect and Solidarity (S.T.A.R.S).

6. Organisation Responsibility and Accountability

Responsibilities and accountability for WHS management and compliance apply to all workers. Every worker is responsible for complying with applicable WHS requirements, and for conducting work in accordance with the plan, procedures, relevant Safe Work Method Statement (SWMS), or Job Hazard Analysis (JHA). Specific responsibilities are addressed in the below sections. The SMP in subsequent sections refers to Supervisors throughout, this is to be read to mean any line-manager with supervision or leadership responsibilities. (For the full list of titled responsibilities refer to Safety Accountabilities and Responsibilities Procedure, HS-PRO-037.)

6.1. Responsibilities

Title	Responsibilities
CEO, Directors and Managers	• The overall direction and support of the implementation of the SMP; • Ensuring as far as practicable, sufficient resources are allocated to install, inspect, maintain and remove safety, health and wellbeing controls; • Ensuring accountabilities, roles and responsibilities for all levels of the business (including Contractors) are clearly defined, documented and communicated; • Ensure legal and other requirements applicable to the business are regularly reviewed for currency and included in a legal and compliance register and reflected within site management plans; • Actively participating in health and safety management activities, leading by example and upholding of the core values of the organisation; • Ensure that all Contractors have established safety and environmental processes appropriate to their work scopes; • Participating in serious incident debriefs and ensures corrective actions arising are closed out; • Demonstrating senior management commitment to safety by participating in safety inspections; • Ensuring the SMP is reviewed on an annual basis to maintain currency; • Review of audit reports and delegation of a responsible person to close out report findings; • Contributing to improving safety, health and wellbeing culture and practice in the workplace; • Ensuring that all departments are striving to meet site Targets / KPIs; and • Ensuring that weekly, monthly WHS performance data is supplied to relevant stakeholders.

Coordinators and Supervisors	• Direct work crews in the setting up of the worksite or workplace in such a manner that all activities can be completed safely; • Ensuring compliance with all management system procedures including: Plant Operator Assessments, Daily Checklists, Weekly Checklists and works with Permits where required; • Educate and direct work crews in safe work practices as per City procedures. • Encourage the reporting of hazards; • Conduct Pre-start meetings with their work group to review planned work activities for the day, inclusive of any WHS activities, issues or concerns; • Report all incidents, near misses and hazards to the WHS Team and record in Nintex; • Conduct regular inspections of their work area and take immediate and effective action to correct reported or observed breaches of WHS requirements; • Develop/Obtain JHA's and SWMS in consultation with their work groups for high risk activities; and • Allocate tasks to the work group in accordance with the qualifications, skills, experience and competence.
WHS Advisors	• Facilitating WHS Inductions and training programs for persons involved in the works; • Ensuring compliance with SMP and relevant legislation; • Where safety, health and wellbeing compliance is at risk, acting with the site supervisor to ensure all reasonable steps are taken to ensure compliance. Where a non-conformity arises, along with the site supervisor they may stop the progress of works on site until the non-conformity is resolved; • Continually assessing for high risk activities and hazards and in conjunction with appropriate workers recommends measures to control those hazards and associated risks; • Audit teams to ensure SWMS's/JHA's are completed in accordance with management procedures or Contractor plans and all controls are effectively implemented and regularly reviewed; • Audit teams to ensure all workers have been inducted and have reviewed and signed the SWMS's/JHA where applicable; • Reporting all incidents to Management in line with procedures; • Demonstrating an understanding of the process of risk management, incident prevention and incident reporting; • Encouraging and educating workers to report potential safety hazards; • Audit teams to ensure compliance with all management system procedures including: Plant Operator Assessments, Daily Checklists, Weekly Checklists and works with Permits where required; • As required assist with WHS related training requirements and monitoring of training matrix; • Undertaking, recording and assisting in the investigation of accidents and dangerous occurrences; • Assisting all workers with their WHS responsibilities; and • Updating and maintaining the WHS Register and providing analysis to the WHS Committee.

Workers	• Cooperate and comply with WHS instructions; • Use and maintain supplied Personal Protective Equipment (PPE) and any other equipment provided for or in the interests of safety, in the way they have been instructed; • Report promptly to their supervisor any situation which they reasonably believe to be hazardous in accordance with the City procedures for hazard reporting and as necessary comply with company procedures for the resolution of safety issues; • Complete Pre-start checks correctly and report any damage or repairs immediately to their supervisor; • Comply with the use or operation of equipment/plant/vehicles in a safe manner as outlined in manufacturers operating manuals; • Participate in WHS discussions during pre-start and toolbox meetings; • Participate in the development of Safe Work Method Statements (SWMS) and JHA's for their scope of works; • Comply with the City's Fitness for Work Procedure; • Participate in audits, inspections and Safe Work Observations as required; • Advise of continuous improvement opportunities to management; • Attend training sessions as required; and • Attend all WHS communication sessions.

7. Communication and Consultation

7.1. General requirements

The City recognises the importance of accurate and open communication with all workers. Various techniques and forums will be adopted to assist in achieving this goal and all workers will be encouraged to participate in the process. (As outlined in the Communication and Consultation Procedure, HS-PRO-031.)

Wherever possible and practicable, workers will be consulted on WHS matters including proposed changes to WHS procedures and systems. Worker consultation is an essential component in ensuring that worker's "buy-in" to the safety management system.

Individual worker's involvement is provided for and encouragedthrough:

- The establishment of open and honest communication between all levels of the organization;
- The participation in daily pre-start meetings, Operational meetings, toolbox meetings, SWMS, JHA's and other safetymeetings;
- Compliance with the requirements of the relevant legislation; and
- Compliance with this plan.

7.2. Elected Health and Safety Representatives

Elected Health and Safety Representatives (HSRs) will take an active role in the workplace WHS process in line with Chapter 2, Part 2.1 of the WHS General Regulations 2022. Resources for elected HSRs will be in accordancewithand consistentwithapplicableActsandassociatedRegulations.

ElectedHSRs maybe trained by a recognised external provider at the expense of the City as per the Act. A Health & Safety Representative is required to attend the following courses of training:

- an initial (Health and Safety Representatives) course of training of up to 5 days; and or
- up to 1 day's refresher training each year, with the requirement to attend the first refresher training commencing 1 year after the initial training.

7.3. WHS Training

7.3.1. Inductions

In addition to the General City Induction, various other inductions including any contractor inductions are required prior to commencement.

All relevant inductions will be in accordance with City/Contractor requirements, and notification/scheduling of access times and locations shall be as agreed and approved by the appropriate representative. The induction will include but not be limited to the following:

- Site specific hazards and risks;
- Special requirements for the project or site; and
- Other issues as set out in this SMP.

The Supervisor will ensure that all workers engaged at sites have the necessary required competencies, qualifications and experience for the work activities required of them.

7.4. Visitors

The City and Contractors will ensure:

- Visitors are escorted whilst on the site/project by a fully inducted person at all times.
- Visitors will be signed in at the site entry point and maybe required to wear correct PPE for the duration of their visit.
- Visitors will not be permitted to operate machinery or equipment at any time whilst on site.

7.5. Safety Meetings

Identified City Workers will conduct and /or participate in the following safety meetings:

- Pre-start meeting.
- Toolbox meetings.
- Contractor WHS meetings.
- The City WHS Committee meetings.

7.6. Pre-Start Meetings

These will be held prior to the commencement of work for each shift (work activities that have been identified as construction/high risk). Led by the Supervisor/Leading Hand, these meetings will be for the work group to discuss the planned work for the day, applicable SWMS's and JHA's, any inherent WHS hazards or controls and Safety topics to provide the attendees with a forum to raise day to day issues they feel require addressing.

Pre-Start Meetings are a key to set the safety mind set for the day with mandatory attendance expected.

Notes are to be taken and immediate action taken on matters to follow through and close out any corrective action. Pre-Start Minutes are to be recorded on the HS-FRM-039 Pre-Start Meeting form.

7.7. Toolbox Meetings

A formal monthly meeting will be led by a nominated person and shall be devoted to the communication and discussion of WHS matters. These meetings will be minuted and documented and include discussion and

interaction by all attendees. (Depot Operations)

Other meetings over and above toolboxes may be convened at any time to address specific issues.

The WHS Team may from time to time provide information on issues to be addressed at these meetings as well as information or training materials on a specific relevant WHS topic.

Information disseminated from the WHS Team such as safety performance reports, WHS alerts or other topics shall be minuted and communicated to all workers at the meeting.

All workers attending the meeting shall sign an attendance record, including supervisory, management and workers. Toolbox Minutes are to be recorded on the HS-FRM-067 form and posted on the Safety Notice board.

7.8. WHS Committee Meetings

The City will encourage and support the creation of, and participate in, WHS Committee Meetings. There will be a quarterly WHS committee meeting which as a minimum will include the following:

- CEO, Directors, Managers;
- WHS Management Rep / WHS Advisors; and
- Site elected Health and Safety Representatives.

