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| BSB51319 – Diploma of Work Health and Safety | | |
| **Workbook 2** – Practical Tasks  Units of Competency  BSBWHS522 Manage WHS consultation and participation processes  BSBWHS513 Lead WHS risk management  BSBWHS515 Lead initial response to and investigate WHS incidents  BSBWHS516 Contribute to developing, implementing and maintaining an organisation’s WHS management system  BSBWHS519 Lead the development and use of WHS risk management tools  BSBWHS514 Manage WHS compliance of contractors  BSBWHS518 Manage WHS hazards associated with maintenance and use of plant  BSBWHS520 Manage implementation of emergency procedures  BSBWHS504 Manage WHS risks  BSBMGT516 Facilitate continuous improvement | | |
|  | | |
| Assessment Cover Sheet  Assessments submitted via the HBA Learning Centres Student Portal do not require an accompanying cover sheet. Candidates will be required to complete an electronic authenticity statement when submitting work.  **Complete the cover sheet below and provide a physical signature ONLY when submitting evidence by means other than the Student Portal.** | | |
| **Name:** | Jason Turner | |
| **USI:** | 9GMKPRB789 | |
| Candidate Declaration   * I declare that I have personally completed all activities included in this submission. * I understand that competency will not be granted if I do not meet the assessment evidence and activity requirements or if it is discovered that I have not undertaken all required tasks. * I understand that HBA reserves the right to immediately withdraw a qualification if it is found that I have provided false or misleading evidence, this includes any declaration, resource or tool I have submitted as being authored by me. * I further note this includes any statement, whether written or spoken, by any witness or other third party I have used to provide testimony, or any other evidence which serves to allow HBA assessors to make an assessment decision. * I understand that HBA may, at its own discretion and without notice, contact any third party I have used to provide testimony or other evidence to HBA assessors. If HBA forms a reasonable doubt as to the authenticity of such evidence, then HBA shall withdraw any issued qualification without notice. * I have been advised of the assessment requirements; I have been made aware of my rights and responsibilities as a candidate for assessment and choose to be assessed at this time. | | |
| Candidate signature | | Jason Turner |
| Date | |  |
|  | | |

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# Workbook 2 – Overview & Instructions

The assessment tasks in this document form part of the evidence requirements to demonstrate competency in the BSB51319 Diploma of Work Health and Safety. Candidates are also required to satisfactorily complete all of the assessment tasks in Workbook 1 to achieve the full BSB51319 qualification. This workbook is clustered into sections. Each of the Units of Competency will be assessed holistically throughout each section of this Workbook. All sections in this workbook must be completed prior to submitting for assessment.

To achieve this, you will assume the role of a WHS Manager for the duration of the training as part of the steering committee. In order to meet the objectives of the Units of Competency and in line with Industry best practice, you will be utilising a number of resources to assist you in developing components of a Work Health and Safety Management System (WHSMS).

To allow for flexibility in this course HBA has provided participants with three (3) options for completing Workbook 2.

**Option 1 – Own workplace** (preferred option)

Use your own workplace to complete the activities in this workbook. HBA will ensure the privacy and confidentiality of all workplace documents. If you are submitting workplace documents, you must:

* Ensure all documents submitted directly address the evidence requirements and are clearly labelled;
* Indicate clearly which activity you are submitting the document for; and
* Provide third party confirmation that the workplace documentation submitted is that of your own work.

**Option 2 – Simulated organisation**

You may choose to base your work on a simulated organisation or as a consultant to an organisation that you are familiar with. This option will require you to create your own scenario and information to support the activities.

**Option 3 – Case Study, Trident Electrical**

HBA has provided a brief case study to assist you in completing this Workbook. Relevant components of the case study will be addressed in the later sections of this Workbook. You will be required to simulate some information not covered in the scenario.

# Workbook Structure

This Workbook is divided into six (6) sections. There are five (5) key sections replicating the requirements of a Work Health and Safety Management System (WHSMS) as outlined in the AS/NZ 4801: 2001 Occupational Health and Safety Management Systems – specification with guidance for use. Section six (6) relates to the finalisation and submission of your assessment evidence.

The five (5) sections follow five (5) key elements of developing an effective Work Health and Safety Management System (WHSMS). Each section flows into the next as a continuous cycle. Throughout the life of the project, you will return to various stages to carry out or review actions and or activities from the five (5) key elements.

# Completion Requirements

## Self-Paced Delivery

It is recommended that learners undertaking BSB51319 Diploma of Work Health and Safety through the Self-Paced delivery method complete Workbook 1 satisfactorily before commencing the activities in Workbook 2. HBA only recommends this, it is not an essential requirement. If you decide to take the recommendation made by HBA, please keep in mind HBA’s assessment turnaround timeframe.

## Face-to-Face Workshops

We recommend that learners attending any of our Blended / Intensive Face-to-Face courses commence Workbook 1 prior to commencement of the course. Workbook 1 will not be completed during the Face-to-Face course and will be completed in the learner’s own time.

Workbook 2 activities will be commenced during the Face-to-Face course, with homework requirements and potential post Face-to-Face assessment work conducted as required by the individual progress of the learner.

## Important Notes

* Assessment submissions should be made electronically via the HBA Learning Centres Student Portal.
* Assessments submitted by means other than the Student Portal require a completed cover sheet.

* Label any file attachments clearly with your name, document title and version, list the filenames on the cover sheet. Any attachments not clearly labelled or listed will not be assessed.
* A maximum of three (3) attempts of each assessment task is allowable. Candidates exceeding three (3) attempts may be required to undertake further training and additional assessment charges may apply.

## Resources & Support

* WHS Learner Guide
* HBA Learner Resources
* Additional external research will also be required
* Direct support channels – E-mail, online forums and telephone (1300 721 503)
* Examples are provided in some instances. These are to be used as a guide only. The submission of any parts of the completed HBA examples as your own work is not acceptable.

For further information regarding learner support, appeals, reasonable adjustments, special needs, Recognition of Prior Learning (RPL) or Credit Transfer please refer to the HBA Learning Centres [Learner Handbook](https://hba.edu.au/wp-content/uploads/2018/06/HBA-Learner-Handbook-v3.27-June-2018.pdf), contact us via email to [assess@hba.edu.au](mailto:assess@hba.edu.au) or by phone on 1300 721 503.

## Undertaking Assessment Activities

The HBA learner resources are available via your “Student Portal” access. You are also required to conduct some external research when completing the learner activities. Research, analysis, reporting, and planning are critical aspects of BSB51319 - Diploma of Work Health and Safety.

## Assessment Activities

The following activities relate to skills and knowledge required for specific Units of Competency. You will need to provide your answer by completing tables and answering questions.

The Learner Guide has been designed to provide you with ample amount of background information to assist you with understanding each Unit of Competency. Use the Learner Guide and conduct some additional research to formulate your answers. It is essential that your answer addresses all components of the question adequately, simply copying and pasting content that more or less answers the question is not appropriate. You can copy and paste content from other sources, but you must modify/paraphrase it to meet the question requirements and demonstrate your understanding of key concepts, ideas and models.

Course Completion Date: You are given 12 months from the date of enrolment to complete this course. An extension may be granted in exceptional circumstances on receipt and approval of a written request.

**Tips:**

* Answer the questions using your own words, copy and paste is not acceptable unless stated in the activity, except where referencing legislation.
* Read the questions to ensure you are providing what has been asked for.
* Answers do not need to be overly expansive, but they do need to have sufficient information to clearly answer the question and demonstrate your understanding.
* Once you answer the question, re-read the question to make sure you have covered off on all of the requirements.
* It is not appropriate to use the example provided for you in your answer.
* Provide legislative references where required

# Case Study 1 - Trident Electrical Pty Ltd.

You are the recently employed WHS Manager for a medium sized Electrical Contracting company, Trident Electrical.

The company currently employees 52 workers including the Director, 3 Department Managers covering the Operations, WHS and the Human Resource Departments and 4 Area Supervisors. The Supervisors have a 2IC (Second in Charge) appointed to them to assist with the day to day operations of the business.

The previous WHS Manager was dismissed due to failing to meet the companies WHS objectives. Trident Electrical does not have a Work Health and Safety Management System (WHSMS) in place and is grossly lacking in relation to having industry best practice and legislative compliance documents such as policies, processes and procedures included as part of the overall Work Health and Safety Information System (WHSIS). Historical, Trident Electrical has not adopted a systematic approach to the management of the business.

It is now your role to develop in consultation with relevant stakeholders, implement, and monitor and review the WHSMS and associated documents.

You can assume that you are working through the limited historical data on file. As you move through the ad hoc and incomplete document filing system you happen across an incident register. You can see there are 5 incidents recorded in the register. One incident in particular raises alarm bells for you.

You are sifting through the documents on hand in order to locate more information regarding this incident and are able to locate 3 incident reports, including the incident in relation to a worker’s back injury. You can see by the data recorded the worker is an apprentice named John Agave. He was working on a temporary power switch board installation. The job details described in the report outlined the worker was to connect the mains power cables to the temporary switch board. The incident details state the worker was preparing to terminate the cables. When he exposed the copper wiring on the cable, he suffered an electric shock and was thrown backwards, landing with force onto his lower back.

There is a statement completed by the Electrical Supervisor Robert Wong, attached to the incident report. The Supervisor of the area has recorded that he found the apprentice sometime later (there were no witnesses to the incident, so the exact time is unknown) on his back and not moving. The Supervisor shook the Injured Person (IP) and called out his name. A few seconds later, the IP came to. The Supervisor asked if the IP was alright and the IP responded he had received an electric shock and now has a sore back. The Supervisor took him to the First Aid Hut for a check-up.

A short time later, after obtaining the all clear from one of the onsite First Aiders Karen Victor, John returned to complete the power installation to the switch board.

There is no evidence of an Incident Investigation taking place on file.

The standard practice for new inductees and apprentice’s is they are required to attend an induction on the first day of shift, prior to the commencement of duties. As stated in the induction, there is a mentoring program in place and all inductees are to be paired up with a ‘Buddy’ for the first 2 weeks of employment and all trainees and apprentice’s must not work unsupervised.

You continue to make your way through the current files for the remainder of the week in order to establish an action plan and the priority order in which to address the matters at hand.

# Section 1 Management Commitment and Policy

This Section of the Workbook requires you to develop a Work Health and Safety (WHS) Policy which states in broad terms how Management aims to provide a safe workplace, including allocation of resources and responsibilities for implementation and communication of information.

Senior leaders and management within organisations need to clearly define their commitment to WHS and communicate this regularly to all Workers.

Contributing to the development and implementation of a WHS Policy clearly demonstrates a commitment to WHS and ensures that everyone understands their health and safety responsibilities in the workplace.

## 1.1 Develop a WHS Policy

In this activity you are required to contribute to the development and implementation of WHS Policy and the commitment to the Work Health and Safety Management System (WHSMS).

The WHS Policy developed must be appropriate to the nature and scale of the organisation’s hazards and risks and will need to include the following:

* A commitment of Senior Managers to providing a safe workplace;
* Consultation with workers (including volunteers and contractors where applicable)
* The organisation’s overall health and safety objectives;
* The organisation’s commitment to establishing measurable objectives and targets in relation to health and safety;
* Commitment to identifying, assessing and controlling hazards and risks in the workplace;
* A commitment to comply with relevant legislation and any other health and safety requirements (Commonwealth, State and/or Territory);
* Return to work and injury management;
* Review dates

The WHS Policy must contain an appropriate document title and format using appropriate naming conventions as per organisational policies and procedures.

In developing the WHS Policy you will also need to consider integration with other functional areas of management which may include:

* Engineering and maintenance;
* Environmental management;
* Finance and auditing;
* Human resources, industrial relations and payroll;
* Information, data and records management;
* Logistics;
* Purchasing, procurement and contracting;
* Quality management; and
* Strategic planning

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.1 Work Health and Safety Policy | | | | |
| **Organisation:** | Piper Alpha (Case Study) | | | |
| SCOPE & PURPOSE | | | | |
| * **A commitment of Senior Managers to providing a safe workplace**.   OXY Pty Ltd will commit to implementing an effective WHSMS with the safety and wellbeing of all employees to the highest level as far as reasonably practicable. The leadership team will commit to providing safe management and guidance, demonstrating a commitment to improving safety standards within the company by promoting a strong workplace culture.   * **Consultation with workers including volunteers and contractors.**   Oxy Pty Ltd will consult with all employees, volunteers and contractors on matters that will directly affect health and safety, we encourage all employees to actively and constructively provide input that will improve decisions pertaining to health and safety matters that will assist in reducing work related injuries and illnesses, resulting in a happier productive workplace. Consultation is a legal requirement and an essential part in us managing health and safety.   * **The organisation’s overall health and safety objectives.**   OXY Pty Ltd will establish and maintain safe working practices and procedures amongst employees. Empowering supervision and monitoring so all employees can identify hazards and implement control measures to contribute to their own health and safety. Maintain a safe and healthy workplace keeping in line the “Work Health and Safety Act 2011” (Comm.)   * **The organisation’s commitment to establishing measurable objectives and targets in relation to health and safety.**   OXY Pty Ltd will establish measurable objectives and targets through implementing SMART KPIs pertaining to health and safety, providing information on the status of strategies, processes and procedures used to control risks to health and safety   * **Commitment to identifying, assessing, and controlling hazards and risks in the workplace.**   OXY Pty Ltd will commit to proactively managing and reducing risks in the workplace through hazard identification, risk assessments, consultation, implementation, and regular monitoring and reviewing of safe working practices and procedures following the hierarchy of control.   * **A commitment to comply with relevant legislation and any other health and safety requirements (Commonwealth, State and/or Territory).**   OXY Pty will commit to eliminating or reducing risks in the workplace, promoting effective health and safety performance for continuous improvement. Our approach to Health and Safety is to comply with relevant legislative standards such ISO 45001 Occupational health and safety management systems, ISO 14001Environmental management and ISO 9001 Quality management   * **Return to work and injury management.**   OXY Pty Ltd will commit to the minimisation of work-related injuries and ill health by providing a safe and healthy workplace to all workers, we will commit to assisting all injured/ill employees return to work as quickly and safely as possible through our RTW plans   * **Review dates**   OXY Pty Ltd will remain conscious of responsibilities to our employees, this policy will be reviewed annually and or in response to any changes in systems, procedures and compliance with legislation. | | | | |
| AIMS & OBJECTIVES | | | | |
| Safe work environment  Adhere to Legislation  Provide a safe workplace  Promote WHS | | | | |
| STRATEGIES | | | | |
| Effective Consultation & Participation  Implement effective Training & assessment  Monitor & review the processes | | | | |
| *Issue Date:* | 26/07/2021 | *Review Date:* | | 26/07/2021 |
| **DEVELOPED BY:** | | | | |
| Name: | Jason Turner | | Position: | WHS MANAGER |
| Signature: | Jason Turner | | Date: | 26/07/2021 |
| **AUTHORISED BY (PCBU):** | | | | |
| Name: | Colin Seaton | | Position: | OIM |
| Signature: | Colin Seaton | | Date: | 26/07/2021 |

## 1.2 Communication Strategy for WHS Policy

In this activity you are required to develop a communication strategy to document how you will communicate all of the relevant WHS information, including the WHS Policy to the PCBU, officers, workers (including contractors) and others.

