

Module 7. Workplace health and safety

Standards

7.1 Awareness of WHS

Practices:

Below Industry Standard -

Property owner/manager has limited understanding of legal responsibilities for the health and safety of workers, contractors and visitors or fails to meet them.

Industry Standard -

The property owner/manager understands their legal responsibilities for the health and safety of workers, contractors and visitors, and take appropriate actions to meet their obligations.

7.2 Risk management

Practices:

Below Industry Standard -

No process of risk management has been undertaken for the workplace. No Safe Work Procedures have been developed.

Industry Standard -

A risk management process has been undertaken (in consultation with workers) for all activities in the workplace that pose a risk. Safe Work Procedures have been developed and implemented. Risk management processes and safe work procedures have been documented.

7.3 Consultation

Practices:

Below Industry Standard -

Safety issues are not discussed between owners/ managers and workers and contractors.

Industry Standard -

Regular discussion occurs between owners/managers and workers and contractors, to ensure a safe work environment is maintained. Consultation is documented when required by regulation and recorded.

7.4 Training and supervision

Practices:

Below Industry Standard -

Safety training is not provided and/or workers are not made aware of safety issues. Limited supervision of safe work practices.

Industry Standard -

Workers are trained in safe work practices before commencing tasks. The workplace is supervised to verify procedures are being followed. Training meets requirements of WHS legislation and relevant codes of practice. Records are kept of training. More than 90% of staff trained for health and safety at start of employment and at least every 5 years. Training and Safe Work Procedures are reviewed before different tasks are undertaken.

7.5 Worker induction and records

Practices:

Below Industry Standard -

Inductions are not undertaken for new workers and contractors or not recorded. Critical worker details are not known.

Industry Standard -

Inductions are undertaken for all new workers and contractors before work commences and are recorded. Critical worker and contractor details are recorded in a confidential personnel file on engagement.

7.6 Visitor induction

Practices:

Below Industry Standard -

Visitor inductions are not undertaken or not recorded.

Industry Standard -

Inductions are undertaken for all workplace visitors and details recorded.

7.7 Emergency response plans

Practices:

Below Industry Standard -

No emergency procedures have been developed.

Industry Standard -

Emergency procedures appropriate to the property have been developed (in consultation with staff and family members), documented and are included in the induction procedure for new staff and contractors. Emergency procedures are reviewed annually and updated as required. Emergency procedures have been tested to check their effectiveness.

7.8 Remote or isolated work

Practices:

Below Industry Standard -

No effective system of communication with remote or isolated workers is used.

Industry Standard -

An effective system of communication is implemented for remote or isolated workers and the procedures are reviewed annually.

7.9 Child safety

Practices:

Below Industry Standard -

Limited awareness of child safety issues and/or limited effort to provide for child safety.

Industry Standard -

A process of risk management for the safety of children has been conducted and hazards identified and controlled. All staff, family members and visitors are made aware of the risks. Clear rules regarding child safety have been developed and implemented.

7.10 First aid kits and provision

Practices:

Below Industry Standard -

No first aid kit or the kit is not appropriate for the workplace risks. Suitably trained first aid people are not available. Accidents or incidents in the workplace are not recorded.

Industry Standard -

First aid equipment is appropriate for the injury risks at the workplace and available in all work locations. Staff have appropriate first aid training for the property situation and workplace risks. Accidents and injuries in the workplace and associated treatments are recorded.

7.11 Personal protective equipment

Practices:

Below Industry Standard -

PPE is not available or is not well maintained. Staff are not trained in the use or maintenance of PPE and/or do not understand their duty of care to wear it.

Industry Standard -

The use of PPE is assessed and matched to the work conditions and task-specific requirements. The PPE is clean, well-maintained and available to all staff as required. Staff are trained in the use and maintenance of the PPE and understand their duty of care to wear it.

7.12 Environmental hazards

Practices:

Below Industry Standard -

Environmental hazards are not managed in the work place.

Industry Standard -

Environmental hazards are considered and processes are in place to manage the risk, e.g. work rotation or limiting the duration of exposure.

7.13 Incident reporting

Practices:

Below Industry Standard -

Legal obligations not met. Lost time accident frequency not known or greater than 45 incidents per million hours worked.