The functions of the WHS Committee Meetings are:

- Create and maintain an active interest in matters and assist in reducing work injuries, work-related illnesses and hazards;
- Consider measures for the training and education in, and promotion of, Safety management and make recommendations in relation to those measures;
- Formulate and review the standards, rules and procedures relating to Safety that are to be carried out or complied with at the workplace;
- Review the circumstances surrounding recent work injuries, work-related illnesses and incidents at the workplace, and make recommendations for corrective action for the statutory scope of the committee;
- Review site inspections and audits and make recommendations to correct unsatisfactory levels of performance;
- Initiate programs aimed at arousing and maintaining interest in workplace Safety;
- Review safety statistics;
- Maintain records of meetings including any recommendations made; and
- Disseminate information to City Workers.

7.9. Record of Meetings

A record of attendees and of matters discussed will be kept for all Safety meetings. The chairperson of each meeting is responsible for ensuring such records are maintained, are current and are distributed to workers, Contractors and other interested parties. Minutes of relevant meetings and other related information are TRIMMED as per the Records Management Procedure, HS-PRO-040.

7.10. Notice-Boards – WHS Information

The City will maintain noticeboards and intranet platforms to readily display WHS information which may include:

- WHS Policies;
- Current copy of safety meeting minutes;

- Safety alerts;
- Incident summary report and learning's;
- Emergency management – including contact list;
- Posters and relevant material to promote WHS awareness; and
- Awareness campaigns e.g. sun smart, etc.

7.11. Reporting and Resolving Safety Issues

Hazards and safety issues are to be reported as soon as practicable to the relevant supervisor. The Supervisor is responsible to lodge a hazard report via Nintex.

Should the matter remain unresolved, it will then be addressed between the worker's safety representative, their supervisor, and the applicable manager. If still unresolved, the matter will be referred to the Manager of Corporate Compliance and Safety who shall engage with the applicable manager and director to resolve the issue.

If still unresolved, the Resolution Process and Flow Chart outlined in the Communication and Consultation Procedure (HS-PRO-031 Appendix 1 and Appendix 2), should be followed.

All issues will be duly recorded in the WHS Actions Register, with appropriate corrective/preventative actions determined, assigned, acted upon and closed out.

8. Planning

This SMP has been developed to document the safety management structure to be implemented and maintained by the City Representative with input from the WHS Team during the undertaking of works.

It defines:

- Managers, supervisor's health and safety objectives.
- Health and safety accountabilities/responsibilities.
- The framework for the administration of health and safety activities in line with the City, and relevant stakeholder's expectations.
- Processes for recording / reporting of health and safety performance.
- Inspection and review protocols for identification, elimination or control of potential risks.

The SMP is specific to the City's activities and is supplemented by the WHS management system. It is intended as a working reference, providing line management and workers with a documented resource necessary for them to achieve their safety objectives.

Site SMP Addendum will apply to projects that fall outside the scope of this plan, Construction projects that require a site specific plan as per WHS (General) Regulation 2022, Section 6.4, r.309 (Refer to HS-PLN-040, Site SMP ADDENDUM.)

In all instances, risk assessments shall be completed prior to commencing new scopes of work, contracts or when work methodologies are amended or changed.

The SMP and Risk Register shall be reviewed by the City Representative and may also be reviewed as part of a workshop with city management to ensure that all hazards have been addressed.

8.1. Safe Work Systems

The City ensures that required documents to support construction, maintenance and operational activities, are identified, developed, approved and consistently applied. These include Plans, SWMS, JHA's, Safe Operating Procedures (SOP's) and applicable forms.

These documents bring together legislative requirements, industry standards and City minimum requirements into a clear set of instructions for undertaking work activities. As a minimum, these are required to meet any applicable legislative requirement.

All work activity documents are living documents and shall be reviewed to consider amendments to legislation, industry standards, and codes of practice, guidance notes, City Procedures and learnings following incidents.

8.2. Human Resources and Resourcing

Management and HR are responsible for ensuring that workers assigned to works are competent, licenced and physically fit to carry out specific work as required.

All Supervisors shall be selected from experienced and competent persons, and an adequate number of supervisors shall be employed based upon the nature and hazards associated with planned works.

8.3. Hazard Identification and Risk Management

The City ensures a comprehensive hazard identification and risk assessment process is implemented to systematically identify, assess and appropriately manage the risks or opportunities arising from our operations.

Risk assessment and control is an integral part of all site works. The City will comply with the requirements of relevant legislation and the city WHS Management Systems to ensure that all works are analysed for risk and that either a SWMS and/or JHA is compiled (if the risk is deemed High Risk), disseminated and followed by work crews, for all works. Work methods will be reviewed and agreed to by the project team and hazards associated with works identified and controls put in place to minimise risk. Furthermore, any control measures to be implemented will be assigned to relevant workers.

The identification of potential hazards will be achieved through the application of systematic process in line with our procedures, including the use of project risk assessments, SWMS, Take 5's and hazard reports.

Table 1 below details which risk assessment processes should be used and when, and is to be used as a default guideline.

Table 1: Risk Assessment Processes

Risk Assessment Process	When Used	Document
1. Project or Operational Risk Assessment (facilitated workshop)	Prior to commencement of any project or renewal program, reviewed periodically and when project scope changes.	Risk Register Template or CRAW – Critical Risk Assessment Worksheet
2. Safe Work Method Statement (SWMS) and or Job Hazard Analysis (JHA)	Prior to commencement of task described in SWMS, reviewed daily. SWMS's used for high risk activities.	SWMS template JHA Template
3. Team discussion of potential hazards	Prior to commencement of any task or at any time situation changes	Daily Pre-start
4. Take 5	Daily to supplement JHA. For any simple task not covered by JHA.	Take 5 Booklet

8.3.1. Assessment of Risk/Hazard

Where a hazard is identified, or where there is a risk of injury or harm to a person, or the potential for any

environmental damage or harm, an assessment shall be undertaken to identify the level of loss and or disruption to the City, its workers or any project. In assessing the level of risk the following processes shall be carried out:

- Identification of injury potential, disease or loss, and likely consequences.
- Evaluation of the level of risk presented by the event, taking into account the frequency of the event giving rise to occurrence, and the possible severity of the consequence.
- Prioritisation of control measures necessary to manage the identified hazard and its assessed level of risk.

Refer to HS-PRO-016 Workplace Risk Assessment Procedure.

8.3.2. Hierarchy of Control

All hazard and risk management, will be based upon the established Hierarchy of Control:

- Elimination
- Substitution
- Isolation
- Engineering control
- Administrative control
- Personal Protective Equipment (PPE)

Control measures are not mutually exclusive and there may be circumstances where more than one control measure should be used to eliminate or reduce the exposure to hazards. In this regard past experience and training is encouraged from all workers with an emphasis placed upon "hard" controls measures such as elimination, substitution, isolation and engineering as opposed to "soft" control measures such as administrative and PPE. Refer to HS-PRO-016 Workplace Risk Assessment Procedure.

8.3.3. Risk and Hazard Identification and Assessment Methodology

The City will adhere to procedures and develop a project risk assessment prior to commencement of works. This assessment shall be used to establish priorities for the implementation of controls to minimise potential hazards and risk.

This assessment is a live document and will be distributed to site supervisors and reviewed and updated as necessary.

The methodology used for hazard identification and risk assessment is dependent on the required level of control and may include one or a combination of any of the following:

- Corporate Risk Register
- Critical Risk Assessment (CRAW);
- Safe Work Method Statement - SWMS (Developed for High Risk work activities);
- Job Hazard Analysis - JHA (Rigid Process with minimal shift in risk profile);
- Take 5; or
- Hazard Reports.

Individual jobs/tasks at least require a Take 5 to assess the immediate work area and to consider any change in the environment and "self-adjust the mindset" of the person conducting the task to ensure safety is front of mind.

All high-risk work activities defined by legislation, which have been identified as a risk exposure requires the development of a SWMS. For effectiveness, the SWMS must be developed in a collaborative fashion with crew input. It must be signed off by the Supervisor. The WHS Team or HSR may review the SWMS when attending site.

All workers involved in the task shall be required to review the SWMS and to sign on to indicate their review and acknowledgement. All visitors, Contractors or any other person who attends site is required to sign onto the SWMS to enable them to be appraised of the hazards before proceeding further.

The SWMS will be held at the work site and modified as necessary. In cases where this occurs, the work crew will re-sign to acknowledge any changes.

9. Management Systems Documentation/Information

9.1. WHS Management System

The City uses an online platform TRIM, to access and manage WHS procedures, forms and templates. TRIM is the dedicated repository for all overarching organisational documents. It makes provision for communicating and superseding documentation. (Refer to SMS Document Management Procedure HS-PRO-039, Safety (SMS) Records Management Procedure HS-PRO-040, and Safety Document Formalisation Procedure HS-PRO-041.)

9.2. Document Control and Distribution

WHS documentation including revisions of this SMP shall be maintained in an electronic version. A copy of this SMP, together with any associated procedures shall be available on the City intranet, via the Safety Hub.

As a minimum, the WHS strategies identified in this document as well as any project or operations will undergo continuous review to take into consideration each change of phase throughout the works. Should any significant changes or amendments be made to the contract then this plan shall be reviewed, revised and updated.