Consider strategies such as:

* Introducing new workers to the WHSMS and the WHS Policy during induction processes;
* Conducting regular refresher training for all workers;
* Displaying the WHS Policy on your notice board;
* Saving the WHS Policy to the Work Health and Safety Management System (WHSMS) you have created;
* Including the WHS Policy in worker, volunteer and contractor handbooks;
* Displaying the WHS Policy on the organisation’s website.

The communication strategy must be detailed and reflective of a document suitable for presentation to Senior Management for approval. It will also need to include the monitoring, review and continuous improvement details of the strategy.

Once developed, you will need to seek approval and endorsement for the Communication Strategy from the relevant Stakeholder within the organisation.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.2 WHS Communication Strategy | | | | | | | |
| **Target Audience** | **Key Messages**  (Duties, Rights, Obligations) | **Communication Methods** | | | **Responsible Staff Member/s** | **Due Date** | **Completion Date** |
| **PCBU** | Duty of care, Legal requirements, provide adequate training, manage risks | Email, meetings, Training sessions,  SOPs, Audit results | | | Jason Turner | 26/07/2021 | 26/08/2021 |
| **Officers** | Due Diligence  Required and keep up-to-date knowledge of work health safety matters Ensure PCBU have appropriate resources to eliminate or minimise risks Ensure processes for persons to receive information in relation to incidents, hazards  Ensure that PCBU are complying with their obligations | Board meetings information on staff WHS notice boards emails, training sessions Officers, HSR members, all PCBU | | | Jason Turner | 26/07/2021 | 26/08/2021 |
| **Workers - Staff** | Duty of care, participate in training and consultation.  Site induction | Daily Prestart meetings, Shift Handover notes, Weekly tool box Meetings, use of notices/notice Boards, Emails, informal discussions, workshops, HSEQ newsletters. | | | Colin Seaton/Jason Turner | 26/07/2021 | 26/10/2021 |
| **Workers - Contractors** | Duty of care, participate in training and consultation.  Site induction | Daily Prestart meetings, Shift Handover notes, Weekly tool box Meetings, use of notices/notice Boards, Emails, informal discussions, workshops, HSEQ newsletters. | | | Colin Seaton/Jason Turner | 26/07/2021 | 26/10/2021 |
| **Engineers** | Legal requirements, abide to the duty of care, substance or structure is designed to be without risks to the health and safety of persons. | Emails, alerts via online portal, Daily prestart meeting, weekly toolbox meetings regular meetings, share case studies and incident reports. | | | Chief engineer | 26/07/2021 | 26/08/2021 |
| **Divers** | Duty of Care Medically fit Qualifications are up to date Experience in the type of diving work being carried out Dive supervisor is appointed A dive plan is prepared by the dive supervisor A dive safety log is prepared All work is carried out in accordance with the AS/NZS 2299.1:2015 Occupational diving operations—Standard operational practice Email | Email, meetings, Pre dive brief on the plan Audio Comms during dive | | | Head Diver | 26/07/2021 | 26/08/2021 |
| **OIM – Offshore Installation Manager** | Duty of care, Legal requirements, provide adequate training, manage risks | Email, meetings, SOPs, Audit results | | | OXY Pty Ltd | 26/07/2021 | 26/08/2021 |
|  |  |  | | |  |  |  |
| **DEVELOPED BY:** | | | | | | | |
| Name: | Jason Turner | | Position: | WHS Manager | | | |
| Signature: | Jason Turner | | Date: | 26/7/2021 | | | |
| **AUTHORISED BY (PCBU):** | | | | | | | |
| Name: | Colin Seaton | | Position: | OIM | | | |
| Signature: | Colin Seaton | | Date: | 26/07/2021 | | | |

(Insert additional rows for any stakeholders not listed.)

End of Section 1

# Section 2 Planning

This section of the Workbook will involve contributing to the development of an overall WHS Management Plan and deciding how you will meet the commitments you have made in the WHS Policy.

For Example: What will you do to ensure appropriate resources are allocated? How will you set objectives and targets for the improvement of WHS and how you will measure and record your progress?

In developing the WHSMS, you will also need to consider integration with other functional areas of management, which may include:

* Engineering and maintenance;
* Environmental management;
* Finance and auditing;
* Human resources, industrial relations and payroll;
* Information, data and records management;
* Logistics;
* Purchasing, procurement and contracting;
* Quality management; and
* Strategic planning.

## 2.1 Legal and Other Requirements More work to be done on this section on the standards

In developing a WHS Policy where you have stated the organisation’s commitment to complying with relevant WHS legislation.

In order to meet this commitment, you will need to establish how the organisation plans to:

* Identify and monitor the content of WHS Legislation, Standards, Codes of practice, agreements and guidelines relevant to your activities, products and services;
* Advise Workers of the legislation, Standards and Codes as they apply to their own roles; and
* Keep abreast of any changes.
* The scope of the organisation’s requirements are likely to include:
* The relevant State and or Territory WHS legislation;
* WHS Regulations and Codes of practice relevant to the organisation’s activities i.e. Management and control of asbestos, manual handling, etc.;
* Other local, state and federal laws which may apply to the organisation;
* Industry and Employer association guidelines; and
* Contracts or agreements with suppliers.

Consider the case study you are working with in order to complete this activity.

Complete the template below, or complete and submit as a separate attachment (ensure ALL current, relevant legislative and compliance requirements documents in this register, not just the WHS legislation e.g. the relevant Fair Work legislation or bullying and harassment legislation). Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |
| --- | --- |
| Legislative & Other Legal Requirements | Source / Website Link |
| Relevant Legislation | |
| Example: The Workers Compensation Act 1987 | http://www.workcover.nsw.gov.au/ |
| Title | [www.website.com](http://www.website.com) |
| Work Health and Safety Act 2011 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2011-018> |
| Petroleum and Gas  (Production and Safety) Act  2004 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2004-025> |
| Petroleum and Gas  (Production and Safety) Act  2004 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-2004-025> |
| Petroleum and Gas (Safety)  Regulation 2018 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2018-0135> |
| Environmental Protection Act 1994 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/act-1994-062> |
| Environmental Protection Regulation 2019 | <https://www.legislation.qld.gov.au/view/pdf/inforce/2019-09-01/sl-2019-0155> |
| Offshore Petroleum and Greenhouse Gas Storage (Regulatory Levies) Act 2003 | <https://www.legislation.gov.au/Details/C2020C00337/Download> |
| Offshore Petroleum (Royalty) Act 2006 | <https://www.legislation.gov.au/Details/C2016C00402/Download> |
| Offshore Petroleum and Greenhouse Gas Storage Act 2006 | <https://www.legislation.gov.au/Details/C2021C00053> |
| Offshore Petroleum and Greenhouse Gas Storage (Resource Management and Administration) Regulations 2011 | <https://www.legislation.gov.au/Details/F2020C00990/Download> |
| Offshore Petroleum and Greenhouse Gas Storage (Environment) Regulations 2009 | <https://www.legislation.gov.au/Details/F2020C00370/Download> |
| Offshore Petroleum and Greenhouse Gas Storage (Safety) Regulations 2009 | <https://www.legislation.gov.au/Details/F2013C00945/Download> |
| Offshore Petroleum and Greenhouse Gas Storage (Regulatory Levies) Regulations 2004 | <https://www.legislation.gov.au/Details/F2020C00991/Download> |
| Offshore Petroleum and Greenhouse Gas Storage (Greenhouse Gas Injection and Storage) Regulations 2011 | <https://www.legislation.gov.au/Series/F2011L01106> |
| Building Fire Safety Regulation 2008 | <https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2008-0160> |
| Relevant Codes of practice (Compliance Codes – Victoria) | |
| Example: Construction work | http://www.safeworkaustralia.gov.au/sites/SWA |
| COP, for Mineral Exploration | [COP, for Mineral Exploration](https://earthresources.vic.gov.au/__data/assets/pdf_file/0016/456100/Code-of-practice-for-mineral-exploration.pdf) |
| Managing electrical risks in the workplace Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0025/72637/managing-electrical-risks-in-the-workplace-cop-2021.pdf> |
| First aid in the workplace Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0019/72631/first-aid-in-the-workplace-cop-2021.pdf> |
| Work health and safety consultation, cooperation and coordination Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0026/72647/whs-consultation-cooperation-coordination-cop-2021.pdf> |
| Confined spaces Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0025/72628/confined-spaces-cop-2021.pdf> |
| Occupational Diving Work Code of Practice 2005 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0006/21030/occupational-diving-work-cop-2005.pdf> |
| Managing the risk of falls at workplaces Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0019/72640/managing-the-risk-of-falls-at-workplaces-cop-2021.pdf> |
| Hazardous manual tasks Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0020/72632/hazardous-manual-tasks-cop-2021.pdf> |
| Managing the risk of falls at workplaces Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0019/72640/managing-the-risk-of-falls-at-workplaces-cop-2021.pdf> |
| Managing noise and preventing hearing loss at work Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0026/72638/managing-noise-hearing-loss-at-work-cop-2021.pdf> |
| Welding processes Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0025/72646/welding-processes-cop-2021.pdf> |
| Managing the work environment and facilities Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0021/72642/managing-the-work-environment-facilities-cop-2021.pdf> |
| How to manage work health and safety risks Code of Practice 2021 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0022/72634/how-to-manage-work-health-and-safety-risks-cop-2021.pdf> |
| Tower Crane Code of Practice 2017 | <https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0021/20991/tower-crane-code-of-practice-2017.pdf> |
| Standards or Guidance | |
| Example: AS/NZS 3745:2010 Planning for emergencies in facilities | http://www.standards.org.au/ |
| AS/NZS 2815.5:2013 Training and certification of occupational divers, Part 5: Dive supervisor | <https://www.standards.org.au/> |
| ISO 29001:2020  Petroleum, petrochemical and natural gas industries — Sector-specific quality management systems — Requirements for product and service supply organizations | <https://www.iso.org/standard/67773.html> |
| ISO 13625:2002 Petroleum and natural gas industries -- Drilling and production equipment -- Marine drilling riser couplings | <https://infostore.saiglobal.com/en-au/standards/iso-13625-2002-613467_saig_iso_iso_1407388/> |
| ISO 10431:1993 Petroleum and natural gas industries -- Pumping units | <https://www.standards.org.au/> |
| Get more clarification on selecting relevant standards |  |
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## 2.2 Objectives, Targets and Performance Indicators

Setting measurable objectives and targets gives you the means to evaluate the organisations WHS performance. Objectives and targets can apply broadly across the organisation or be more narrow or relevant to specific activities or circumstances and should relate to the overall objectives set out in the WHS Policy developed in 1.1. Develop a WHS Policy. Consider the case study you are working with in order to complete the task

Targets define performance levels and timeframes. They need to be clear, measurable and realistic. To measure whether objectives and targets have been met, you will need to establish Performance Indicators. Performance Indicators also provide evidence of due diligence and its implementation, which is invaluable.

|  |  |
| --- | --- |
| *Example of Relationship between Policy and Indicators* | |
| WHS Policy Objective | Endeavour to prevent injury and illness in the workplace |
| Site Specific Objective | To eliminate injuries associated with operating a forklift |
| Target | To achieve zero harm in the next 12-month period |
| Performance Indicator (Lag) | The percentage of injuries associated with operating a forklift |
| Performance Indicator (Lead) | Number of workers who participated in safe forklift ops training |

You are required to:

* Develop specific objectives, targets and performance indicators in consultation with Workers; and
* Establish a system for recording objectives and targets and measuring your performance.

**IMPORTANT:** These objectives, targets and performance indicators will be recorded in 2.3 WHS Management Plan Matrix.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* SEE THIS ACTIVITY AT THE END AND FINISH IT OFF \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  2.2 Objectives, Targets and Performance Indicators | | | | |
| WHS Policy Objective | Specific Objective | Target what am I trying to achieve? By when? | Performance Indicator | Lead or Lag Indicator? 1 of each in each cell |
| Example: Providing workers and visitors with a healthy and safe work environment. | Housekeeping to reduce the risk of Slips, Trips and Falls. | *Reduce incident and injury rates by 20% within 6 months in relation to Slips, Trips and Falls.* | Example: Providing workers and visitors with a healthy and safe work environment. | Housekeeping to reduce the risk of Slips, Trips and Falls. |
| Whs policy (activity 1.1) |  |  | Tbt / Tbm  Training & Assessment  Incident Report | Lead – pre incidents occ.  Lead – pre inc. occ. Preparation  Lag – Investigate post inc. |
| Consult (activity 3.3.1) |  |  |  |  |
| PTW (hot works)(act 2.3) |  |  |  |  |
| PTW (@ heights)(act 2.3) |  |  |  |  |
| Org Chart & Roles & Resp. (act 3.1.1 & 3.1.2) |  |  |  |  |
| Emergency ERP / EEP(act 3.7.3) |  |  |  |  |
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| Just do the main ones, the one with 1 decimal eg3.1 roles and responsibilities |  |  |  |  |
| This is a recap activity when workbook is completed |  |  |  |  |
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| Competency and Training 3.2.1 – 3.2.3 |  |  |  |  |
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## 2.3 WHS Management Plan Matrix

For the purpose of training, the WHS Management Plans key elements will be recorded in a matrix format. This matrix serves as a guide in the development of the WHS Management Plan. Consider the case study you are working with in order to complete this activity.