Industry Standard -

Legal obligations for reporting incidents to WHSQ and WorkCover are understood and met. Accidents and injuries are recorded including 'lost time' incidents of workers. Lost time accident frequency less than 45 incidents per million hours worked.

7.14 Access to drinking water

Practices:

Below Industry Standard -

Access to drinking water is limited.

Industry Standard -

All workers have access to plentiful drinking water in compliance with Section 21 of the OHS Act as outlined in the Compliance Code for Workplace Amenities and Work Environment.

Evidence checklist for each practice standard

KEY AREA	INDUSTRY STANDARD <i>(Entries in italics indicate the above industry standard requirements)</i>	EVIDENCE REQUIRED	EVIDENCE SIGHTED	FINDING (C – BMP C – above NC – below N/A)
7.1 Awareness of WHS	The property owner/manager understands their legal responsibilities for the health and safety of workers, contractors and visitors, and take appropriate actions to meet their obligations.	WHS Policies and procedures manual		
7.2 Risk management	<p>- A risk management process has been undertaken (in consultation with workers) for all activities in the workplace that pose a risk.</p> <p>- Safe Work Procedures have been developed and implemented.</p> <p>- Risk management processes and safe work procedures have been documented.</p>	<p>Completed risk assessment</p> <p>Documented safe work procedures</p> <p>Safe work procedures implemented</p>		
7.3 Consultation	Regular discussion occurs between owners/managers and workers and contractors, to ensure a safe work environment is maintained.	Toolbox meeting notes and relevant diary entries		
7.4 Training and supervision	<p>Workers are trained in safe work practices before commencing tasks, and are they updated regularly.</p> <p>The workplace is supervised to verify procedures are being followed.</p>	<p>Training records for new employees, for employees starting new tasks, and for updating more experienced employees. More than 90% of staff trained for health and safety at start of employment and at least every 5 years.</p> <p>Policy and Procedures manual</p>		

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7.5 Worker induction and records	Inductions are undertaken for all new workers and contractors before work commences. Critical worker and contractor details are recorded in a confidential personnel file.	- Induction checklists completed and dated - Records		
7.6 Visitor inductions	Inductions are undertaken for all workplace visitors and details recorded.	Induction checklist and records		
7.7 Emergency response plans	Appropriate emergency procedures are documented and included in the induction procedure for new staff and contractors. Emergency procedures are updated as required.	- Documented plan and signage - Training of new staff and contractors		
7.8 Remote or isolated work	An effective system of communication is implemented for remote or isolated workers.	- Communication system in place - Inclusion in induction checklist		
7.9 Child safety	A process of risk management for the safety of children has been conducted and hazards identified and controlled. Clear rules regarding child safety have been developed and implemented.	Risk assessment Documented rules		
7.10 First aid kits and provision	- Appropriate first aid equipment is available at the workplace. - Staff have received appropriate first aid training.	- First aid kits available in all work locations - Training register		
7.11 Personal protective equipment	- PPE is appropriate (including compliance with label requirements in respect of chemicals), clean, well-maintained and available to all staff as required.	Appropriate PPE freely available to staff, including records of purchase.		

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	- Staff are trained in its use and maintenance and they understand their duty of care to wear it.	Policy and procedures for training and monitoring of use are followed, with appropriate records of these.		
7.12 Environmental hazards	Environmental hazards are considered and processes are in place to manage the risk, e.g. work rotation or limiting the duration of exposure.	Risk assessment; safe work procedures documented		
7.13 Incident reporting	<p>- Legal obligations for reporting incidents to WHSQ and WorkCover are understood and met.</p> <p>- Accidents and injuries are recorded including 'lost time' incidents of workers.</p>	<p>- Reporting templates sourced and appropriate records of reporting.</p> <p>- Register of accidents and injuries including those that are 'lost time' incidents (A lost time incident is one which causes an employee to be unable to carry on with his/her normal duties on the next day or next shift due to injury (excluding independent contractors)</p> <p>- Lost time accident frequency < 45 per million hours worked</p>		
7.14 Access to drinking water	All workers have access to plentiful drinking water in compliance with Section 21 of the OHS Act as outlined in the Compliance Code for Workplace Amenities and Work Environment.	Drinking water available on tap and water bottles can be filled up as required for field work.		