9.3. Design Construction and Commissioning

The City shall ensure that appropriate processes are implemented to manage the design, and design control related activities.

Safety and the environment shall be considered in the initial design and planning and designs will consider all risk and hazard identification, risk control and proposed use.

10. Implementation

10.1. Safety and Integrity of Plant, Equipment and Materials

A fundamental aspect of assuring equipment safety and integrity is the control of design, purchasing, fabrication, installation and maintenance of all equipment that could lead to an unacceptable operating loss in terms of workers, the environment, efficiency, revenue, reputation and image.

Control is maintained by the application of the following principles:

- The design of equipment and systems meets with service requirements.
- Purchased products conform to specified requirements.
- Materials and fabrication meet with the design and technical specifications.
- Equipment is fit for purpose.
- Equipment installation and ongoing operation is consistent with design specifications and manufacturer's instructions.
- Equipment integrity is assured and maintained by the application of maintenance, testing and inspection procedures.

All purchasing will be in accordance with the City's procedure for all goods and services, and shall comply with regulatory standards. All hazardous substances shall be approved prior to being brought to site, and require a Safety Data Sheet (SDS). Refer to the Hazardous Chemical Management, HS-PRO-001.

Plant and equipment whether purchased or hired, shall be required to comply with relevant legislation, including those relating to noise and emissions.

10.2. Contractor and Supplier Management

10.2.1. General Requirement

The City requires all contractors and service providers formally engaged, to provide development, construction, manufacturing or maintenance services to undertake a prequalification process. This including an assessment of their ability to meet the relevant legislative requirements, including adequate insurance cover. (Refer to the Contractor Management Procedure, HS-PRO-029.)

All contractors and service providers WHS performance will be:

- Evaluated against applicable legislation and any minimum standards for contractors as defined by the City.
- Routinely monitored and assessed as per project monitoring plan/schedule.

It is a requirement that the WHS responsibilities of contractors and service providers, and the significant risks associated with their work shall be clearly defined for each engagement.

In every instance, contractors and service providers are to employ adequate numbers of competent supervisors, provide proof of competency for key workers, particularly those carrying out high risk activities or undertaking work where proof of competency is required by law.

The City will ensure that appropriate effective organisational communication and control arrangements are in place to manage risks effectively. This includes where inspections or approvals of works are required.

As part of any onboarding process, all contractors are to undergo any City induction/training module as required. This includes any requested online inductions /or project specific inductions. All contractors are also to receive any relevant information relating to the City procedures/practices/standards and the specific hazards associated with any work they undertake.

11. Training and Competency

11.1. Selection, Screening and Pre-employment Medical

The City will ensure that all workers selected, are screened to ensure they are fit and suitable to commence work, this is inclusive of drug and alcohol testing in accordance with the Fitness for Work procedure HS-PRO-017.

11.2. Core/Structured Training

The Manager /Supervisor shall ensure workers receive structured training that is comparable with the skills and knowledge required for each position. Training may be delivered using internal or external resources. (Refer to the Safety Induction and Training Procedure, HS-PRO-030.)

All city managers and supervisors shall complete specific training related to WHS. This will enable them to manage WHS outcomes and exercise their obligations. Specific training shall be provided in the following areas:

- Safety Accountabilities and Responsibilities;
- Managing Risk to Safety and Health;
- Incident Management;
- Contractor Management;
- Consultation and Communication;
- Fatigue Management; and
- Fitness for Work.

Supervisors at the City have a crucial role to play, ensuring the safety of our workers and management of work conditions, planning and resources.

Persons fulfilling a Supervisory Role, will receive further training as to equip them with the skills required to effectively engage and manage their team.

All core or structured training will be formulated from the City Safety Plan (D-21-079147) which outlines Corporate and Branch specific safety training.

11.3. Training Matrix/ Records

To readily identify the WHS qualifications and competencies and training of workers engaged on sites, the City will:

- Specify required training on a WHS Training Matrix; and
- Verify individual competencies against the WHS Training Matrix and update training records as per the WHS Training Records Matrix (TRIM D-22-023767).

Where specific certificates of competency are required by legislation, (prescribed occupations) for example operators of forklifts, riggers and scaffolders, copies of the qualifications shall be confirmed prior to workers starting work onsite.

In addition to the above, the City will ensure that workers Drivers Licence classes, restrictions and expiry dates will be recorded in the City's learning system, ELMO.

The City will maintain copies of all training, licenses and qualifications which will be stored on ELMO.

11.3.1. Verification of Competency

All workers who are going to operate any powered mobile equipment on City sites, are required to have their competence verified (VOC) prior to using that piece of equipment.

Not with standing that a person has undertaken either internal or external training and can produce evidence of successful completion of such training, workers shall be subject to a Verification of Competency (VOC) for the following activities:

- Operation of powered mobile plant, e.g. earthmoving equipment (including front end loaders, backhoes, graders, rollers, skid steer loaders) augers, elevated work platforms, forklifts etc.; and
- Operations of small mobile plant and minor power tools e.g. circular and reciprocating saws (including demolition saws and concrete cutters), grinders, drills, augers, plate compactors etc. will require a competency to operate (CTO) assessment.

A VOC/CTO shall confirm, that an individual is competent to undertake the activity. The assessor must be experienced in the activity, and shall observe the individual performing the task in one or more situations and may compliment the assessment process by oral questioning prior to confirming the individual's competency.

12. Emergency Preparedness

The City shall prepare an Emergency Management Plan in accordance with AS 3745-2010. This plan is reviewed annually as a minimum and if necessary, revised and re-issued.

The response to each emergency shall include functions such as damage containment, control and minimisation, rescue and first aid of workers, internal and external communication, evacuation of workers, and coordination and cooperation with emergency services, such as the Police, Fire Brigade, Ambulance services, etc.

An integral part of this plan is to include a risk assessment to determine the requirements for incident response equipment such as the number/content of first aid kits, number/type and location of fire extinguishers, together with considerations of other equipment e.g. defibrillators, and stretchers.

Whilst on sites, City workers will adhere to any Emergency Management Plan and directions of authorised workers in the event of any incident or training exercise.

A regular program of drills involving internal and external resources are used to exercise, develop and improve capabilities for the management of emergencies. These drills are to include planned scenario based on potential or actual incidents identified in the planning stage. At a minimum, one exercise annually.

12.1. Fire

Any fire shall be reported in accordance with the City reporting procedures. Firefighting equipment are provided in all work areas and vehicles and bear inspection and service tags which display the date of the last service/inspection. All extinguishers will be inspected on a 6 - monthly basis.

12.2. First Aid and Injury Response

The City shall conduct a first aid risk assessment to determine the appropriate first aid equipment and the numbers of trained workers requiredon site. (Refer to HS-FRA-001, the City of Greater Geraldton First Aid Formal Risk Assessment.)

For remote work crews, at least one member of the work crew will be qualified in first aid.

As a minimum the project or a remote working site, shall maintain one first aid kit along with first aid kits in nominated light vehicles.

All workers shall ensure that all injuries are reported immediately to their Supervisor and the WHS Team, and the Supervisor of the injured person shall accompany the injured person for any treatment. (Under no circumstances is an injured worker to travel to a medical facility unaccompanied.)

Vehicle first aid kits form a part of each work team's essential requirements and are to be checked daily as part of the vehicle pre- start. These kits shall be subsequently maintained by the vehicle's operator, to ensure that all first aid kit items are in within the expiry date, clean and in a serviceable condition.

The upkeep and inspection of wall mounted/portable first aid kits (located at City facilities) form part of the responsibilities of the nominated First Aid officer(s) for that area.

Details relating to the contact numbers for emergency responders and nominated first aiders, will be displayed on notice boards and emergency response posters at city facilities and within the Emergency Response Plan.

12.3. Lightning

Lightning can pose a serious threat to life and property. In the event of storm activity, work areas will be reviewed with a focus on working at heights, the use of elevated work platforms (EWP) and cranes, and refueling activities.

Where lightning is expected, all out door work activities will cease. Activities can resume on advice and clearance from the work area coordinator/supervisor.

12.4. Hydrocarbon Spills and Contamination

Arrangements shall be in place to prevent discharge to water (sea or inland) or land of the following substances:

- Hydrocarbon Spills;
- Contaminated Earth, gravel, rubbish, stone; and
- Dangerous, hazardous, flammable corrosive or offensive substances.

All spills must be controlled and reported to in accordance with the City's reporting and notification requirements.

The City will regularly audit any activities where there is a possibility there may be environmental impact. The site supervisor is responsible to ensure any environmental incident is reported immediately to the relevant authorities.

The City requires that any such incident will be controlled immediately and reported to the WHS Team and supervisor. This incident shall then be investigated and recorded as an environmental incident and investigated to identify root causes. The City's corrective action process will be used to manage the corrective action(s).

13. Health/Wellbeing and Fitness for Work

All City workers are required to be fit for work and not impaired. The requirement to be fit for work is outlined in the Fitness for Work policy and is implemented through our Fitness for Work procedure. (Refer to the Fitness for Work Procedure, HS-PRO-017.)