The WHS Management Plan Matrix will document how the organisation plans to:

* Comply with relevant legal requirements;
* Document and achieve the organisations WHS objectives and targets and within a specified timeframe;
* Assign responsibility for the achievement of goals and targets
* Manage specific WHS risks in the workplace;
* Monitor and record progress;
* Establish a review schedule and criteria for special review; and
* Allocate resources.

The WHS Management Plan Matrix needs to be reviewed by relevant management personnel on a regular basis to ensure that:

* Targets are realistic;
* Risks are current and managed;
* Priorities are in line with the WHS Policy; and
* The allocation of resources remains appropriate.

A review should also occur when there are changes to activities, products, services or legislation.

Specifically, the WHS Management Plan as a minimum will need to include the following items:

* Responsibilities and Accountabilities;
* Hazard Management Tools;
* Training and Competency;
* Emergency Plans;
* Legal and Regulatory Compliance;
* Monitoring and Reviews;
* Risk Management;
* Injury Management.

Using the outcomes of 2.1 and 2.2 and additional research for further information, complete the WHS Management Plan Matrix.

There is a wealth of information that can be accessed and researched to assist in developing the WHS Management Plan, for example:

* AS/NZS 4804:2001 Occupational Health and Safety Management Systems – General guidelines on principles, systems and supporting techniques
* AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with guidance for use
* OHSAS 18001:2007 Occupational health and safety management systems - Requirements
* WHS Plan Templates, for example: Work health and safety (WHS) management plan templates

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

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| **\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* SEE THIS ACTIVITY AT THE END AND FINISH IT OFF \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***  2.3 Work Health and Safety Management Plan Matrix | | | | | | | | | | |
| Issue Date: |  | | Review Date: | |  | | | Authorised By: | Jason Turner | |
| **Item** | **Legal Requirements** | **Objectives** | **Target** | **Performance Indicator** | **Activity** | **Responsibility** | **Resources Allocated** | **Related Policies, Procedures and Other Documents** | **Expected Completion Date** | **Location of Record** |
| ***Example:***  *Legal and other requirements* | *WHS Act, WHS*  *Regulations,*  *Codes of*  *Practice &*  *Australian*  *Standards* | *Comply with legal requirements* | *100% compliance with legal requirements* | *100% compliance of currency of legal register* | *Annual audit of register* | *WHS Advisor* | *Audit team* | *WHS policy,*  *Training policy*  *Training Register/Matrix* | *17/05/2019* | *WHSIS Folder/ Personnel File* |
| PTW for heights | WHS ACT (COMM) 2011, SECT #, Div# heading, clauses (a, e, g)  Add pge numbers alsoto make it quicker next time | Safe work env. At heights | 100% explain 5-7 words | Training records  Training Needs Analysis  Train Matrix  Train Register  Miss ???? | Induct, VOC & assessments  Audits, monitor&review | Whs office  Hsr  Training manager  HR | Training room  Rto – delivers & assess | Relate back to activity 2.2 | Make this up realistic | Server, file room etc… notice board |
| PTW (Hot works) | 26 Form of WHS entry permit |  |  |  |  |  |  | SOA(Statement of attainment) |  |  |
| ERP / EEP | WHS REGS 2017  Division 4—Emergency plans  43 Duty to prepare, maintain and implement emergency plan  (1) |  |  |  |  |  |  |  |  |  |
| BOSIET |  |  |  |  |  |  |  |  |  |  |
| Consultation |  |  |  |  |  |  |  |  |  |  |
| Bully & Harass P&P |  |  |  |  |  |  |  |  |  |  |
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| Look at 3.1 and 3.2.1 to work out what needs to go in these column | 1 or 2 references from act, regs, cops or standards |  |  |  |  |  |  |  |  |  |
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| **Review Schedule and Criteria for Review** | | | | | | | | | | |
| *Example: WHSMS Policies and Procedures to be reviewed every 2 years* | | | | | | | | | | |
|  | | | | | | | | | | |

End of Section 2

# Section 3 Implementation and Operation

This section of the Workbook requires you to develop the capabilities and tools necessary to achieve your objectives and targets and implement the planned activities. This includes: establishing which roles have duties under WHS legislation and allocating responsibilities; deciding how and when you will communicate and consult with Workers and how you will report on and document your WHS activities, procedures and processes.

## 3.1 Roles and Responsibilities

Now that you have developed your WHS Management Plan Matrix it is time to implement it so that the organisations WHSMS is effective. Consider the case study you are working with in order to complete this activity.

The implementation phase includes ensuring that you have the right balance of human, physical and financial resources in place to achieve the organisations WHS goals and targets.

It is important to establish specific roles and responsibilities and clear lines of reporting in relation the WHS in the workplace.

NOTE: You may consult your relevant State or Territory WHS /OHS Legislation and WHS Regulator, to ensure that you are familiar with the appropriate roles and responsibilities that apply to you and your relevant jurisdiction.

In order to implement aspects of the WHS Management Plan Matrix that you have developed in 2.3 WHS Management Plan Matrix you will need to:

* Define, document and communicate key responsibilities for WHS for the PCBU, Officers and Workers and Contractors; and
* Designate the responsibility and authority for the overall implementation of the organisations WHSMS to a specific position(s).

Roles and responsibilities may be documented in:

* The WHS policy (in a broad sense keeping in mind WHS is everyone’s responsibility);
* WHS Manual;
* WHS Management Plan Matrix;
* WHS Procedures;
* Handbooks for Workers and Contractors;
* Contract/tender documents; and
* Position descriptions.

In these activities you are required to:

* Document and communicate these roles and responsibilities;
* Record the consultation method used to gather the information; and
* List the training requirements.

### 3.1.1 Organisational Chart FINISH ORG CHART

In this activity, you are required to finalise the Organisational Chart as it relates to the case study or your workplace.

Complete the template located in the WHS learner resources and submits as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

### 3.1.2 WHS Roles and Responsibilities Register

Based on the completed Organisational Chart you are now required to complete the WHS Roles and Responsibilities Register.

NOTE: You may need to refer back to and add to your overall WHS Management Plan Matrix template you commenced in 2.3. WHS Management Plan Matrix

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1.2 Roles and Responsibilities Register | | | |
| Principal Contractor / PCBU | OXY pty ltd | | |
| Officers | Colin Seaton | | |
| Workers | OXY full time and contractors | | |
| People with specific WHS Roles and Responsibilities | | | |
| Name | | Role | Specific Responsibilities |
| Colin Seaton | | OIM – Off Shore Installation Manager | The responsibilities of the OIM include, but are not limited to, the Health, Safety, Security and Welfare of all personnel working on the offshore installation and the protection of the environment.  Responsible for maintaining operational records and files on board and for ensuring that the certification is always kept up to date.  Has the overall responsibility for the safety and integrity of the offshore installation, and for the safety and discipline of the persons on board. |
| John Hector Molloy | | Head Engineer | The responsibilities of the Head Engineer include, but are not limited to, Plan and oversee all drilling operations, conduct extensive research and analysis, coordinating with other experts and contractors, examining, and evaluating the quality of drilling sites, liaising with any external parties.  Essential monitoring of operations and lead the workforce to reach goals.  Ongoing monitoring of all OXYs health and safety policies and procedures to maintain a safe and productive work environment. |
| William Wallace Raeburn | | Head Maintenance | The responsibilities of the Head Maintenance include, but are not limited to, |
| Francis John Watson | | Ancillary Staff Head Chef |  |
| Barry Barber | | Diving Manager / Coordinator | The responsibilities of the Diving Manager include, but are not limited to, setting, and maintaining all safety standards of diving, ensure all relevant legislation and guidelines are adhered to.  Maintain dive system documentation ensuring it is kept up to date.  Ensure all equipment is fully serviced and correctly maintained.  Ensure all dive system defects are investigated, with corrective actions closed out within a timely manner.  Mange risk in respect to dive operations, following all processes and procedures to ensure all risks are mitigated to ALARP |
| Wasyl Pochrybniak | | Roustabout Head | The responsibilities of the Roustabout Head include, but are not limited to, performing in a safe manner, general cleaning maintenance, rust removal, painting, clearing the deck of safety hazards, lifting and moving equipment around the oil rig.  Be able to follow instructions, good work ethic and a keenness to learn the safe operations of the rig. |
| Multiple names | | Workers / Contractors |  |
| Robert Carroll | | HSR |  |
| Multiple names | | Emergency Evac Team |  |
| Multiple names | | Contractors |  |
| Jason Turner | | Health and Safety Manager |  |
|  | | Driller |  |
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## 3.2 Competency and Training

Effective implementation of your WHSMS requires that the workers hold the appropriate skills and competencies to carry out their assigned roles and responsibilities.

The employer needs to have a process in place to check that a worker/contractor has the appropriate skills, qualifications and/or certificates to complete the job specifications safely.

Any general WHS Training should cover:

* The WHS policy;
* How to access information about WHS matters;
* Hazard identification, risk assessment and control of risks;
* Safe work practices;
* WHS reporting procedures; and
* Emergency procedures.

Specific training may also be required in areas such as:

* Working at heights;
* Manual handling, or hazardous manual tasks;
* Asbestos;
* Ergonomics;
* Food safety; and
* Electrical safety.

NOTE: You may need to refer back to and add to your overall WHS Management Plan Matrix commenced in 2.3. WHS Management Plan Matrix

In the following activities, you are required to:

* Conduct a Training Needs Analysis (TNA) to assess whether your Workers are able to carry out their roles safely and competently.
* Develop a Training Register.
* Create a training resource suitable for contractors

### 3.2.1 Conduct Training Needs Analysis EXCEL SPREADSHEET

Modify the template provided within the Assessment Folder to conduct and document a Training Needs Analysis to assess whether your workers are able to carry out their roles safely and competently and to identify the need for any required gap training.

For this activity, you must consider at least five (5) training requirements, including those listed below:

* Language, Literacy and Numeracy (LLN);
* WHS training requirements.
* Health & Safety Representative (HSR) training
* Contractor Inductions
* Plant

Complete the template located with the WHS learner resources and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

### 3.2.2 Training Register

The Training Register contains details of training courses and individual assessments. The register is used to monitor and record that workers are provided and complete all mandatory and organisational training prior to carrying out relevant activities.

Use the information in 3.2.1 Training Needs Analysis, modify the template below for a minimum of two (2) workers. One (1) of the workers listed must be a contractor.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3.2.2 Training Register – Worker #1 | | | | | | |
| Worker Name: | | **Colin Seaton** | | | | |
| Role / Position: | | **OIM** | | | | |
| Start Date: | | **26-7-2021** | | | | |
|  | Provider | | Training Date | Duration | Qualification | Refresher Due |
| Example: First Aid | St. Johns | | 7/05/2019 | 1 Day intensive | HLTAID003 - Provide First Aid | CPR- Annual First Aid – 3 yrs. |
| BOSIET | ERGT | | 28/7/2021 | 2 Days | BOSIET Certification | 27/7/2023 |
| First Aid /CPR | Allens Training | | 27/7/2021 | 1 Day | HLTAID011 Provide First Aid, Includes CPR | CPR 26/72021  First Aid 10/5/2021 |
| LOTO (lock out, gag out) | FSA (Fire & Safety Australia) | | 30/7/2021 | 4 hours | Certificate of attendance | Not necessary |
| Confined Spaces | Pinnacle Safety and Training | | 30/8/2021 | 2 Day | RIIWHS202E | 29/08/2021 |
| Working at heights | Pinnacle Safety and Training | | 21/9/2021 | 2 Day | RIIWHS204D & RIIWHS204D | 20/9/2021 |
| Emergency Response/Lead Fire Warden | FSA (Fire & Safety Australia) | | 30/7/2021 | 4 Hours | PUAFER006 | 29/7/2021 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3.2.2 Training Register – Worker #2 (CONTRACTOR) | | | | | | |
| Worker Name: | | **???????** | | | | |
| Role / Position: | | **???????** | | | | |
| Start Date: | | **26-7-2021** | | | | |
|  | Provider | | Training Date | Duration | Qualification | Refresher Due |
| Example: First Aid | St. Johns | | 7/05/2019 | 1 Day intensive | HLTAID003 - Provide First Aid | CPR- Annual First Aid – 3 yrs. |
| Induction | OXY PTY | | 26/7/2021 | 1 Day | Certificate of attendance | Not necessary |
| BOSIET | ERGT | | 28/7/2021 | 2 Days | BOSIET Certification | 27/7/2023 |
| First Aid/CPR | Allens Training | | 27/7/2021 | 1 Day | HLTAID011 Provide First Aid, Includes CPR | CPR 10/5/2019  First Aid 10/5/2021 |
| Emergency Response/Fire Warden | FSA (Fire & Safety Australia) | | 30/7/2021 | 4 Hours | PUAFER005 | 27/7/2023 |
| CSTP Common safety training programme | ERGT | | 1/8/2021 | 3 Days | CSTP Certification | 31/7/2021 |
| Issue work permits | FSA (Fire & Safety Australia) | | 30/8/2021 | 1 Day | MSMPER300 | 29/8/2021 |
| Handle dangerous Goods and Hazardous Substances | FSA (Fire & Safety Australia) | | 26/8/2021 | 1 Day | TLID2003 | 25/8/2021 |

### 3.2.3 Contractor Training Resource Do this section after doing 5.1 using notes from it make a powerpoint 3 to 5 points per slide, use pictures and videos

Develop a training resource that would be suitable to use when communicating WHS obligations, rights and responsibilities to contractors. This may include a handout, PowerPoint presentation, poster, or any other appropriate resource. The training resource must include:

* Legislative obligations of all parties
* WHS rights and responsibilities
* Emergency & Incident response and reporting
* Monitoring and review processes
* Consultation & participation processes
* High risk work and licensing where applicable
* PPE obligations
* Strategies to address non-conformance / non-compliance
* Other WHS obligations and/or information relevant to your specific operations.