In addition, at all sites, the City will:

- Ensure persons utilising BAC units or testing for AOD are trained. (Indicative BAC tests may be taken by supervisors inducted in the unit's use.);
- Ensure all workers and Contractors are fit for the work they will be required to perform;
- Undertake all applicable regulatory or other specified health surveillance and medical assessments required for each worker;
- Inform each worker that they will be subject to a drug and alcohol testing program: and
- Maintain these records in accordance with national privacy principles and legislation.

13.1. Alcohol

The expectation and requirement for workers commencing work is to present a BAC of not more than 0.00. This will be implemented through BAC testing using calibrated handheld breathalyser units.

Any person returning a reading above 0.00% or refusing to be tested will not be permitted to remain at the work site.

Alcohol is not permitted to be brought into, stored on or consumed on (or in) the project or site. Unless prior CEO approval has been provided for a formal workplace function.

13.2. Drugs

All workers will complete a drug test as part of their pre-employment medical.

During employment the WHS Team will conduct random drug testing of workers. These tests will be conducted by a trained specimen collector, and external companies may also be engaged to assist. Workers returning a non-negative (or an indicative) result will not be permitted to remain at the work site. (If no indication of taking prescribed medication was noted before testing occurred).

A positive result is incurred through:

- a confirmed test result above the relevant Australian Standard cut off levels;
- a failure to present for testing; or
- a refusal by a person to be tested.

13.3. For Cause and Random Testing

The City also engages in 'for cause' screening after any incident for those workers involved. Workers who test positive to either non-prescription drugs or alcohol under the City Fitness for Work Policy may be subjected to disciplinary action up to and including termination of employment.

13.4. Prescription Medication

The City recognises that a person may be in possession of prescribed medication for valid reasons. Where this is the case the medication along with evidence of medical professional's prescription must be declared to the Supervisor/WHS Advisor.

A determination on work role thereafter will occur. This is to ensure that the effects of many medication on the person do not increase the risk due to inhibition e.g. when operating plant, driving long distances etc.

The City's HR team along with the person's medical professional may be engaged to provide further advice.

13.5. Hours of work and Fatigue Management

The City will, where ever possible, limits the working day to 12 hours. (Refer EBA and Fatigue Management Guideline).

Fatigue is defined as an impaired physical and mental condition, which arises from an individual's exposure to physical and mental exertion and inadequate or disturbed sleep.

The City will consider all aspects of fatigue management when planning shift rotations and individual tasks, including travel and transport requirements, as well as environmental conditions of heat and cold.

For further information refer to HS-GUI-005 Fatigue Management Guideline, TRIM: (D-20-059531)

13.6. Working in Hot/Cold Environments

The City operates in a wide range of locations within the Midwest, given this fact, working temperature can be a concern during both the summer and winter periods.

The City has implemented and actively communicated procedures to its workers to limit/control the effect of environmental conditions. During the hotter periods of the year and in confined/enclosed spaces, all workers are advised to be mindful and observe their work colleagues to identify any symptoms or signs of heatstress.

Hyperthermia is a topic which is covered in the City's induction and periodically in toolbox meetings and safety alerts, to maintain awareness to our workers.

Hypothermia, or working in cold environments, is also covered in the same manner as Hyperthermia.

Potable drinking water is provided to work crews as required from designated dispensing points. Personal Protective Equipment (PPE) such as Sunscreen along with High Visibility (Hi Vis) long sleeve shirts and pants are provided to workers.

13.7. Working Alone and Remote Workers

Where at all possible, workers are not to work alone.

No worker can work alone whilst undertaking high risk work.

Where workers are required to work alone, appropriate authorisation shall be obtained and risks assessed and documented. Communications shall be maintained for alone/remote workers and periodic checks shall be conducted by the supervisor.

Where travelling alone to remote locations outside of the city boundaries is required, then journey management plans are to be used which include strategies relating to fatigue management.

Emergency response and first aid shall be available for those workers who are working alone.

13.8. Smoke Free Environment

The City has implemented a Smoking Policy and will ensure that our workers are protected from the hazards of passive smoking by:

- Declaring all indoor work areas and vehicles as smoke-free.
- No smoking within10m around any City facility.
- Setting aside a number of areas specifically for smoking and ensuring that each one is:
  - Not in the vicinity of where workers normally work;
  - Not near to any ventilation or air-conditioning intakes;
  - Clearly marked as a smoking area; and
  - Provided with a cigarette butt receptacle, which shall be in place and regularly emptied. No butts shall be discarded on the ground.

13.9. Noise, Dust and Vibration

Areas and activities involving harmful levels of vibration shall be identified and appropriate measures shall be put in place to reduce the risk in accordance with the hierarchy of controls.

Work activities have the potential to produce excessive noise which can impact on workers working on site, and people in surrounding areas. All Safe Work Method Statements (SWMS) and Job Hazard Analysis (JHA's) required for the project will identify, assess and control noise hazards prior to work commencing.

All PPE provided or worn to minimise the impact of noise conditions must be appropriately rated.

Effective dust control shall be undertaken to minimise impact to workers, the environment and community. These controls shall be regularly monitored for effectiveness and rectification works shall be carried out in cases where control measures have an adverse impact. The City shall avoid and minimise dust by:

- Dampening of potentially dust generated areas when required.

- Covering vehicles transporting materials with dust generation potential.
- Utilising PPE as a last resort e.g. P2/P3 dust masks.

13.10. Violence Aggression and Bullying

The City is committed to civil and respectful workplaces, ensuring that all workers, potential workers, consultants, suppliers, Contractors and their workers and other external parties are free from bullying, harassment, victimisation, vilification and intimidation.

The City will not tolerate workplace bullying, harassment, victimisation, vilification and intimidation under any circumstances.

Workers are to refer to the City's Equal Employment Opportunity and Code of Conduct polices for details.

14. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) requirements are dictated by specific tasks to be undertaken, work location and environment. PPE requirements are to be identified and listed within all SWMS's and JHA's.

At a minimum, all operational workers are required to wear PPE as detailed below. Additional mandatory PPE may be required at specific work sites.
The City will reduce the risk to workers by:

- Identifying the PPE needs for tasks in their areas of responsibility, by risk assessment i.e. JHA;
- Ensuring that all PPE purchases meet or exceeds Australian Standards;
- Ensuring an adequate supply for all PPE demands and requirements for workers;
- Ensuring that PPE is kept in good working condition or replaced before it becomes unfit/unserviceable;
- Ensuring that workers are trained in the proper use and maintenance of PPE; and
- Ensuring that PPE is worn where it is mandatory.

PPE items to be provided by the City will include:

- Safety helmets.
- Safety glasses/smoked or clear lens (clear lens inside buildings or during hours of darkness). Over-glasses for prescription lenses.
- Safety boots.
- Hearing protection.
- Gloves.
- Long trousers made of lightweight cotton (reflective strips for working during darkness).
- Long sleeve hi visibility shirt with a collar (reflective strips for working during darkness), buttoned down at the wrist.
- Any additional item as required to address the nature of the hazard.

15. Operational Controls

15.1. Lighting

Sufficient lighting shall be provided, whether it's from natural or artificial source, to allow safe movement around the workplace and to allow workers to perform their tasks without having to adopt awkward postures or strain their eyes to see.

Lighting which protects workers from the risks of electric shock, burns and glare shall be provided to supplement natural light as required to ensure works can be conducted safely.

Emergency lighting shall be provided to any areas where work is required following a power/lighting failure. Access lighting shall be provided in all access ways, amenities and emergency exits. All interior and exterior lighting shall comply with the relevant Australian Standard (such as AS/NZS 1680 series).

15.2. Isolation, Lockout and Tagging

Isolation procedures are at the forefront of the safe system of work for the protection of workers when they are required to work on machinery, pressurised equipment or within areas that may be engulfed by a substance.

All isolations carried out must be in accordance with City Lockout and Tagout procedure (HS-PRO- 019). Further to this all isolations will be coordinated by the site supervisor (or nominated person) and the workers completing the task.

15.3. Permits or Approvals

Appropriate work control and permit to work arrangements, proportionate to the risk are to be engaged to assure the safety of workers, plant and the integrity of the City assets during work activities.

All permits/approvals for high risk work are to be established before any work is to be approved.

The supervisor is responsible for ensuring that prior to commencement of any work, applicable permit(s)/approvals have been obtained for the following activities:

- Excavation;
- Working at Height;
- Hot work; and
- Confined Space.

15.4. Tags

15.4.1. Out of Service Tags (Yellow / Black).

Out-of-Service tags are used to notify all workers that equipment is unserviceable or hazardous to use.

Any person identifying any hazard or problem with equipment shall place a completed out-of- service tag on the equipment, remove the equipment from the workplace if possible or isolate it, and report the matter to the supervisor.

The following workers may remove Out-of-Service tags:

- A supervisor, once satisfied that the problem/defect identified on the tag has been rectified; or
- A person qualified or licensed to rectify the defect and deem the equipment serviceable after repairs have been completed.

15.4.2. Information Tags (Blue/White)

An information tag does not replace any other tag, and offers absolutely no protection to any person or equipment. The tag will be used in cases such as barricading to alert all workers as to the hazard, and to who erected the barricade. This tag shall not be used in lieu of any other tag.

15.5. Barricade Tape

11.5.1 Caution Tape

The purpose of Caution Tape is to demarcate areas that require workers to be warned of identified hazards prior to entry. Access permitted, caution required. Persons requiring access must make sure they familiarize themselves with the hazards, risk-assess the situation and proceed into the area only if confirmed that it is safe to do so.
Caution Tape is NOT suitable for medium, high or extreme risk hazards, e.g. electrical hazards, falling objects, unprotected edges etc.

11.5.2 Danger Tape

The purpose of Danger Tape is to demarcate areas and/or equipment where there is an immediate threat to people, equipment and/or the environment. Personnel shall NOT enter or work within an area that is demarcated with Danger Tape, unless authorised. Suitable to restrict access from hazards.

15.6. Electrical

The City, electrical safety procedure is to be applied to all works conducted by City workers and their contractors as a means of ensuring the safety of all workers operating or working near low voltage electrical equipment, conductors and/or apparatus. All licensed electrical persons including contractors (and Contractors) shall be informed of this procedure. (Refer to the Electrical Safety Procedure, HS-PRO-018.)

Only licensed and competent persons will perform electrical work, and the installation of new or upgraded electrical components on site. All works shall be carried out in accordance with the requirements of AS/NZS 3000:2018 Electrical Installations and the Dept. of Energy Safety WA. Testing and verifying for zero potential is mandatory prior to commencing work on any isolated electrical boards.

Incomplete works must be isolated with tail end cables bagged and tagged prior to the electrical worker leaving the area.

15.7. Electrical Equipment

All portable electrical equipment including leads shall be inspected and tagged with the appropriate colour code tag in accordance with AS/NZS 3760:2010. (New unused electrical equipment does not have to be tested before first use, but if the electrical equipment is required to be tested regularly, a tag must be attached stating the date when the first electrical safety test is due and the item must be added to the relevant Branch's test and tag register.) Approved RCDs must be used in all cases where there is a requirement to use portable electrical equipment. RCDs and other earth leakage protection must be inspected, tested and tagged as per AS/NZS 3000:2018 specifications. VRDs are to be used on welders and tagged accordingly.

All electrical equipment is to be checked prior to use and any equipment that is damaged, defective or that is not tagged (including out of date tags) shall not be used! In each of these circumstances an out-of-service tag shall be fitted, the item removed from service and be reported to the supervisor.

The City will ensure that all electrical equipment is tested and tagged with a current coloured tag by a competent person prior to use on site. Equipment that is not serviceable will be tagged 'Out of Service' and removed from site as soon as practicable.

For further information refer to the Electrical Safety Procedure, HS-PRO-018.

15.8. High Voltage

High Voltage equipment must be correctly installed operated and accessible only to those qualified, competent, authorised and in accordance with AS/NZS 2067:2016, Substations and High Voltage Installations. Warning signs installed to prevent unauthorised entry and, safe working distances are all to meet applicable standards and requirements of the City.

15.9. Overhead Power Lines

Contact with live overhead electrical wires or power lines can cause death. To avoid this risk, all workers must follow the rules:

- An exclusion zone applies around all high voltage overhead power lines; no vehicle/plant is permitted to operate within this exclusion zone without approval from the City Supervisor. Specific accesses will be established for light vehicles to transit under power lines.
- Consideration will be given for the installation of height indicating devices (goal posts) when project traffic is required to regularly travel under overhead power lines.
- A worker or any plant or material used or controlled by a worker does not enter the danger zone of an overhead power line.
- The danger zone means:
  - Within 1 metre of a live low voltage overhead power line.
  - Within 3 metres of a live high voltage overhead power line.
  - Within 6 metres of a live transmission overhead power line.

For further information refer to HS-PRO-005 Working Near Live Services procedure, Overhead Wire Assessment and SWMS.

15.10. Working at Heights

The City will conduct a risk assessment for all work at heights, which will detail the methods of access and work methods to be used. The Risk assessment will also consider any emergency access and rescue Plans required. (Refer to the Working at Height Procedure, HS-PRO-002.)

Workers who are required to work at heights and wear a full body fall restraint (preferred), or full body arrest harness (least preferred), will have completed an approved working at heights training course. The training will be recorded on the skills and training matrix register. Training for working at heights must meet the National Training Accreditation Standard.

Fall prevention systems must also address mobile plant and cranes where access is required for servicing, inspection and repairs.

All working at heights is to be in accordance with Australian Standards AS/NZS 1891.1:2020, as amended from time to time.

Working at height is not limited to working in areas that are above ground level. It may also include areas in which workers are required to work below ground, but above a void of some sort. In the event that this issue is unclear a risk assessment and SWMS shall be completed and steps put in place to ensure rescue equipment and workers are available to respond in a timely manner.

Fall protection is required at any time, when:

- There is a risk that workers may fall and injure themselves;
- Working outside of a handrail;
- Working on the rear of a trailer;
- Grid mesh or handrails are removed;
- Working from any elevated work platform or man cage; and

- A worker feels that such protection is required.

Fall protection may include, but is not limited to:

- Scaffolding;
- Approved handrail; and
- Personal fall arrest or restraint equipment.

15.11. Fall Protection

Requirements for harness use include:

- Training for working at heights must meet the National Training Accreditation Standard;
- Inspection and maintenance (entered into a harness register and certified by a competent person);
- Wearing and fitting (correct as per the Australian Standards and the individual wearing the harness);
- Marking and identification of equipment;
- Anchor points and retrieval points checked;
- Lanyard application (correct type and application);
- Inertia reel and requirements (e.g. do not use with a shock-absorbing lanyard);
- Register of equipment; and
- Pre- and post-use inspection.

Static lines must be certified fit for purpose and restrictions detailed (e.g. do not use with a specified length of inertia reel).

15.12. Scaffolding

The City will engage a suitably licensed and competent contractor to erect and dismantle scaffolding that meets minimum requirements of AS/NZS 1576.1:2010 to AS/NZS 1576.6:2020, and AS/NZS 4576:2020.
For further information refer to the Contractor Management Procedure, HS-PRO-029 and the Working at Heights Procedure, HS-PRO-002.

15.13. Overhead Protection and Falling Objects

An established exclusion zone will be established where workers are working overhead. Unauthorised workers shall obtain permission from the Project Manager or Supervisor prior to entering any potential drop zones. Control measures shall be in place to prevent objects from falling and causing injury or damage. Such controls may be, but not limited to:

- Containment sheeting;
- Toe boards;
- Tool Lanyards;
- Lift Boxes;
- Loads secured to cranes and hoists;
- Catch platforms;
- Gantries; and
- Loose items sacks to be considered over buckets.

Where a barricade or exclusion zone has been determined, signage shall be place to inform personnel of the hazard and or restricted area. (Refer to the Barricading and Safety Signage Procedure, HS-PRO-028.)

15.14. Ladders

The City will where possible only use ladders for access and will strive to use scaffold and ladder platforms. If these are not suitable and the use of a ladder is identified to access and work from, a risk assessment will be conducted and passed for review and approval.

All portable ladders and platform equipment will be maintained in good working order and inspected on a regular basis and prior to each use.

The City will comply with Australian Standards AS/NZS 1892.1:1996 and 1892.5:2000. All ladders must be inspected prior to every use.

Requirements for ladder use are:

- Tied-off at the head and secure at the base;
- Ladder inclination ratio to height is to be 1:4;
- If used onto a platform (landing), the ladder shall protrude at least one metre past the platform;
- Workers shall not stand on the top 3 rungs;
- 3 points of contact must be maintained at all times when going up or down;
- Maintain a grip on the styles, not the rungs;
- Do not use conductive (e.g. aluminum) ladders for electrical work or near electrical installations. For all electrical work, only approved electrical work ladders are to be used;
- Maximum height for a ladder is six metres; and
- When using extension ladders the overlap must be a minimum of ¼ of the height.

15.15. Elevated Work Platforms

All workers operating an Elevated Work Platform (EWP) must hold a national competency, (High Risk Work Licence) to operate a EWP with a boom length of 11 meters or more.

The minimum requirements for using a EWP are:

- Verification of Competency to operate;
- The EWP is operated in accordance with the manufactures instructions;
- Fall arrest harness is to be worn and anchored to the appropriate anchor point, rated as per AS/NZS 1418.10: 2021) within the basket at all times;
- Competent ground spotters;
- Do not stand on hand rails or mid rails;
- EWP's are not to be used for lifting equipment apart from normal hand tools;
- Ensure the Safe Working Load (SWL) is not exceeded by workers and/or tools;
- EWP's should not be used as a means of access (i.e. entered or exited while elevated);
- Must be used within manufacturers recommended limits; and
- All Pre-operational checks must be completed and recorded.

15.16. Confined Spaces

Where confined space entry cannot be eliminated by re-engineering the work activity, a risk assessment will be documented. All work occurring in any confined space must comply with AS 2865:2009 and City requirements. Training for confined space must meet the National Training Accreditation Standard. (Refer to the Confined Space Entry Procedure, HS-PRO-006.)