There is no template for this activity. Complete and submit as a separate attachment. Clearly label all attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

## 3.3 Consultation and Participation Processes

Consultation with workers is a requirement of the WHS Legislation and is essential for the management of health and safety. Consideration must also be given to all feedback provided on all matters which may affect their health and safety.

Regardless of the size of the Organisation and work structure all procedures for consultation need to be documented and agreed to by Workers.

In the following activities you are required to document the following:

* Develop a brief policy for consultation and participation;
* Complete the Team WHS Consultation Statement

NOTE: You may need to refer back to and add to your overall WHS Management Plan template commenced in 2.3. WHS Management Plan Matrix

### 3.3.1 Consultation and Participation Policy

In this activity, you are required to develop a brief policy for consultation and participation. Provide details of each of the following:

* The policy
* Possible procedures
* Possible consultation

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |
| --- | --- |
| 3.3.1 Consultation and Participation Policy COMPLETED | |
| Policy and Scope | This policy is to ensure OXY Pty Ltd commitment to effective consultation with all workers and contractors on matters essential to their health and safety as required under the Work Health and Safety Act 2011.  The following procedure provides steps to the process of consultation and participation with all workers and contractors |
| Procedure  Include key steps for a minimum of three (3) participative arrangements | Introduction: Please read the entire procedure bellow before consultation commences. Do not remove the green. The below procedure covers the steps required for successful consultation and participation.   1. A Consultation meeting should be conducted by a qualified person 2. Set the date, time and venue of the meeting. 3. Request stakeholders input of items that need to be addressed/discussed prior to the meeting. 4. Notify all stakeholders of agenda and schedule prior to the meeting. 5. Send a meeting request to appropriate stakeholders, try to give plenty of notice. 6. Nominate somebody to record minutes. 7. Open the meeting, Introduce the key stakeholders. 8. Cover and discuss the agenda items, define key roles and responsibilities of the meeting. 9. Encourage participants to ask questions and provide feedback. 10. Thank participants for their time and involvement. 11. Inform participants of expected schedule of the next meeting, (depending on the size of company it can be anywhere from weekly to quarterly) 12. All participants are required to sign a register of attendance, keep record of those who did not attend, these can be added to the minutes. 13. Send completed minutes to all participants. 14. Make assessment and write an action plan based on what has been discussed.   Conclusion: This procedure is developed so workers and contractors have clear steps to follow so to adhere to compliance and legal requirements.  If you have any queries or concerns on completing these steps please contact your HSE adviser. |
| Consultation  Who have you consulted with in the development of this policy and procedure? | George Trpkovski, Ben Kripps, Kerryn White, Doug Coombs, Euan Grant, Matthew Buller |

### 3.3.2 Team Consultation Statement

The purpose of the WHS Consultation Statement is to document the methods or mechanisms for staff consultation and participation relevant to all health and safety matters, as agreed by the workers.

Refer to 3.3.1 Consultation and Participation Policy, as a team discuss and agree on the preferred method or mechanism(s) for consultation and communication of WHS information or issues for your work area.

In the following activities, you are required to complete the following:

* Discuss and document how and when you will consult, communicate and encourage worker participation

NOTE: You may need to refer back to and add to your overall WHS Management Plan template commenced in 2.3 WHS Management Plan Matrix.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 3.3.2 Team WHS Consultation Statement COMPLETED | | | | | | | |
| Organisation: | | | **OXY PTY LTD** | | | | |
| Department / Team: | | | Drilling Crew | | | | |
| Team Commitment | | | | | | | |
| Mission statement on consultation & participation  OXY Pty. Ltd.  Our mission is to never compromise on our health and safety, everybody goes home safe and sound. Recognise the diversity and contribution of our team, creating an environment that together we will all succeed. | | | | | | | |
| When employees will be consulted | | | | | | | |
| Drilling Crew will be consulted at every pre-start meeting and shift handover of any Safety Concerns / Issues that have been identified and raised within the work area. Any hazards identified and documented in the Risk Register, have been actioned or placed in the action queue. | | | | | | | |
| How employees will be consulted - Include at least four (4) agreed consultation / participation strategies | | | | | | | |
| 1 | TBM / TBT – with set activities | | | | | | |
| 2 | One - to - One (Work Based Learning Pathways) | | | | | | |
| 3 | Virtual Meetings (GTM, ZOOM etc…) | | | | | | |
| 4 | BBQ - Informal meeting with a social element to it. | | | | | | |
| Establishment of Consultation and Participation Arrangements | | | | | | | |
| Defining outcomes and objectives, identify key / stakeholders which are involved (and play a key part), Assess stakeholders’ knowledge and skills required have been met. | | | | | | | |
| Review of Consultation and Participation Arrangements | | | | | | | |
| The WHSMS legal requirement is Annually, however if it is identified that the process has short falls or failing, a review will be conducted quarterly to ensure that it meets expectations - this will be the role and responsibility of the HSE Manager. | | | | | | | |
| Agreed By: | | | | | | | |
| Name: | | Colin Seaton | | Signature: | Jason Turner | Date: | 27/07/2021 |
| Name: | | Jason Turner | | Signature: | Jason Turner | Date: | 27/07/2021 |
| Name: | |  | | Signature: |  | Date: |  |
| Name: | |  | | Signature: |  | Date: |  |
| Name: | |  | | Signature: |  | Date: |  |
| Name: | |  | | Signature: |  | Date: |  |

### 3.4.1 Managing WHS Records

Records may include:

* Training and formal Qualifications and Certificates.
* Registers (Example: asbestos registers);
* The risk assessment and hazard identification process.
* Incident report forms.
* WHS meeting minutes; and
* Environmental monitoring including noise assessments.

In this activity you are required to determine any regulatory requirements and then develop a process for managing your records.

You will need to provide a minimum of five (5) examples for each section.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |
| --- | --- |
| 3.4.1 WHS Records Management | |
| What records need to be kept? Refer to and record both internal and external requirements. Provide a minimum of five (5) examples. | |
| Internal: | Incident Reports (7 Years) Training and Induction records. Inspection and Audit reports. RTW plans. WHS committee meeting minutes. |
| External: | Coroner’s Report (30 Years). Investigation reports from safe work authorities. RTW plans, External audits reports, COPS |
| How will records be filed? | |
| Securely stored on the OXY server-must have login permission | |
| How long are records retained for? Include both internal and external requirements | |
| Internal: | Incident Reports (7 Years) carry on with these |
| External: | Coroner’s Report (30 Years) |
| When and how will records be disposed of? | |
| Incident Report - post 7 years, the records will be moved to a secure archive drive in the cloud / server. | |
| Who will be responsible for the records management? | |
| HR, IT Department | |

## 3.4 Document Control and Managing WHS Records

It is vital to maintain records of the WHSMS. Records show Regulators, Insurers, workers and others that the organisation has taken all reasonable steps required to provide workers and others with a workplace that hazards, and risks are managed as much as reasonably practicable to reduce the probability of injury and harm occurring.

Records also demonstrate the effectiveness of the organisations WHS processes and procedures and can be used to measure whether WHS performance in the workplace has improved over time.

The Work Health and Safety Information System (WHSIS) is an organised system for the collection, organisation, storage and communication of information. The information needs to be organised so that it is easy to use and easy to access for all users.

### 3.4.2 Document Control

You will be required to decide:

* How and when you will consult with workers regarding the development and/or revision of documents;
* Who will be responsible for the development and approval of documents;
* Whether your documents will be available electronically or in hard copy;
* How you will control any external documents i.e. Codes of practice.

In this Activity you will be required to:

* Establish and implement procedures for managing and control of your WHSMS.

Complete the table below to detail how the WHSMS documentation will be managed and controlled as it relates to the case study or your workplace.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |
| --- |
| 3.4.2 Documentation Control |
| Detail how and when you will consult with workers regarding the development of documents *(identify the stakeholders consulted)* |
| USE LEARNER GUIDE FOR THIS AND ITS IN WORKBOOK 1 1 or 2 points per question, if it is a yes or no, why is it yes or no |
| Detail who will be responsible for the development and approval of documents. |
|  |
| Explain whether the documents will be available electronically or in hard copy or both. |
|  |
| Describe how workers will access documents. |
|  |
| Detail how you will communicate with workers when new or revised documents are available. |
|  |
| Describe how often documents will be reviewed and by whom  *(detail different types of document i.e. SWMS Weekly)* |
|  |
| Explain how you will control your documents to ensure that only the current versions are in use. |
|  |
| Detail how you will control the currency of external documents.  *EG: Codes of practice* |
|  |

## 3.5 Hazards and Risks

In developing the WHS Policy, you will have identified and stated how you will meet your commitment to identifying, assessing and controlling hazards and risks in the workplace.

In order to meet this commitment, you will need to:

* Identify potentially hazardous situations in the workplace which may cause injury, illness or harm;
* Assess the likelihood and consequence of the exposure to risk;
* Identify and implement control measures for eliminating or reducing the risk;
* Continuously review these measures to ensure the effectiveness of the controls.

Make sure you refer to your relevant State or Territory WHS Regulator for further information and guidance if required.

In the following activities you are required to contribute to the development of the WHS Management Plan by developing an outline of the following:

* Establish a Risk Management procedure for identifying and assessing risks and assigning controls; and
* Develop the tools for managing and recording hazards, risks and controls including:
  + - WHS Risk Register;
    - Hazard Identification Tools/Checklists.

3.5.1 Risk Management Procedure

The Risk Management Procedure outlines how an organisation will comply with its legal requirement to identify hazards and control risks arising from its activities. This procedure ensures that there is a consistent approach across the organisation.

Complete the template provided for 3.5.1 Risk Management Procedure to outline your overall Risk Management Procedure that will form part of your overall WHS Management Plan. Consider how it relates to the case study or your workplace in order to complete this activity. Funny

NOTE: This is not a Standard Operating Procedure however; it may form the basis for the development of a Standard Operating Procedure.

The template provided is a guide only. You may elect to develop your own template if preferred.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4. ALL UPLOADS MUST BE A WORD DOC MUST BE MY OWN WORK

|  |
| --- |
| 3.5.1 Risk Management Procedure |
|  |
| Hazards Identification  Consider hazard identification methods/ tools used in the workplace e.g. hazard report form |
| JSEA, JHEA, SWMS, SOP. These are all documents used to identify hazards, asses, and control risks, by conducting a risk assessment. A SWMS will contain more information such as licences and permits needed to perform certain works |
| Risk Assessment  Consider how to conduct a risk assessment using a risk matrix |
| Hazard Hunt |
| Identify Controls using the Hierarchy of Controls  *Consider general application of the hierarchy of control* |
| ESIEAP Explain what these are Eliminate etc with a brief explanation |
| Implement Control Measures  *Consider documentation and consultation* |
| Action Plan |
| Monitoring and Review  *Consider some common monitor and review practices in the workplace* |
| Audits, spot checks TBT, TBM, etc… |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Issue Date:* | Date this section is finished | *Review Date:* | | 6 months |
| **DEVELOPED BY:** | | | | |
| Name: | Jason Turner | | Position: | WHS Manager |
| Signature: |  | | Date: |  |
| **AUTHORISED BY (PCBU):** | | | | |
| Name: | Colin Seaton | | Position: |  |
| Signature: |  | | Date: |  |

### 3.5.2 Hazard Management Tools

In 2.3 WHS Management Plan Matrix you have outlined how you plan to identify, assess and control risks in your workplace, including those you are required to control by legislation.

Now you are required to carry out these tasks in consultation with your Workers. Consider how it relates to the case study or your workplace in order to complete this activity.

Remember, you will be required to review and repeat the process as required on a regular basis to ensure any new information available is considered.

You will also be required to repeat the process:

* After an incident has been reported;
* When you are planning to carry out any new tasks; and
* When you use different equipment or change the way something is done.

Ensure any changes are documented and incorporated into relevant work procedures and that Workers receive the appropriate training required.

In this Activity you will be required to create a Hazard Management tool suitable for your workplace

NOTE: There is no template provided for this activity. NEED TO MAKE OWN JSA TEMPLATE

Complete the activity on a separate document and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

### 3.5.3 WHS Risk Register

Based on the case study or your own workplace, develop a WHS Risk Register that can be used to record the hazards, risks and controls relevant to the case study or your workplace.

Your risk register must contain fields to capture the following:

* Description and location of hazards
* Associated risk/s
* Inherent risk rating
* Controls implemented
* Residual risk rating
* Owner / responsible person
* Close out and review dates

NOTE: There is no template provided for this activity. NEED TO MAKE OWN TEMPLATE

Complete the activity on a separate document and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

### 3.5.4 Hazards Associated with Plant

Plant includes machinery, equipment, appliances, containers, implements and tools and any components or anything fitted or connected to those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools, quad bikes, mobile plant and amusement devices.

The general duty of care under the WHS Act applies to this type of plant. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, for example a screwdriver, is not covered by the WHS Regulations.

Plant is a major cause of work-related death and injury in Australian workplaces. There are significant risks associated with using plant and severe injuries can result from the unsafe use of plant including:

* Limbs amputated by unguarded moving parts of machines
* Being crushed by mobile plant
* Sustaining fractures from falls while accessing, operating or maintaining plant
* Being crushed by a quad bike rollover
* Electric shock from plant that is not adequately protected or isolated, and
* Burns or scalds due to contact with hot surfaces, or exposure to flames or hot fluids.

Other risks include hearing loss due to noisy plant and musculoskeletal disorders caused by manually handling or operating poorly designed plant.