Prior to entry into any confined space, the following minimum requirements must be complied with:

- Workers entering a confined space, including the standby person must be certified and competent prior to commencing work in a confined space.
- Hazard identification session (to include identification of required isolations).
- Isolations must be completed where required.
- SWMS must be completed.
- Gas testing must be completed.
- Ventilation and lighting checked.
- Electrical equipment isolated.
- Means of access or egress (e.g. scaffolding) established.
- Permits completed and approved.
- Communications provided.
- Emergency rescue preparedness.
- Controlled access/egress established.
- Standby person.
- PPE and safety/rescue equipment provided.
- Specialist equipment (e.g. breathing apparatus for welding fumes, etc.).

16. Cranes and Lifting Equipment

The City will ensure all vehicles, cranes and lifting equipment will be inspected daily or prior to any lift. The inspection will be carried out as per Original Equipment Manufacturer (OEM) requirements and City requirements.

All rigging equipment will be inspected prior to use by a competent person.

At ***no time***, will anyone stand or work under a suspended load.

For further information refer to the Lifting Operations Procedure, HS-PRO-014.

16.1. Crane Safety and Material Handling

- Barricades and signage shall be placed around the swing radius of a crane/s and other lifting equipment when operating in trafficable areas.
- The dogman and or rigger must ensure that workers cannot access or stand under a suspended load through the use of appropriate barricades and signage.
- Cranes, elevated work platforms and other lifting equipment shall be inspected daily by the operator and appropriately recorded. All defects or repairs required shall be recorded and immediately reported for repairs to be effected.
- Spotters and a reliable method of communication established prior to lift.
- Tag lines shall be used on all lifts.
- All loads being walked must be tied back to the crane with the rigger controlling the load and route from the front of the load. For large, awkward or non-routine loads, an escort vehicle shall be used in front of and behind the crane.
- If a roadway is to be used/blocked, then a Traffic Management Plan (TMP) shall be submitted for approval prior to commencement.
- All man boxes/cages must be certified and clearly show a SWL, and shall be inspected and approved prior to being used on the site. A qualified rigger must control any lift requiring a man box/cage with radio communications to both the crane operator and the person in the man box.

16.1.1. Lifting equipment

All lifting equipment and rigging equipment, including cranes and equipment containers shall be inspected, tested and certified by a competent person in accordance with the manufactures instructions and the relevant Australian Standard.

All lifting and rigging equipment will be inspected prior to use. All equipment found to be defective will be immediately tagged out of service and disposed of.

17. Light Vehicles and Heavy Vehicles

17.1.1. Minimum Requirements

Western Australia road rules shall apply to the site, plus any specific site requirements.

Failure to adhere to speed limits and non-conformance with any road rules and traffic signage may result in disciplinary action being taken.

All vehicle drivers and plant operators shall possess the appropriate current WA or national driving license relevant to the plant/machinery being operated.

The City will implement traffic management plans where identified by risk assessment or as required.

Workers shall not be permitted to ride in/on any moving equipment unless the manufacturer has provided an appropriate seat with seat belt. This includes mowers, tractors, cranes, forklift trucks, front-end loaders or trucks. Seat belts will be in accordance to relevant Australian Standards or Australian Manufacturers Design Codes. (Refer to the Plant Procedure, HS-PRO-015.)

Vehicles requiring recovery due to breakdown or vehicles being bogged, are to contact their supervisor and advise them of the situation, as they will arrange recovery. Do not attempt to recover the vehicle yourself (without notifying the Supervisor).

Specified vehicles are to be fitted with UHF two way radios. No private vehicles shall be used on site.

An effective inspection, testing and preventative maintenance regime must be implemented covering all plant and equipment. It must include a process to record and remedy any identified deficiencies in accordance with manufacturer's guidelines.

Workers are to refer to the Light Vehicle Use Policy for more details relating to vehicle use. (Refer to OP009 – Light Vehicle Use).

17.2. Plant Risk Assessment

City, Contractor or any Client supplied plant and equipment must be assessed for potential risk to the operator and others and inspected prior to use.

The Supervisor with assistance from the WHS Team will ensure that a pre-use inspection of the plant or equipment is conducted to ensure it meets the procurement specification and if there are any hazards identified on the plant risk assessment, and sufficient controls are in place for those hazards. The person inspecting the plant is familiar with the type of plant (HS-FRM-009 Plant Risk Assessment).

In addition during the inspection, a check of Current registration or compliance label/sticker is attached to plant as per applicable authority requirements.

17.3. Registered Plant

The Work Health and Safety (General) Regulations 2022 (WA) stipulate that various pieces of plant fall under what is termed registered plant. The City will ensure that all such plant, which includes cranes, mobile cranes, air compressors, gas cylinders, lifts and EWP's are managed and adhere to the requirements as laid out in Part 5- Plant

and structures of the regulations.

These regulations require that registered plant is designed to the appropriate Australian Standard: Registered Plant can include:

- Pressure Vessels (AS 1210:2010)
- Cranes and Hoists (AS/NZS 1418:2013 Series)
- Lifts (AS 1735:2000 Series)

A register of registered plant will be managed and available for audit.

17.4. Transport of Material and Equipment

The national model Road Transport Reform (Compliance and Enforcement) Bill introduced the concept of "Chain of Responsibility", to recognise the responsibilities that others have in the transportation of goods by road, beyond that of just the driver and operator.

The City acknowledges the following activities of this chain, together with being aware that liability for any breach of WA Road Laws may be attributed to one or more of the following:

- Consigning – a person or company commissioning the carrying of goods;
- Packing – placing goods in packages, containers or pallets;
- Loading – placing or restraining the load of the vehicle;
- Driving – the physical act of driving a vehicle;
- Operating/Managing – operating a business which controls the use of a vehicle; or
- Receiving – paying for the goods/taking possession of the load.

Any City worker who has control in the transport chain can be held legally accountable if by action, inaction or demand, if they cause or contribute to road safety breaches.

In all instances City workers are required to demonstrate (within their own roles):

- They had (have) taken all reasonable steps to prevent a breach;
- There were no reasonable steps they could have taken to prevent the breach; or
- There was no way they could reasonably be expected to know about the breach.

It is the responsibility of any person who arranges a delivery to site to ensure that the Transport Company used is familiar with the site requirements at alltimes.

These include:

- Wide load, escort requirements, travel times and rules for travel etc. as per WA Main Roads;
- Vehicle is correctly loaded and not overloaded, (weight distribution, hazardous materials, etc.);
- Vehicle and driver comply with all site requirements (dress code, driver PPE, etc.); and
- Correct access procedures and routes used (site office/laydown area location), including all required site documentation is expected on site, and is to be met with appropriate unloading facilities and;

All transport of materials and equipment by road are to be in compliance with the National Transport Commission – Load Restraint Guide 2018.

17.5. Plant and Equipment Maintenance and Repair

City owned plant and equipment is maintained in accordance with the manufacturer's guidelines. Maintenance technicians will travel to site to rectify any plant breakdown or maintenance where viable to do so.

Workers are required to identify any faults in plant and equipment, report these to their supervisor and tag out of service any equipment that is not fit for use. Contractor owned or operated equipment is also required to comply with these provisions.

17.6. Machine Guarding

Plant with moving parts which have the potential to cause injury will be fitted with guards and must comply with AS 4024.1:2019, Safety of Machinery.

The supervisor shall ensure that no guard, safety appliance, silencer or device is removed or made ineffective unless immediate repairs or adjustments are required, and then only after the source of energy has been shut off and / or isolated / locked out, it is proven there is no stored energy, and a danger tag or out of service tag has been affixed.

In Addition, the City will ensure:

- A risk assessment shall be used to identify the location, type and level of barricade or exclusions required for plant and equipment;
- Wherever there is an unprotected edge with the potential to fall more than 2 metres, access shall be restricted and controlled through risk assessment;
- Where safeguarding and interlock systems are sufficient to protect workers, the site shall ensure access to plant and equipment is controlled, maintained and monitored;
- A barricading and delineation procedure shall be implemented to notify and segregate workers from hazardous areas, plant and equipment;
- Plant, equipment and machinery shall be isolated if safeguards and interlocks are to be removed or deactivated; and
- A risk based process shall be in place for the temporary removal of safeguards on operating plant and equipment. (i.e. for the purposes of fault finding, testing and commissioning).

18. Hot Work

A Hot Work Permit is required for hot work outside of designated hot work areas. (Refer to the Hot Works Procedure, HS-PRO-024.)

Before any hot work commences, the surrounding area is to be cleared of all combustible material and a fire extinguisher or some other means of fire suppression shall be provided within 10 metres of the intended hot work.

Hot work includes, but is not limited to:

- Grinding;
- Hot cutting;
- Oxy acetylene welding;
- Electrical welding; and
- Any other process that produces a spark or ignition source.

Total fire bans will be adhered to and where necessary to continue works exemptions to local DFES offices will be applied. Fire information signage will be monitored as works progress particularly in bush fire seasons.

In all instances a fire watch observer shall be used during the hot work and a follow-up check shall be carried out 30 minutes after the work has ceased.