Identify two (2) items of plant used (or which could be used) in your workplace and complete the following activity.

|  |  |  |
| --- | --- | --- |
| 3.5.4 Hazards Associated with Plant | | |
| *Question / Activity* | *Item of Plant #1* | *Item of Plant #1* |
| Plant Description: | MAKITA 18V BRUSHLESS IMPACT DRILL | P.S.V. Valve (Pressure safety valve or anything I want, fork lift maybe) |
| Make / Model: | MAKITA 18V BRUSHLESS 2 X 5.0AH 3/4INCH IMPACT WRENCH KIT DTW1001RTJ |  |
| Application / use in the workplace: | Change tyres on forklift.  Tightening and loosening bolts on platform as required.  Maintenance activities |  |
| Plant Registration Required? (Describe) | Asset number kept by the Maintenance Manager |  |
| Operator licensing and/or certification required?  (Describe) | VOC, SOPs required |  |
| Strategies for communicating registration, licencing and/or certification requirements: | Registration occurs when product is purchased and assigned its asset number.  Training and Assessment of the tool must be undertaken prior to use (VOC), SOP’ provided for further referencing. |  |
| Stakeholders to be consulted:  (Include specialist consultants where applicable) | Stakeholders that will operate the tool  The supplier (Makita)  Maintenance |  |
| Applicable WHS Legislation: | Offshore Petroleum (Safety)  Regulations 2009  Part 2 Safety cases  Division 1 Contents of safety cases  Subdivision A Contents of a safety case  2.5 Facility description, formal safety assessment and  safety management system  Subdivision B Safety measures  2.7 Standards to be applied  The safety case for a facility must specify all Australian and  international standards that have been applied, or will be  applied, in relation to the facility or plant used on or in  connection with the facility for the relevant stage or stages in  the life of the facility for which the safety case is submitted.  **WHS ACT 2011 (COM)**  **Part 2 Health and safety duties**  **Division 2, Primary duty of care**  **Sect, 19** Primary duty of care  3 (f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and  Pg # 26 |  |
| Applicable organisational policies and procedures: | Safe Operating of power tools Policy & Procedures  Manufacturers Guidelines & Instructions |  |
| Sources of relevant WHS information about the item of plant (at least three (3)): | <https://www.makita.com.au/building-construction/combo-s-kits/18v-18vx2-kits/impact-wrenches/dtw1001rtj-18v-mobile-brushless-3-4-impact-wrench> |  |
| <https://www.legislation.gov.au/Details/F2009L04578> |  |
| ACT? |  |
| Determine the hazards arising from the item of plant. Consider each of the following:  plant use, condition, suitability, location and potential abnormal situations | **Plant Use** | **Plant Use** |
| Undoing nuts and bolts HAZARDS |  |
| **Plant Condition** | **Plant Condition** |
| Good Condition |  |
| **Plant Suitability** | **Plant Suitability** |
| Suitable for maintenance |  |
| **Plant Location** | **Plant Location** |
| Correct storage of plant |  |
| **Potential Abnormal Situations** | **Potential Abnormal Situations** |
| Only use for the jobs it has been designed for |  |
| Use the WHS Risk Register developed in Activity 3.5.3 to record all of the hazards identified for both items of plant. Assess the risks posed by each hazard, apply controls and determine the residual risks. Save as Activity 3.5.4 and submit separately. | | |
| Who would you consult with to confirm the risk management strategies and controls defined in the risk register? | Maintenance, Fitters and Turners, Engineers, roustabouts |  |
| Monitoring strategies: | VOC – Checks  Review Safety Documentation (JHA / JSA etc)  Inspections  KPI / PPI ‘s |  |
| Training needs: | Training and Assessment of the tool must be undertaken prior to use (VOC), SOP’ provided for further referencing. |  |
| Retention of training records: | TNA – review when re-training is required  HR Training records / Matrix / TNA Training needs and assessment  Retain these until the workers are under employ, then a further 7 years of no incidents recorded against them with the tool. |  |
| How do you ensure that only trained operators use this plant? | Sign in / out register  Correct Supervision  Documented / Signed Hazard Tool (JSA / JHA etc…) |  |

## 3.6 Internal and External Reporting

Workers are often the first ones to become aware of WHS hazards.

Reporting is a useful tool for:

* Identifying trends; and
* Understanding why incidents occur and whether the actions taken to prevent them have been effective or not.

You will be required to establish internal procedures for:

* Reporting hazards;
* Incident reporting and investigating incidents;
* Reporting and resolution of WHS issues; and
* Reporting on WHS performance.

You will also need to establish external reporting procedures for:

* Reporting to the organisations Workers Compensation Insurer;
* Statutory reporting i.e. reporting of notifiable incidents, death, serious injury or illness or a dangerous incident to the appropriate authorities; and
* Stakeholder reporting including annual reports.

Complete the template for internal and external WHS reporting relevant to the case study or your workplace. Ensure specific examples are provided for each i.e. notifiable incident reporting to the Regulator.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |
| --- |
| **3.6 Internal and External Reporting Procedures** |
| Internal Reporting Procedures |
| The below procedures will enable staff to carry out the following reporting: Write these so anyone with no idea can understand them  Intro   1. **Identify / Analyse the hazard,** workers may identify hazards during you daily activities, inspections or audits 2. **Assess the hazard** Assess the hazard making the area safe as long as you are not putting yourself or anyone else in danger 3. **Identify correct documentation (form)** Hazard Identification forms can be found on company intranet, or paper forms in managers office 4. **Start the correct documentation (form) maybe move this** 5. **Notify appropriate personnel (Management)** 6. **Notify affected personnel (Other / Workers)** 7. **Consult on rectification** 8. **Implement rectification** 9. **Complete correct documentation (form)** 10. **Report to all affect stakeholder** 11. **File / Store in or on server / secure location** 12. **Evaluate the identified hazard** 13. **Monitor & Review the above process**   Conclude    Reporting of incidents |
| External Reporting Procedures |
| The below procedures will enable staff to carry out the following reporting procedures for, but not limited to, Worksafe authorities, Insurers, and other relevant senior authorised stake holders:  Monitor and review the findings from your investigation from you worksafe authorities  Timeframe for reporting the incident to worksafe |

## 3.7 Emergency Planning

There is still a chance that incidents will occur that are beyond the PCBU’s control i.e. external emergencies, natural disasters, etc.

It is vital to have appropriate emergency plans and procedures in place.

This means you will be required to:

* Identify the types of emergency situations which may arise;
* Determine how you will respond to these emergencies;
* Assign responsibilities (e.g. emergency wardens, first aid officers, etc.);
* Provide appropriate training;
* Communicate emergency arrangements including emergency contact numbers to all Workers;
* Ensure any emergency equipment is regularly inspected, serviced and maintained by a licensed contractor or service provider;
* Comply with essential services maintenance requirements in your State and/or Territory; and
* Practice your emergency procedures regularly.

In this activity you will be required to:

* Develop an Emergency Risk Register
* Develop and implement emergency plans and procedures including incident response.

Refer to the following to assist you with this activity if available: AS/NZS 3745:2010 Planning for emergencies in facilities

### 3.7.1 Emergency Risk Register

Complete the following table to identify potential emergencies assess the level of risk associated with each potential emergency and provide recommended controls. (Include Fire emergency response)

In developing the risk register and procedures you will need to seek input from key stakeholders and specialist emergency services where required to assist in identifying causes of potential emergencies.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |
| --- | --- | --- |
| 3.7.1 Emergency Risk Register | | |
| Nature of emergency | Recommended Controls | Risk Rating |
| ***Example****: Bomb threats and suspected devices* | *Procedures*  *Evacuation Drills*  *Training* | ***M*** |
| Fire Emergency | Policy & Procedure specific to Emergency Evacuation  Sound the Alarm/s  Hot fight a fire (Fire Fighting)  Evacuate to designated Muster Points | **B 5 E This is taken from georges risk matrix he sent on 28/7** |
| Adverse Weather (Cyclone) | Policy and procedures specific to Cyclones  Sound the alarm  Evacuate to Muster/shelter points |  |
| Gas leak/s | Policy & Procedure specific to Gas leaks  Sound the Alarm/s  Evacuate to designated Muster Points FINISH this one |  |
| Hazardous Chemical Spills | Sound the alarm & communicate  Follow spill drill procedures, control the spill, Isolate if possible, contain the spill, clean the spill  Set up & evacuate exclusion zone |  |
| Oil Spill | Sound the alarm  Isolate discharge  Shut off any sources of ignition  Set up & evacuate exclusion zone  Spill notification to correct authorities (not a control but part of ERP)  Correct strategy selection for clean-up, i.e. volume of spillage, is it on the shoreline, deep or shallow water(not a control but part of ERP) |  |
| Working at Heights | Follow SWMS  Correct training  Instal barriers  PPE, harnesses, head protection. |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 3.7.2 Emergency Response Plan

In this activity you are required to design an emergency response plan for two (2) of the emergency categories identified in 3.7.1 Emergency Risk Register. One **must** be designed for a Fire emergency response plan for your Organisation. You may choose to develop an emergency plan for any relevant emergency:

In your emergency plan, you will need to include the following elements:

* State the type of emergency you have chosen from the above list;
* Design and prioritise actions to be taken in the initial response phase;
* List the process for checking and accounting for people and;
* Identify the resource requirements e.g. personnel and equipment;
* Design and prioritise actions to be taken in the secondary response phase e.g. post disaster;
* How are you going to monitor and review this procedure?

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |
| --- | --- |
| **Emergency Plan #1** | |
| Emergency type: | **Fire** |
| Attachment Activity 3.7.2 EAP 1(Fire) Send separate attachments from georges EMP | |
| **Emergency Plan #2** | |
| Emergency type: | **Gas leak or something else maybe chemical** |
| Attachment Activity 3.7.2 EAP 1(Gas leak) | |

### 3.7.3 Emergency Contact List

Based on the case study provided or your own workplace complete an emergency contact list. Where possible, provide genuine contact numbers.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |
| --- | --- | --- |
| 3.7.3 Emergency Contact List | | |
| Triple Zero logo | POLICE, FIRE & AMBULANCE – Call 000  (112 from a mobile handset) | |
| Internal Information | | |
| Principal contractor: | | OXY Pty Ltd |
| Contact details: | |  |
| Site supervisor: | |  |
| Contact details: | |  |
| Local Information | | |
| Poisons Information Centre: | | Use local numbers for this |
| Phone Carrier: | |  |
| Local Council: | |  |
| Electrical Emergency: | |  |
| Dial before you dig: | |  |
| Gas Emergency: | |  |
| Water Emergency: | |  |
| Regulator: | |  |
| Insurance Provider: | |  |

## 3.8 Incident Response

Based on the case study provided or your own workplace you are required to complete the Incident Notification Report form. Simulate that you are the first person at the scene, consider your priority of actions, after you have secured the scene and arranged assistance; you are to fill out the incident notification form.

### 3.8.1 Incident Notification Report

For this activity, develop an incident investigation procedure to depict what workers need to follow.

Consider factors such as:

* Incident classification or severity
* Regulatory requirements
* Chain of command
* Internal and external timeframes
* Documentation
* Confidentiality

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.8.1 Incident Notification Report | | | | | | | | | | | | | | | | | | |
| All workplace incident must be immediately reported to your Area Manager/Supervisor | | | | | | | | | | | | | | | | | | |
| **Section 1:** Details of person completing the report | | | | | | | | | | | | | | | | | | |
| Report Date: | | | 29/7/2021 | | | | | | | |  |  | | | | | | |
| Last Name: | | | Turner | | | | | | | | First Name: | Jason | | | | | | |
| Position: | | | Safety Manager | | | | | | | | Department: | HSE | | | | | | |
| Contact No: | | | 0439620373 | | | | | | | | Contact Email: | Jason.turner1971@hotmail.co.uk | | | | | | |
| **Section 2:** Incident Type | | | | | | | | | | | | | | | | | | |
|  | Hazard |  | Near miss |  | Injury/illness | |  | | | Property damage or loss | | | |  | Other: (specify below) | | | |
| Death (multiple) | | | |
| **Section 3:** Incident Description - What happened | | | | | | | | | | | | | | | | | | |
| Description of Incident | | | | | | | | Location | | | | | Date | | | Time | | |
| Oil / Gas Rig / Platform, destroyed due to multiple explosions / fires. EXPAND ON THIS it will be copy and paste from later section | | | | | | | | QLD | | | | | 26/7/2021 | | | 6pm | am/pm | |
| **Section 4:** Incident Cause(s) - How it happened  \*Indicate the most relevant causes of the incident including near misses or hazards. | | | | | | | | | | | | | | | | | | |
| * Pump “B” fails requiring Pump “A” to be started. * Pump “A” was out of service along with PSV Valve. * PTW system procedures were not followed correctly, resulting in Pump “A” to leak gas and then explode upon trying to start it. | | | | | | | | | | | | | | | | | | |
| Injury Details | | | | | | | | | | | | | | | | | | |
| Did the injury result in (select below) | | | | | | | | | Was the person injured by (select below) | | | | | | | | | |
| Fatality | | | | | |  | | | Contact with moving parts or materials on a machine | | | | | | | | |  |
| Amputation | | | | | |  | | | Being struck by a moving or falling object | | | | | | | | |  |
| Fracture | | | | | |  | | | Being struck by moving vehicle or plant | | | | | | | | |  |
| Soft tissue damage, strain or compression | | | | | |  | | | Striking against an object not moving | | | | | | | | |  |
| Eye injury | | | | | |  | | | Handling, lifting, moving or carrying a load | | | | | | | | |  |
| Loss of consciousness | | | | | |  | | | Slipping, tripping or falling on the same level | | | | | | | | |  |
| Electric shock | | | | | |  | | | Falling from a height | | | | | | | | |  |
| Electric burns | | | | | |  | | | Being trapped by a collapsing or overturning object | | | | | | | | |  |
| Thermal burns | | | | | |  | | | Drowning or asphyxiation | | | | | | | | |  |
| Chemical burns | | | | | |  | | | Contact with a harmful substance | | | | | | | | |  |
| Stress, trauma or shock | | | | | |  | | | Exposure to harmful substance | | | | | | | | |  |
| First aid treatment only | | | | | |  | | | Exposure to heat or fire | | | | | | | | |  |
| Immediate medical treatment | | | | | |  | | | Exposure to explosion | | | | | | | | |  |
| Hospitalisation for 24 hours or more | | | | | |  | | | Contact with electricity or electrical Discharge | | | | | | | | |  |
| Three or more days absence from work | | | | | |  | | | Occupational violence | | | | | | | | |  |
| Other (specify): | | | | | |  | | | Exposure to an animal or pathogen | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 5**: Details of person involved in incident  \*If more than one-person complete separate forms | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name: | | | | | Multiple Deaths x 167 | | | | | | First Name: | | | | | | | | Multiple Deaths x 167 | | | | | |
| Date of Birth: | | | | | Multiple Deaths x 167 | | | | | | Guardian Name:  (if injured person is under 18 years) | | | | | | | | N/A | | | | | |
| Address: | | | | | Multiple Deaths x 167 | | | | | | | | | | | | | | | | | | | |
| Contact No: | | | | | 1300 OXY PTY LTD | | | | | | | Email: | | | | | | | pipera@oxy.com.au | | | | | |
| Employment Status: | | | | | Employee: | | | |  | Contractor: | | | | | |  | | Volunteer: | | | | |  | |
| Student: | | | |  | Member of Public: | | | | | |  | | Other: (specify below) | | | | | | |
|  | | | | | | |
| Department: | | | | | Piper Alpha worker (Multiple) | | | | | | | Position: | | | | | |  | | | | | | |
| **Section 6:** Details of witnesses to the incident  \*If not applicable, proceed to Section 7 | | | | | | | | | | | | | | | | | | | | | | | | |
| Witness 1 | | | Last Name: | | | | | Seaton | | | | | | | Fist Name: | | | | | Colin | | | | |
| Contact No: | | | | | 1300 OXY PTY LTD | | | | | | | | | | | | | | | | |
| Witness 2 | | | Last Name: | | | | | Anyone | | | | | | | Fist Name: | | | | |  | | | | |
| Contact No: | | | | | 1300 OXY PTY LTD | | | | | | | | | | | | | | | | |
| **Section 7:** Details of injury / illness  \*If not applicable, proceed to Section 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of Injury | | | | | | | | | | | | | | Location of Injury (Please specify below) | | | | | | | | | | |
|  | Laceration / Contusion / Superficial | | | | | | | | | | | | |  | | | | | | | | | | |
|  | Sprain / Strain | | | | | | | | | | | | | Try to make cross bigger | | | | | | | | | | |
|  | Fracture / Dislocation | | | | | | | | | | | | |
|  | Exposure to hazardous substances | | | | | | | | | | | | |
|  | Psychological Injury | | | | | | | | | | | | |
|  | Other: | | | Burns to body and face  Smoke inhalation  Multiple deaths (167) | | | | | | | | | |
| Treatment Provided: | | | | | | | | | | | | | | Address of treatment – Medical Facility: | | | | | | | | | | |
|  | None | | | | | | | | | | | | | Gold Coast University Hospital | | | | | | | | | | |
|  | First Aid | | | | | | | | | | | | |
|  | Doctor | | | | | | | | | | | | |
|  | Hospital in-patient | | | | | | | | | | | | |
|  | Unknown | | | | | | | | | | | | |
|  | Other: | | |  | | | | | | | | | |
| **Section 8:** Details of property damage or loss  \*If not applicable, processed to Section 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| HOME WORK Piper Alpha video, bullet points, whole rig was destroyed  Start off with   * Explosion took coms room * Fire suppression screens blow out * Oil * Gas * Rig Collapses | | | | | | | | | | | | | | | | | | | | | | | | |
| Nature of loss / damage | | | | | | | | | | | | | | Description of property  EG: Vehicle Make / Model / Year | | | | | | | | Location of loss / damage  (Supply image where possible) | | |
|  | Damage to Motor Vehicle | | | | | | | | | | | | | The entire rig of Piper Alpha was destroyed due to the fire/s, from oil and gas explosions. | | | | | | | | PUT IN A PICTURE OF PIPER BURNING | | |
|  | Lost / stolen physical / tangible property | | | | | | | | | | | | |
|  | Lost / stolen intangible property (e.g. confidential information) | | | | | | | | | | | | |
|  | Damage to clothing / equipment / machinery | | | | | | | | | | | | |
|  | Damage to perishable goods | | | | | | | | | | | | |
|  | Structural damage to building | | | | | | | | | | | | |
|  | Fines / penalties | | | | | | | | | | | | |
|  | Other: | | |  | | | | | | | | | |
| **Section 9:** Details of action taken after the incident  \*If not applicable, processed to Section 10 | | | | | | | | | | | | | | | | | | | | | | | | |
| Action Taken | | | | | | | | | | | | | By whom | | | | | | | | | | | Date Completed |
| Tharos engages in rescue Expand on all of these explain Tharros role it has medical facilities, was always around the 3 rigs treated medical needs  Nearby vessels engage in rescue and support  Coast guard engages in rescue transfers critical survivors to local hospitals | | | | | | | | | | | | | Tharos  Nearby vessels  Coast Guard | | | | | | | | | | | 26/9/2021 (for all) |
| Investigation is launched by the government  Coronial inquest  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* REMEMBER BRIAN APPLETON VIDEO 😊😊😊😊😊😊😊 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Piper alpha video https://www.youtube.com/watch?v=S9h8MKG88\_U&t=29s  Which department took over Oil &Gas in the UK  What were the investigation findings | | | | | | | | | | | | |  | | | | | | | | | | |  |
| Findings are published – sensitive / personal information is removed from the public  Reference at least 2 websites that released information on PA eg Daily Scottish mail | | | | | | | | | | | | | Websites go here, maybe the links | | | | | | | | | | |  |
| **Section 10:** Incident report notification | | | | | | | | | | | | | | | | | | | | | | | | |
| Internal notification | | | | | | | | | | | | | | Date | | | | | | | | | | |
|  | Risk / Audit Committee | | | | | | | | | | | | | The date when this activity is finished goes here | | | | | | | | | | |
|  | Executive Group | | | | | | | | | | | | |  | | | | | | | | | | |
|  | General Manager | | | | | | | | | | | | |  | | | | | | | | | | |
|  | WHS Manager | | | | | | | | | | | | |  | | | | | | | | | | |
|  | HSR/HSC | | | | | | | | | | | | |  | | | | | | | | | | |
|  | Other: | | | | | Self-Insured  Other Rigs / Platforms | | | | | | | |  | | | | | | | | | | |
| External notification | | | | | | | | | | | | | | Date | | | | | | | | | | |
|  | Insurer | | | | | | | | | | | | |  | | | | | | | | | | |
|  | WHS Regulator | | | | | | | | | | | | |  | | | | | | | | | | |
|  | Police | | | | | | | | | | | | |  | | | | | | | | | | |
|  | Other: | | | | | Coroner  Government  Media  Other Rigs / Platforms | | | | | | | |  | | | | | | | | | | |
| **Section 11:** Manager/Supervisor Assessment | | | | | | | | | | | | | | | | | | | | | | | | |
| Does this incident require further investigation?  *Assess the need for an investigation against the Organisations Investigation Policy or Procedure.* | | | | | | | | | | | | | |  | | | Yes (complete incident investigation) | | | | | | | |
|  | | | No, provide reasons below: | | | | | | | |
|  | | | | | | | |
| Full name of Manager / Supervisor: | | | | | | | Colin Seaton | | | | | | | Date: | | | | | | | The date when this activity is finished goes here | | | |
| Signature of Manager / Supervisor: | | | | | | | Colin Seaton | | | | | | | Date: | | | | | | |  | | | |
| NOTES: | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | A copy of the report has been securely filed. The pathway is: | | | | | | | | | | | | | | | | | | | | | | |

### 3.8.2 Incident Investigation Flow Chart

For this activity, develop an incident investigation procedure to depict what workers need to follow.

Consider factors such as: Draw my own flow chart, can use org chart as a base

* Incident classification or severity
* Regulatory requirements
* Chain of command
* Internal and external timeframes
* Documentation
* Confidentiality

Complete the activity on a separate document and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

### 3.8.3 Incident Investigation Plan

From the incident report completed above you are now required to develop an incident investigation plan. The plan will need to detail the following:

* Who will be involved in the incident investigation team (names and roles);
* Define the scope and purpose of the investigation;
* Detail agreed processes for all phases of the investigation;
* Identify and document the necessary resources to conduct the investigation including expert advice as required;
* Identify agreed timelines, objectives, responsibilities, roles, documentation, action and outcomes required.

Throughout this planning phase you will need to ensure the participation of and consultation with individuals and parties.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.8.3 Incident Investigation Plan | | | | | | | | |
| Incident ID No: | |  | | | | Date: | 29/07/2021 | |
| Investigation Team: | | | | | | | | |
| Name: | Jason Turner | | | Position: | Safety Manager | Allocated responsibilities:  *EG: interview witnesses* | | Conduct / Lead Investigation |
| Name: |  | | | Position: | Safety co-ordinator | Allocated responsibilities: | | Assist with interviews |
| Name: |  | | | Position: | Safety co-ordinator | Allocated responsibilities: | | Assist with documentation |
| Name: |  | | | Position: | Safety co-ordinator | Allocated responsibilities: | | Assist with evidence gathering |
| Investigation Scope | | | | | | | | |
| Refer to 3.8.1, section 9 | | | | | | | | |
| Detail agreed processes for all phases of the investigation: | | | | | | | | |
| Tharos engages in rescue ( why did the arm take so long to expand, firefighters cannons tripped?)  Investigation is launched by the government, what cause the incident to occur  Leading experts-refer to Brian Appleton and his investigation  Coronial inquest\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* REMEMBER BRIAN APPLETON VIDEO 😊😊😊😊😊😊😊 \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Type the steps from coroners website when a death occurs just the key points <https://www.coronerscourt.vic.gov.au/inquests-findings/investigation-process/death-investigation-process>  Findings are published – sensitive / personal information is removed from the public | | | | | | | | |
| Resource Requirements (including document and expert advice): | | | | | | | | |
| You do not need to create these documents, just reference them. Photos, interviews, video footage for his kids school project | | | | | | | | |
| Investigation Details | | | | | | | | |
| Timelines of the investigation: | | | Bullet point of the steps of the investigation, step 1 look at tharros, 2 look at piper Alpha, 3 look at coroners report, 4 findings | | | | | |
| Objectives: | | | Why are we doing this investigation, n to find the root cause and get closure for the families of those that were lost | | | | | |
| Documentation: | | | Reference the documents | | | | | |
| Immediate actions undertaken: | | | No immediate action was able to be taken due to the vast damage and irreparable scenario of piper alpha. | | | | | |

### 3.8.4 Incident Investigation Report GET DANCRIS OR MICHELLE TO CHECK THIS SECTION OVER FOR ME BEFORE SUBMITTING

Based on the plan you have just developed and the incident/emergency that has taken place, you are now required to conduct an incident investigation.

As a minimum you will need to:

* Identify and access sources of information and data;
* Inspect incident site, equipment and other evidence, and document outcome of inspection;
* Gather information and data in ways that ensure objectivity, confidentiality, validity and accuracy.

You will be required to analyse the information and data gathered during the investigation process and identify immediate and underlying causes including practical prevention measures.

This will require you to:

* Construct timeline of events leading up to the incident;
* Investigate key events, conditions and/or circumstances that together resulted in the incident;
* Develop corrective actions, interventions and practical measures to prevent the re-occurrence of the incident and to address root causes;
* Detail recommended corrective actions, interventions or measures, and plans for the implementation and evaluation.

After conducting the incident investigation, you will need to compile and communicate the investigation report to relevant stakeholders. The report will need to be written using objective language, cite evidence and the basis for conclusions and your recommendations.