Appropriate fire protection must be in place with each cutting and welding unit prior to the commencement of work. Fire protection may include:

- Fire extinguishers (required for each cutting and welding unit);

- Fire hose reels (charged);
- Welding/fire blankets; and/or
- Fire standby/observer person.

Specific equipment and hazard control devices must be used in accordance with the safety procedures, codes of practice, Australian Standards and statutory requirements.

These may include, but not be limited to:

- Cylinder storage frames and lashings;
- Dual flash back arrestors (fitted to both the hand piece and bottle);
- Residual current devices (RCDs); and
- Voltage regulator devices (VRDs).

Prior to any hot work in a suspected flammable atmosphere, gas testing must be conducted to ensure an inert atmosphere prior to entry and work commencing. A SWMS must be completed for any hot work.

19. Hazardous Substance Management

The City uses the chemical management system "ChemAlert". The "ChemAlert" system is a database that contains independently researched and verified chemical product records. A proposal nominating the type, quantity, and classification and storage requirements of hazardous materials to be used, will be submitted to ChemAlert. A manufacturer's Safety Data Sheet (SDS) and risk assessment for each material will be presented and after approval, logged in the hazardous materials register (ChemAlert). (Refer to the Hazardous Chemical Procedure, HS-PRO-001.)

Any hazardous material must have prior clearance by any relevant client representative prior to being taken onto site; these hazardous materials must be accompanied by a SDS together with an appropriate risk assessment in accordance with Regulation r.351 Work Health and Safety (General) Regulations 2022 (WA). All hazardous materials will only be used and handled in compliance with the SDS. An inventory/register of all hazardous materials will be established and maintained in worker vehicles or facility in order to assist with materials management, environmental management and emergency planning.

19.1. Storage, Labelling and Segregation

Manufacturers' or distributors' warning labels must be attached to the hazardous materials containers and maintained until the containers are safely disposed of in accordance with the procedures.

Hazardous chemicals and material will be stored as per the manufacturers SDS, in designated storage areas (chemical cabinets etc.).

Segregation charts will be placed at storage locations for hazardous chemicals. As a requirement of WA, the Globally Harmonised System (GHS) both the existing and new segregation charts shall be utilised. The reason for this being the potential for procurement or sale of products interstate with differing labels and symbols.

20. Hand Tools, Small Plant and Equipment

All workers using hand tools and small electrical/pneumatic tools shall be trained and competent to undertake their works under a Competency to Operate (CTO). All hand tools and small plant and equipment shall be inspected and maintained in accordance with the relevant manufacturer's specifications and City requirements.

The City acknowledges that some items have been formally recognised as presenting an unacceptable level of risk whilst in use, or that some items require specific authority for their use. Although not an exclusive list, the City prohibits the use of the following items:

- 9" Grinders;
- Homemade hand tools;
- Oxy Acetylene set without Flash Back Arrestors; and
- Non-retracting industrial cutting items.

For further information and full list of prohibited Items refer to HS-PRO-032 Prohibited Items Procedure.

21. Excavation and Trenching

All workers undertaking excavation and penetration shall be trained and competent.

All Excavation and trenching work (of 1.5 metres or more) will require an appropriate permit. A fully marked-up composite service drawing, identifying the area/location of the excavation will be developed, together with a completed SWMS supplied with the permit application. (Refer to HS-PRO-003 Trenching and Excavation Procedure.)

Workers undertaking excavation and penetration shall provide or install safeguards e.g. handrails, signs, tags and barricades.

Where services are identified within 1m of an excavation vacuum excavation is the preferred method to expose and identify the buried services prior to any excavation work continuing. If this method is not permitted or available, pot holing will be used.

An excavation permit (including drawings) and traffic management plan (if applicable) are to be at the work site for reference by excavation workers.

All trench walls more than 1.5m deep shall in all cases be battered, benched, shored, laid back to a stable slope, or have some other means of protection provided to prevent cave-in.

Access and egress will be provided at all times when a person is working in any excavation, trench, caisson or tunnel. Where ladders are used in trenches, they shall be placed no more than 9m apart. Trenches are to be inspected daily.

Excavations to be progressively backfilled or at the end of each day, where possible to do so. Workers undertaking excavation and penetration activities shall engage with an approved surveyor/certified mapping company when new underground services are installed.

21.1.1. Barricading

To avoid persons, plant or equipment falling into excavations or areas where fall potential exists, barricading must beused. All barricading shall be designed, installed and used in accordance with the relevant Australian Standards and the recommendations of the manufacturer.

Barricading can be constructed from earth embankments where approved, scaffold tubing, para-webbing or can be free standing units.

Details of barricading must be included in the SWMS submission for the task that involves the excavation or that exposes any fall potential.

All barricading erected must have an information tag attached, clearly identifying the company and the purpose of the barricade.

The minimum visual warning for hazards will be Orange triangles attached to rope. Barrier mesh or other more substantial materials must be used when the risk injury to persons is not acceptable.

In all cases the following requirements shall be complied with:

- Barricading where trenches are over 300mm depth and there is a risk of injury to workers from falling in to the excavation;
- Ladder access to excavations over 500mm depth;
- Battered or benched sides over 1.5 metre depth or otherwise approved by the Construction Manager;
- Flashing lights/signage for open excavations adjacent to work areas and roadways;
- Not less than 1.0 metre from the hazard;
- Height to be 1.0 metre minimum;
- Must be well anchored with sufficient supports to prevent sagging;
- Caps must be fitted to all-star pickets or stakes; and
- Responsibility for establishing and maintaining barricades:
  - Any person that removes a barricade must re-establish it immediately (if the reason for its erection is still present).
  - Barricades shall be maintained continuously until the hazard has been eliminated.
  - All barricades shall be checked prior to the end of each shift.

For further information refer to the Barricading and Safety Signage Procedure, HS-PRO-028.

21.1.2. Signs

All signs used on the project will be in conformance with the colours and sizes as referred to in the Australian Standards (AS 1319:1994 R2018), and used in accordance to their function as classified in AS 1319:1994 R2018.

Regulatory signs are signs that contain instructions with which failure to comply constitutes either an offence at law, safety procedures or other directions, depending on which type of control has been imposed on site.

They are subdivided as follows:

- Prohibition signs – signs that indicate that an action or activity is not permitted.
- Mandatory signs – signs that indicate that an instruction must be carried out.

For further information refer to the Barricading and Safety Signage Procedure, HS-PRO-028.

21.2. House Keeping and Waste Management

Provisions shall be made at the project for the safe storage of plant, equipment and materials. Food and putrescible (excluding toilet) waste shall be placed into closed containment and only disposed in accordance with regulatory approvals.

Particular attention shall be given to the efficient collection, storage and disposal of construction waste which will be removed from site and disposed of at an approved landfill. No waste will be buried on site.

Routine monitoring of site housekeeping shall form part of the site supervisor's responsibilities. Housekeeping will also be an element of the daily pre-start meeting discussion and workplace inspection program.

21.3. Works Around or Over Water

A detailed SWMS that meets legislative requirements shall be developed and approved for all works on, over or near water where there is a risk of drowning. When working adjacent to water, rescue equipment such as a safety

boat and life buoys with life lines attached, shall be kept ready for immediate use.

The project or works shall ensure that any activity involving working over or adjacent to water takes into account the following considerations:

- No worker shall work alone, in, on, over or adjacent to water;
- Works adjacent to water shall be assessed and documented; and
- Hand tools (not including electric or hydraulic driven plant) shall be restrained using a tool leash/noose that are attached to the worker's wrist.

Emergency and rescue procedures shall be developed, implemented and tested regularly to specifically address and control the risks involved with the works and include:

- Flotation jackets shall be worn at all times where there is a risk that a worker may enter the water, for example whilst travelling in a boat, from one part of the project to another; and
- The flotation jacket shall be appropriate to the weight of the person using the device.

Where working at height over water is also a factor, workers shall also comply with the requirements of the City Working at Heights Procedure. The project shall keep records to demonstrate that there is evidence of continual monitoring of associated hazards e.g. water and weather conditions.

For further information refer to the Working In, On Over or Adjacent to Water procedure, HS-PRO-013.

22. Traffic Management

22.1. Traffic Management Plan and Process

Generally, all routine maintenance works will be undertaken using the Contract specific traffic Management Plan or the City Compliance/Traffic Controller Officer. (Refer to: Traffic Management for Works on Roads, WA, Code of Practice, 2021.)

Works shall not commence on site until:

- The Traffic Management Plan has been reviewed and approved by a qualified and authorised Advanced Traffic Manager;
- All aspects of the Traffic Management Plan have been discussed with all members of the work crew involved in the work;
- The required Traffic Guidance scheme (TGS) is in place; and
- Training and Competencies have been evidenced for persons managing or designing traffic control measures.

A copy of the approved Traffic Management Plan is to be kept at the work site and where practicable displayed in a prominent area.

Contractors shall be suitably screened and pre-qualified to ensure they possess the requisite qualifications and experience to devise and implement traffic management plans.

23. Review, Analysis and Audit

Project WHS management and system compliance will be undertaken in accordance with Governance and Assurance.