Complete the template below, or complete and submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.8.4 Incident Investigation Report | | | | | | | | | | | | | | | |
| **Section 1:** Details of person completing the report | | | | | | | | | | | | | | | |
| Report Date: | | | 29/07/2021 | | | | | | | ID No: | 123/246 | | | | |
| Last Name: | | | Turner | | | | | | | First Name: | Jason | | | | |
| Position: | | | Safety Manager | | | | | | | Department: | HSE | | | | |
| Contact No: | | | 0439620373 | | | | | | | Contact Email: | Jason.turner1971@hotmail.co.uk | | | | |
| **Section 2:** Details of investigation team | | | | | | | | | | | | | | | |
| Name: | |  | | Position: | | | | Safety co-ordinator | | Responsibilities: | Assist with interviews | | | | |
| Name: | |  | | Position: | | | | Safety co-ordinator | | Responsibilities: | Assist with documentation | | | | |
| Name: | |  | | Position: | | | | Safety co-ordinator | | Responsibilities: | Assist with evidence gathering | | | | |
| **Section 3:** Details of persons interviewed | | | | | | | | | | | | | | | |
| Name: | | BBC Piper Alpha Video | | | | | | | | Contact no: | +44 (0)3700 100 222 | | | | |
| Name: | | National Geographic Video | | | | | | | | Contact no: | 1-800-647-5463 | | | | |
| Name: | | Brian Appleton video | | | | | | | | Contact no: | + 44 (0)7808160852 | | | | |
| **Section 4:** Incident description (what happened) | | | | | | | | | | | | | | | |
| Oil / Gas Rig / Platform destroyed due to multiple explosions / fires.  • Pump “B” fails requiring Pump “A” to be started.  • Pump “A” was out of service along with PSV Valve.  • PTW system procedures were not followed correctly, resulting in Pump “A” to leak gas and then explode upon trying to start it.  Detailed step in the below section 5 | | | | | | | | | | | | | | | |
| **Section 5:** Timeline of events | | | | | | | | | | | | | | | |
| Edit this timeline if needed, put any notes I have from the first video, put it in brackets attention to detail https://www.youtube.com/watch?v=Nwbw5PHZnqk    **12:00 noon**: Two condensate pumps - A and B, displaced the platform's condensate for transport to the coast. On the morning of July 6, Pump A's pressure safety valve was removed for routine maintenance. The open condensate pipe was temporarily sealed with a disk cover (flat metal disc also called a blind flange or blank flange). Because the work could not be completed by 6:00 pm, the disc cover remained in place. It was hand-tightened only. The on-duty engineer filled in a permit which stated that Pump A was not ready and must not be switched on under any circumstances.    **6:00 pm**: The day shift ended, and the night shift started. As he found the on-duty custodian busy, the engineer neglected to inform him of the condition of Pump A. Instead he placed the permit in the control center and left. This permit disappeared and was not found. Coincidentally there was another permit issued for the general overhaul of Pump A that had not yet begun.  **7:00 pm**: Piper Alpha had an automatic fire-fighting system, driven by both diesel and electric pumps (the latter were disabled by the initial explosions). The diesel pumps were designed to suck in large amounts of sea water for fire fighting; the pumps had an automatic control to start them in case of fire (although they could not be remotely started from the control room in an emergency). However, the fire-fighting system was under manual control on the evening of July 6: the Piper Alpha procedure adopted by the Offshore Installation Manager (OIM) required manual control of the pumps whenever divers were in the water (as they were for approximately 12 hours a day during summer) although in reality, the risk was not seen as significant for divers unless a diver was closer than 10–15 feet (3–5 meters) from any of the four 120 feet (40 meter) level caged intakes.  **9:45 pm:–**The primary condensate pump B tripped out and the nightshift staff were unable to restart the pump. Without the pump the platform would need to cease operations at great a great cost to production and finance. At this stage the nightshift staff considered whether to re-commission the spare condensate pump that was under maintenance in order to restart operations  On the day of the incident, the nightshift staff were aware that the spare condensate pump had been removed for a large overhaul. They believed very little work had been done to the spare pump and that re-commissioning the pump should be relatively a simple process of restoring the flow of electricity and opening up suction and delivery valves.  However, the nightshift team were unaware that a second piece of maintenance on the pump’s relief valve had been undertaken on the same day  The reason for this misunderstanding is largely down to failures in the Permit-to-work system. Due to the platforms policy on overtime, the two-man team of contractors working on the relief valve overhaul had chosen to pause the job at 6pm and to complete the job in the morning. Work on the pump was incomplete.  When the contractor attempted to return a permit explaining the current state of the pump the operations manager had a heavy workload. Instead of returning and discussing the permit directly with the operations manager, the supervisor left the permit on the operations manager’s desk. Subsequently, when the nightshift started the operations manager had no knowledge that the works had not been completed. Additionally the permits for the two jobs on the pump were not linked meaning that when the nightshift reviewed the permits later they were unaware of the work on the valve.  **9.45pm – 9.59pm –**Night shift staff were unaware of a second piece of maintenance work that had been undertaken on the spare pump and continued to recommission the pump prior to the completion of scheduled works. At this stage condensate began to leak at the point where the relief valve had been removed.  During the subsequent enquiry, the control room operator reported that all of the gas alarms that sounded were in low lying areas indicating that the gas that was leaking was likely to be heavier than air, most likely Propane.  **9:52 pm**: The permit for the overhaul was found, but not the other permit stating that the pump A must not be started under any circumstances due to the missing safety valve. The valve was in a different location from the pump, and therefore the permits were stored in different boxes, as they were sorted by location. None of those present were aware that a vital part of the machine had been removed. The manager assumed from the existing documents that it would be safe to start Pump A. The missing valve was not noticed by anyone, particularly as the metal disc replacing the safety valve was several meters above ground level and obscured by machinery.    **9:55 pm:** Condensate Pump A was switched on. Gas flowed into the pump, and because of the missing safety valve, produced an overpressure which the loosely fitted metal disc did not withstand. Gas audibly leaked out at high pressure, drawing the attention of several men and triggering six gas alarms including the high level gas alarm. Before anyone could act, the gas ignited and exploded, blowing through the firewall. The custodian pressed the emergency stop button, closing huge valves in the sea lines and ceasing all oil and gas extraction.  Theoretically, the platform would then have been isolated from the flow of oil and gas and the fire contained. However, because the platform was originally built for oil, the firewalls were designed to resist fire rather than withstand explosions. The first explosion broke the firewall and dislodged panels, one of which ruptured a small condensate pipe, creating another fire.  **9.59pm:**A series of gas alarms started sounding in the control room to warn about leaked gas.  **Before 10**: Pump A was restarted. It was too much for the metal plate to handle which caused gas to leak. An alarm sound rang.  **10.00pm:**Leaking condensate ignited causing an explosion in the Gas compression module.  This initial explosion was large enough to disable the communication equipment. Preventing Piper Alpha from communicating with On-Shore emergency services and the other two connected oil platforms.  This explosion was large enough to blow-down/damage several firewalls including the firewall between the gas compression module and the oil-processing module. Although in the design of the platform the designers/construction team had installed firewalls between the modules no explosion/blast proofing walls had been introduced.  The impact of the blast immediately ruptured oil pipework in the adjacent oil-processing module.  **10.00pm:**Almost immediately following the gas explosion a very large oil fire ignited causing large plumes of toxic black smoke to engulf large portions of the platform.  The large plumes of smoke produced by the oil fire were blown north by the wind engulfing the lifeboats and preventing escape via lifeboat.  This was a prolonged oil fire that lasted longer than the supplies of oil on the platform would normally have allowed. The main reason for this is that the initial explosion had knocked out communication between the platforms. Although the other two platforms were reported to be aware of the fire on Piper Alpha from nearby ship radio communications, they continued to pump oil to the platform under the assumption that Piper Alpha would be able to control the fire.  The subsequent enquiry indicated that no simulation or training had been undertaken to prepare any of the rigs for how to proceed in a scenario in which a major accident would occur on one of the connected rigs.  Shrink the 10.04 timeline a bit  **10:04pm:** The control room of Piper Alpha was abandoned. "Mayday" was signaled via radio by radio operator David Kinrade. Piper Alpha's design made no allowances for the destruction of the control room, and the platform's organization disintegrated. No attempt was made to use loudspeakers or to order an evacuation.  Emergency procedures instructed personnel to make their way to lifeboat stations, but the fire prevented them from doing so. Instead many of the men moved to the fireproofed accommodation block beneath the helicopter deck to await further instructions. Wind, fire and smoke prevented helicopter landings and no further instructions were given, with smoke beginning to seep into the personnel block. As the crisis mounted, two men donned protective gear and attempted to reach the diesel pumping machinery below decks and activate the firefighting system. They were never seen again.  The fire would have burnt out were it not being fed with oil from the Tartan and Claymore platforms, the resulting back pressure forcing fresh fuel out of ruptured pipework on Piper, directly into the heart of the fire. The Claymore platform continued pumping oil until the second explosion because the manager had no permission from the Occidental control center to shut down. Also, the connecting gas pipeline to Tartan continued to pump, as its manager had been directed by his superior. The reason for this procedure was the huge cost of such a shut down. It would have taken several days to restart production after a stop, with substantial financial consequences.  Gas pipelines of both 16 and 18 inch diameter ran to Piper Alpha. Two years earlier Occidental management ordered a study, the results of which warned of the dangers of these gas lines. Because of their length and diameter, it would have taken several hours to reduce their pressure, which meant fighting a fire fueled by them would have been all but impossible. Although the management admitted how devastating a gas explosion would be, Claymore and Tartan were not switched off with the first emergency call.  **10:05pm**: The Search and Rescue station at RAF Lossiemouth received the first call notifying them of the possibility of an emergency, and a Sea King helicopter took off at the request of the Coastguard station at Aberdeen. The station at RAF Boulmer was also notified, and a Hawker Siddeley Nimrod from RAF Kinloss were sent to the area to act as "On-Scene Commander" and "Rescue Zero-One".    **10:20pm**: Tartan's gas line (pressurized to 120 Atmospheres) melted and ruptured, releasing 15-30 tons of high pressure gas every second, which immediately ignited. From that moment on, the platform's destruction was assured.  **10.25pm:** After sustained weakening from the oil fire, a gas pipe carrying compressed gas at approximately 2000 Psi from the other two platforms burst. A large explosion and gas fire ensued. Tharos a fire fighting ship attempts to extent a walkway to the platform however a design oversight on the ship meant that the ladder was unable to fully extend it’s gala way to the platform before 10.50pm  **10:30pm**: The Tharos, a large semi-submersible fire fighting, rescue and accommodation vessel, drew alongside Piper Alpha. The Tharos used its water cannon where it could, but it was restricted, because the cannon was so powerful it would injure or kill anyone hit by the water.    **10:50pm**: The second gas line ruptured (the riser for the MCP-01 platform), ejecting millions of cubic feet of gas. Huge flames shot over 300 feet (90 meters) in the air. The Tharos was driven off by the heat, which began to melt the surrounding machinery and steelwork. It was only after this explosion that the Claymore platform stopped pumping oil. Personnel still left alive were either desperately sheltering in the scorched, smoke-filled accommodation block or leaping from the various deck levels, including the helideck, 175 feet (50 meters) into the North Sea. The explosion also killed two crewmen on a fast rescue boat launched from the standby vessel Sandhaven and the six Piper Alpha crewmen they had rescued from the water.  A second gas riser burst further fuelling the enormous gas fire.  **11:18pm**: The gas pipeline connecting Piper Alpha to the Claymore Platform ruptured, adding even more fuel to the already massive firestorm that engulfed Piper Alpha.  **11.20pm:**The pipeline that connects Piper Alpha and the claymore platform bursts**.**  **11:50pm:** With critical support structures burned away, and with nothing to support the heavier structures on top, the platform began to collapse. One of the cranes collapsed, followed by the drilling derrick. The generation and utilities Module, which included the fireproofed accommodation block, slipped into the sea, taking the crewmen huddled inside with it. The largest part of the platform followed it.  **11:50pm** The generation and utilities Module (D), which includes the fireproofed accommodation block, slips into the sea.  **00:45am** The entire platform had gone | | | | | | | | | | | | | | | |
| **Section 6:** Key events | | | | | | | | | | | | | | | |
| **Clean up key events**  **9:45 pm:–**The primary condensate pump B tripped out and the nightshift staff were unable to restart the pump. Without the pump the platform would need to cease operations at great a great cost to production and finance. At this stage the nightshift staff considered whether to re-commission the spare condensate pump that was under maintenance in order to restart operations  **9:55 pm:** Condensate Pump A was switched on. Gas flowed into the pump, and because of the missing safety valve, produced an overpressure which the loosely fitted metal disc did not withstand. Gas audibly leaked out at high pressure, drawing the attention of several men and triggering six gas alarms including the high level gas alarm. Before anyone could act, the gas ignited and exploded, blowing through the firewall. The custodian pressed the emergency stop button, closing huge valves in the sea lines and ceasing all oil and gas extraction.  **Before 10**: Pump A was restarted. It was too much for the metal plate to handle which caused gas to leak. An alarm sound rang.  **10.00pm:**Leaking condensate ignited causing an explosion in the Gas compression module.  This initial explosion was large enough to disable the communication equipment. Preventing Piper Alpha from communicating with On-Shore emergency services and the other two connected oil platforms.  **10.00pm:**Almost immediately following the gas explosion a very large oil fire ignited causing large plumes of toxic black smoke to engulf large portions of the platform.  The large plumes of smoke produced by the oil fire were blown north by the wind engulfing the lifeboats and preventing escape via lifeboat.  **10:04pm:** The control room of Piper Alpha was abandoned. "Mayday" was signaled via radio by radio operator David Kinrade. Piper Alpha's design made no allowances for the destruction of the control room, and the platform's organization disintegrated. No attempt was made to use loudspeakers or to order an evacuation.  **10:20pm**: Tartan's gas line (pressurized to 120 Atmospheres) melted and ruptured, releasing 15-30 tons of high pressure gas every second, which immediately ignited. From that moment on, the platform's destruction was assured.  **10.25pm:** After sustained weakening from the oil fire, a gas pipe carrying compressed gas at approximately 2000 Psi from the other two platforms burst. A large explosion and gas fire ensued. Tharos a fire fighting ship attempts to extent a walkway to the platform however a design oversight on the ship meant that the ladder was unable to fully extend it’s gala way to the platform before  **10:30pm**: The Tharos, a large semi-submersible fire fighting, rescue and accommodation vessel, drew alongside Piper Alpha. The Tharos used its water cannon where it could, but it was restricted, because the cannon was so powerful it would injure or kill anyone hit by the water.    **10:50pm**: The second gas line ruptured (the riser for the MCP-01 platform), ejecting millions of cubic feet of gas. Huge flames shot over 300 feet (90 meters) in the air. The Tharos was driven off by the heat, which began to melt the surrounding machinery and steelwork. It was only after this explosion that the Claymore platform stopped pumping oil.  **11:18pm**: The gas pipeline connecting Piper Alpha to the Claymore Platform ruptured, adding even more fuel to the already massive firestorm that engulfed Piper Alpha.  **11.20pm:**The pipeline that connects Piper Alpha and the claymore platform bursts**.**  **11:50pm:** With critical support structures burned away, and with nothing to support the heavier structures on top, the platform began to collapse. One of the cranes collapsed, followed by the drilling derrick.  **11:50pm** The generation and utilities Module (D), which includes the fireproofed accommodation block, slips into the sea.  **00:45am** The entire platform had gone | | | | | | | | | | | | | | | |
| **Section 7:** Contributing factors (List all contributing factors to the incident (People, Environment, Equipment, Process, Organisation) to identify root causes) | | | | | | | | | | | | | | | |
| List items that George gave us in piper graph | | | | | | | | | | | | | | | |
| **Section 8:** Risk identification and analysis (If no controls in place or controls not effective complete Section 9) | | | | | | | | | | | | | | | |
| Identify all risks that are relevant to the incident  *Example: Inexperienced workers operating plant* | | | | | | Identify any existing controls in place to manage the risks  *Example: Supervision and training of staff* | | | | | | | Are the existing controls effective? | | |
| Yes | No | N/A |
| Fire walls, not upgraded to Blast Walls | | | | | | As per industry standards Blast walls must be installed – however, never were.  No other controls appear to exist | | | | | | |  |  |  |
| PSV Valve – hand tightened not torque tightened (gas leak) | | | | | | Procedures were in place to tighten correctly – not adhered to.  This was found it post investigation | | | | | | |  |  |  |
| Deluge System | | | | | | Explain | | | | | | |  |  |  |
| Cladding on Gas Pipeline | | | | | | Explain | | | | | | |  |  |  |
| Rubber Matting – Diving Deck | | | | | | Explain | | | | | | |  |  |  |
|  | | | | | |  | | | | | | |  |  |  |
| **Section 9:** Corrective Action Plan  What actions have been undertaken or will be undertaken to prevent the incident from recurring? | | | | | | | | | | | | | | | |
| Corrective Action | | | | | | | | | | Responsibility | | Due Date | Completed Date | | |
| Fire walls, not upgraded to Blast Walls | | | | | | | | | |  | |  |  | | |
| PSV Valve – Follow procedures, confirm tasks once completed and inspected) ??? | | | | | | | | | |  | |  |  | | |
| Deluge System ??? | | | | | | | | | |  | |  |  | | |
| Cladding on Gas Pipeline ??? | | | | | | | | | |  | |  |  | | |
| Rubber Matting – Diving Deck ??? | | | | | | | | | |  | |  |  | | |
| **Section 10:** Incident investigation notification  Completed report has been provided to: | | | | | | | | | | | | | | | |
|  | WHS Advisor | | | |  | | WHS Manager | | | | | | | | |
|  | Executive Group | | | |  | | HSR | | | | | | | | |
|  | General Manager | | | |  | | Other: | | Governing Bodies, Worksafe, fed / state government | | | | | | |
| **Section 11:** Supporting Evidence (detail all attachments and file appropriately): | | | | | | | | | | | | | | | |
| Coroners reports  Investigators reports  Insurance reports  Refer to 3.8.3 (resources) | | | | | | | | | | | | | | | |
| **NOTES:** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | A copy of the report has been securely filed. The pathway is: Where is it saved eg.OXY-Shared drive-Documents-ETC…… | | | | | | | | | | | | | | |