23.1. Daily Inspections

During work activities, inspections to be performed by supervisors will include:

- Informal daily Inspections of active work sites by Supervisors.

Daily inspections will focus on the work area the crew is directly working in, however workers are to be mindful of areas not necessarily constrained to the direct working area in which there is a potential to impact or be impact by other works e.g. SIMOPS, interaction with the public etc.

Formal inspections of the work site will be conducted as per the WHS Inspection Schedule (D-20-009155), by the nominated person. A formal inspection is conducted by completing form Workplace Inspection Checklist (Nintex).

23.2. Inspections, Safe Work Observations and Reporting

Workplace inspections and Safe Work Observations, will be conducted by the city representative as per Inspection schedule of all areas of operations including but not limitedto:

- All City Building's;
- Workshops;
- Stores and Warehouses;
- Offices;
- Amenities;
- Project sites; and
- General site areas.

All items identified will be promptly actioned and closed out in a timely fashion.

All data related to corrective actions arising from any audit will captured in Nintex and monitored for close out by the WHS team.

23.3. WHS Management System Auditing

The City will develop and implement an audit schedule that details the frequencies and planned audits to be undertaken. (Refer to WHS Inspection Schedule D-20-009155.)

As per Governance and Assurance an audit report shall be developed based on the findings and compliance against:

- The approved safety management plan and associated documents.
- WHS Risk Registers for the activities being audited.

Workplace audits will be conducted by the WHS Team to measure the effectiveness and implementation of WHS Systems and strategies, to determine if the worksite and workers are meeting the required standard. This will include both City and Contractor activities. (Refer to the Safety Auditing Procedure, HS-PRO-036.)

23.4. Corrective Action and Non-Conformance Management

Failure to implement WHS management procedures and apply associated risk analysis, potentially leads to non-conformances, which in this case may be an incident or emergency. A Corrective action is aimed at eliminating the cause of the accident or emergency to prevent the incident being repeated. (Refer to HS-PRO-034 Incident Management.)

Where deficiencies or management system non-conformances are noted, an action will be raised to rectify the identified gap. Actions will be raised using Nintex and will be time bound and tracked to close out.

Where possible and safe to do so, in- field deficiencies shall be rectified once identified and an action registered to document close out.

Corrective actions including status and time to closure are reviewed each month as part of the monthly reporting process.

Continuous improvement is a fundamental part of Safety. Should system deficiencies be identified through the auditing process, the management system may be updated. Updates to the plan (once approved by the CC&S Manager) shall be communicated through the Safety Committee and toolbox meeting process.

23.5. Calibrated Equipment

All measuring and testing equipment used by the City, shall be maintained as per the Manufacturers guidelines and calibrated in accordance with appropriate Standards / methodology for the equipment.

Before use, measuring and testing equipment used by City workers shall be calibrated as detailed in the manufacturer's recommendations. Calibration may be performed internally or by an accredited external service provider against measurement standards traceable to international or national measurement standards. Where no such standard exists, the basis for calibration shall be documented. Equipment to carry most recent certificate to show the date of calibration.

Any new or introduced equipment needs to be assigned an identification number (or barcode) and be clearly labelled on the equipment. All details of the equipment need to be included Calibrated Equipment Register. The Calibrated Equipment Register needs to be kept up to date with current details whenever there are anychanges.

Calibrated equipment include

- Breath Analysis Kits;
- Saliva substance testing unit;
- Torque wrenches; and
- Any other electronic measuring equipment where an inaccurate reading will have a significant or detrimental effect.

24. Incident Reporting and Investigation

24.1. Incident Reporting Requirements

All incidents will be reported, classified, documented, investigations conducted and action plans established in accordance with the Incident Management Procedure, HS-PRO-034.

The Project Manager, Supervisors and WHS Advisor's will encourage incident reporting by all workers to ensure information gained from incidents is used to best effect in ensuring that corrective and preventative measures are developed and implemented.

All workers receive instruction during their induction regarding the procedures and the requirements for reporting incidents. Incident reports will include those individuals who are injured or involved in a near miss or other incident either at work / on site or travelling to and from work /site.

All incidents regardless of level of impact are to be reported by involved persons immediately to their Supervisor. The Supervisor is to inform the WHS Team as soon as possible.

Events will also be recorded into The City's online platform Nintex, including all attachments related to the event.

In the event of any person sustaining an injury, they are required to immediately report the injury as soon as possible to their immediate supervisor, and promptly be assessed and receive medical treatment as required.

24.1.1. Incident Scene Management

In the first instance work shall be ceased, should further risk to safety be present. Care for person or the injured is the first priority.

The incident scene, including that of a significant near miss, must not be disturbed in any way, except for the purpose of treating the injured workers or preventing further injury, damage to property or environmental impact until the responsible person gives permission to do so. This is to ensure that all evidence is preserved to facilitate an understanding of the factors leading to the incident as an essential part of an investigation into the incident. Further, in the event of a serious incident this is a requirement in respect to external authorities' involvement such as Police, Coroner, WorkSafe WA, Main Roads WA etc.

25. Workers Compensation and Injury Management

The City's Fitness for Work Policy and Injury Management policies and procedures are to be implemented and followed following any worker's compensation claim. In all situations where any City worker requires Workers Compensation or Illness/ Injury Management support, the worker shall liaise with the Injury Management Coordinator.

The Injury Management Coordinator shall establish an effective and safe return to work program for all injured or ill workers.

Workers will be responsible for ensuring that The City receives a copy of any Doctor's Medical Certificate issued in relation to a work-related injury or illness.

25.1. Non Work Related injury/Illness

Any worker who reports for work with a non-work related injury which could have an impact on that person's ability to conduct their normal duties, is not to commence work until a work-plan has been developed and approved by the Injury Management Coordinator.

If a suitable work-plan cannot be developed the injured person is to leave site and is not return to work until a Doctor's certificate is produced, stating that the individual is fully fit to return to normal duties.

26. Management of Change

The Management of Change (MoC) Procedure allows a formalised and controlled approach to managing change. The primary intent of the MoC Procedure is to prevent or mitigate unwanted and detrimental conclusions from occurring from ill-defined hazards and risks. It is a systematic and structured process designed to ensure that the risks associated with a change are identified, assessed, communicated and eliminated (or if elimination is not possible, that they are reduced "as low as reasonably practical") before the change is implemented.

The MoC Procedure identifies two essential factors associated with any proposed change, the nature of the change and the category of the change:

- The nature of the change, whether it is: temporary, permanent, or due to an emergency situation; and
- What category does the change belong to: Administrative, Physical, Operational or Organisational?

26.1. Management System/Project Scope Modifications

Changes to project specific Management Plans and documentation shall be evaluated by comparison against the requirements of this document, standards and policies, prior to implementation.

The supervisor in consultation with the WHS Team will also assess the potential for impact on the original scope of work and on the overall project program and implement change as necessary.

All design changes are to be reviewed, verified, validated and signed off by a qualified engineer prior to implementation.

Approved scope of work changes, including any additional risk controls or project modifications, shall be documented and submitted for approval before change implementation is initiated.

26.2. Document and Record Control

Maintaining records, logs and reports is essential to demonstrate compliance with system requirements and contract specification. The storage of records will be in line with the Document Control Procedure.

The WHS Team will ensure records are maintained and readily retrievable for auditing purposes. Records may include:

- Training records;
- Workplace Inspections;
- Safe Work Observations;
- Audits;
- Regulatory authority records, licenses or approvals where required;
- Follow up inspections for the closure of non-conformances;
- Events and Investigation reports, and trends; and
- Management Plans.

The City shall use TRIM to manage and store documentation. A live management system update section is utilised to manage revisions. Safety Procedures and relevant documents can be accessed by City workers via the intranet Safety Hub that directly links to TRIM to support ease of access.

References

- Work Health and Safety Act 2020
- Work Health and Safety Regulations (General) 2022

Appendix 1 WHS Policy

Operational Policy - OP041 Workplace Health and Safety

Document Control

Approval	Date	Position	Name
Edited By:	16/06/2020	Work Health and Safety Advisor	Matthew Young
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Edited By:	30/09/2021	WHS Team	WHS Team
Edited By:	30/03/2022	WHS Team	WHS Team
Edited By:	08/03/2023	Acting Coordinator WHS	Leonie Wyndham
Document Owner:	23/07/2020	Manager Corporate Compliance and Safety	Brodie Pearce
Approved by:	23/02/2020	Work Health and Safety Coordinator	Mark Gray

Revision #	Date	Section(s) Changed	Brief Description of Change
1.0	16/06/2020	All	New Document
1.1	27/10/2020	Various	Update of electric system from MyOSH to Nintex
2.0	25/01/2021	Various	Yearly Review and Amendment to align with Safety Procedures and applicable Australian Standards and Legislation.
2.1	30/09/2021	Various	Review and Amendment to align with Safety Procedures and applicable Australian Standards and Legislation.
3.0	30/03/2022	Various	Total review and alignment to the Work Health and Safety Act 2020 and Work Health and Safety Regulations 2022.
3.1	08/03/2023	Section 7.2	Update training requirements for HSRs as per new legislative requirements.