End of Section 3

# 

# Section 4 Measurement and Evaluation

This section of the Workbook requires you to develop systems and reporting processes to measure, monitor and evaluate WHS performance and determine how and when preventative or corrective actions should be taken.

## 4.1 WHSMS Audit

In this activity you are conducting an audit of the WHSMS you have developed thus far. You are to confirm whether the system conforms to the Australian Standard, AS/NZ4801:2001 Occupational Health and Safety Management Systems, Specification with guidance for use objectives.

Should there be an element that does not conform; you will need to state the degree of non-compliance. You are to conduct this audit on the WHSMS and data you have developed to date. This will assist to establish in gaps in the system for further action.

You will need to complete these activities on the following pages:

* 4.1.1 Audit plan
* 4.1.2 WHS Management Systems Audit
* 4.1.3 Assessment and Rating Table – Summary of Audit Findings

### 4.1.1 Audit Plan

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4.1.1 Audit Plan | | | | | | | | | | |
| **General Information** | | | | | | | | | | |
| Organisation Name: | | | | OXY PTY LTD | | | | Organisation Representative: | Jason Turner | |
| Date: | | | | 29/07/2021 | | | | Location: | Virtual Classroom - Melbourne | |
| **Audit Requirement / Standard** | | | | | | | | | | |
| AS/NZS 4801:2001 Occupational Health and Safety Management Systems | | | | | | | | | | |
| **Scope & Objectives** | | | | | | | | | | |
| Scope: | | | The scope of this audit is to identify OXY’s WHSMS integrity, compliance and effectiveness within the organisation. | | | | | | | |
| Objectives: | | | Identify findings of OXY’s documentation against AS/NZS 4801:2001 Occupational Health and Safety Management Systems and where required provide recommendations to achieve compliance. | | | | | | | |
| **Audit Team** | | | | | | | | | | |
| ***Name*** | | | | | | ***Responsibilities*** | | | | |
| Safety co-ordinator Name | | | | | | Assist with interviews | | | | |
| Safety co-ordinator | | | | | | Assist with documentation | | | | |
| Safety co-ordinator | | | | | | Assist with evidence gathering | | | | |
| **Privacy & Confidentiality** | | | | | | | | | | |
| The findings and recommendations of this audit will not be disclosed to any other parties other than OXY PTY LTD. If OXY choose to disclose their findings, this is set on their own accord.  Privacy Act 1988, Non-disclosure agreement, word these so its sounds more official,  All Audits are stored on a secure, password protected drive. | | | | | | | | | | |
| **Distribution of Reports** | | | | | | | | | | |
| The finalised report shall be presented to Colin Seaton and the OXY senior management team and board. This will be a formal meeting in head office. Change the wording keeping key words | | | | | | | | | | |
| **Contingency Actions** | | | | | | | | | | |
| 1. | Audit to be conducted on the cloud so it can be automatically saved | | | | | | | | | |
| 2. | Back up Audit staff and auditee’s for interviews Change on of these 2 dates, or done remotely | | | | | | | | | |
| 3. | Secondary / Multiple locations for Audit to be conducted | | | | | | | | | |
| **Audit Schedule** | | | | | | | | | | |
| ***Activity*** | | ***Allocated Time*** | | | ***Personnel*** | | ***Topic/s*** | | | ***Resources / Documents*** |
| Is an audit of OXY’s WHSMS / OHSMS | | 29-30/7/2021 | | | Jason Turner  + my 3 assistants | | WHSMS  QMS/QAS  P&P’s.  Registers.  Training Records.  Hazardous Substances register.  Emergency procedures.  First Aid.  Environmental procedures  Plant & Equipment register | | | Audit template  Activities completed in DIP WHS (Multiple).  WHS Policy  Document Control  WHS Records Management  Team WHS Consultation Statement  Consultation and Participation Policy  Training Register  Risk Management Procedure  Emergency Risk Register  Internal and External Reporting Procedure  Objective, Targets and Performance Indicators  WHS Communication Strategy  Roles and Responsibilities Register  Work Health and Safety Management Plan Matrix  Emergency Response Plan  Emergency Contact List  Incident Notification Report  Incident Investigation Plan  Incident Investigation Report  Risk Register  Hazard Management  Incident Investigation Flow Chart Review and add if nesessary |
|  | |  | | |  | |  | | |  |
|  | |  | | |  | |  | | |  |
|  | |  | | |  | |  | | |  |
|  | | | | | | | | | | |

### 4.1.2 WHS Management System Audit

|  |  |  |
| --- | --- | --- |
| WHSMS Audit – Assessment & Rating Methodology | | |
| ***LABEL*** | ***RESULT*** | ***PERFORMANCE*** |
| **YES** | Conformance | An element is deemed to have met conformance when it can be demonstrated that the element requirements have been addressed. |
| **NO - Minor** | Minor Non-conformance | Satisfies minimum requirements of the indicator only. Basic documentation can be produced if specified in the indicator. A minor non-conformance occurs if all requirements have only been partially implemented. |
| **NO - Major** | Major Non-conformance | A major non-conformance is where many of the element requirements have not been met or are in the early stages of development. Areas of high risk that have not been effectively controlled would also constitute a major non-conformance. |

|  |  |  |
| --- | --- | --- |
| AS/NZS 4801:2001 - Audit Checklist | | |
| **4.2 OHS/WHS Policy** | | |
| **4.2 OHS/WHS Policy** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Is there a written OHS/WHS Policy statement? | Yes | Act. 1.1 O/WHS Policy |
| Has the Organisation’s OHS/WHS policy been authorised by the Organisations top management? | Yes | Act. 1.1 O/WHS Policy |
| Does the OHS/WHS policy clearly state the health and safety objectives? | Yes | Act. 1.1 O/WHS Policy |
| Does the OHS/WHS policy clearly state the commitment to improving health and safety performance? | Yes | Act. 1.1 O/WHS Policy |
| Is the OHS/WHS policy appropriate to the nature and scale of the Organisation's OHS/WHS risks? | Yes | Act. 1.1 O/WHS Policy |
| Does the Organisation's OHS/WHS policy include the commitment to establish measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness? | Yes | Act. 1.1 O/WHS Policy |
| Does the Organisation's OHS/WHS policy include a commitment to comply with relevant OHS/WHS legislation and with other requirements placed upon the Organisation or to which the Organisation subscribes? | Yes | Act. 1.1 O/WHS Policy  Act. 2.1 Legal & other requirements |
| Does the OHS/WHS policy include a commitment to consultation with employees? | Yes | Act. 1.1 O/WHS Policy  Act. 1.2 WHS Communication Strategy |
| Has the Organisation's OHS/WHS policy been documented, maintained and communicated to all employees as part of the company’s operations and incorporated into duty statements, procedure manuals and job descriptions?? | Yes | Act. 1.1 O/WHS Policy  Act. 1.2 WHS Communication Strategy  Act 2.2 Objectives, Targets and Performance Indicators  Act. 3.1.1 Org Chart  Act 3.1.2 WHS Roles and Responsibilities Register  Act 3.2.1 Conduct Training Needs Analysis  Act 3.4.2 Document Control |
| Has the Organisation's OHS/WHS policy been made available to all interested parties? | Yes | Act. 1.2 WHS Communication Strategy  Act 3.4.2 Document Control |
| Has/Is the Organisation's OHS/WHS policy been periodically reviewed to ensure it remains relevant and appropriate to the Organisation? | Yes | Act 1.1 O/WHS Policy (reviewed and approved by C.S – OIM)  Act 1.2 WHS Comm’s Strategy |
| Comments: | | |
|  | | |
| **4.3 Planning** | | |
| **4.3.1: Planning Identification of hazards, assessment and control of risks** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation established, implemented and maintained documented procedures to identify the OHS/WHS hazards and assess and control the associated risks of activities, products and services over which an Organisation has control or influence, including the activities, products and services of contractors and suppliers? | Yes | ACT 1.1 Develop a WHS Policy  ACT 1.2 Communication Stratergy for WHS Policy  ACT 3.2.1 Conduct Training Needs Analysis  ACT 3.2.3 Contractor Training Resourse  ACT 3.3.1 Consultation & participation P&P ACT 3.5.2 Hazards Management Tools  ACT 3.5.3 WHS Risk Register  ACT 3.5.4 Hazards associated with plant  ACT 3.6 Internal External Training  ACT 3.7.1 Emergency Risk Register  ACT 3.7.2 Emergency Response Plan |
| Has the Organisation developed a methodology for hazard identification, risk assessment and risk control, based on its operation experience and its commitment to eliminate workplace illness and injury? |  | ACT 3.5.2 Hazard Management Tools  ACT 3.5.3 WHS Risk Register  ACT 3.8 Incident Response  ACT 3.2.1 Conduct Training Needs Analysis  ACT 3.8.4 Incident Investigation Report |
| Comments: | | |
|  | | |
| **4.3.2 Legal and other Requirements** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation established implemented and maintained procedures to identify and have access to all legal and other requirements that are directly applicable to the OHS/WHS issues related to its activities, products or services, including relevant relationships with contractors or suppliers? |  | Act 1.1 Work Health and Safety Policy  Act 2.1 Legal and other requirements Act 3.1.2 WHS Roles and Responsibilities Register  Act 3.2.2 training register  Act 3.2.3 Contractor training resource  Act 3.4.1 Managing WHS records  Act 3.4.2 Document control |
| Has the Organisation communicated relevant legal and other requirements to its Employees? |  | Act 1.1 Work Health and Safety Policy  Act 1.2 Communication Strategy for WHS Policy  Act 2.1 Legal and other requirements  Act 3.2.3 Contractor Training Resource  Act 3.3.1 Consultation and participation policy  Act 3.3.2 Team consultation statement  Act3 .7.3 Emergency Contact List  Act 5.2 WHS Action Plan  Act Activity 5.4.1 – Current Contractors and Services |
| Comments: | | |
|  | | |
| **4.3.3 Objectives and Targets** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| The Organisation has established implemented and maintained documented OHS/WHS objectives and targets, at each relevant function and level within the Organisation. |  |  |
| When establishing and reviewing its objectives, the Organisation has considered its legal and other requirements, its hazards and risks, its technological options, its operational and business requirements. |  |  |
| When reviewing OHS/WHS objectives does the Organisation consider the views and opinions or interested parties? |  |  |
| Are the OHS/WHS objectives consistent with the OHS/WHS policy (including commitment to measuring and improving OHS/WHS performance)? |  |  |
| Comments: | | |
|  | | |
| **4.3.4 OHS/WHS Management Plans** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Have OHS/WHS management plans been established and maintained that include the following:  Plans for achieving OHS/WHS objectives and targets;  Designation of responsibility for objectives and targets at relevant functions and levels of the Organisation; and  The means and time frame by which objectives and targets are to be achieved. |  |  |
| Do procedures exist to ensure that current plans are reviewed, and if necessary, amended to address such changes at regular and planned intervals, and whenever there are changes to the activities, products, or services of the Organisation or significant changes in operating conditions? |  |  |
| There is a documented process to regularly monitor/review the implementation of the OHS/WHS management plan and update as required.  There is a documented process/procedure (or similar document) that defines the requirement and methodology for reviewing the implementation of the project OHS/WHS plan and a provision for updating if necessary. The process should consider the suitability, adequacy, effectiveness and possible improvement of the OHSWHS plan.  Review periods can be time dependent or based on milestones applicable to the project program.  Evidence of previous versions of the OHS/WHS plan.  Project audits focussed on verifying implementation of the OHS/WHS plan. |  |  |
| Comments: | | |
|  | | |
| **4.4 Implementation and Operation** | | |
| **4.4.1 Structure and Responsibility** | | |
| **4.4.1.1 Resources** | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Have management identified and provided resources to implement, maintain and improve the OHS/WHSMS, as required? *Resources include human resources and specialised skills, technology and financial resources.* |  |  |
| Does management:  Provide equipment, materials and personal protective equipment as prescribed by legislation?  See that equipment is maintained in good condition?  See that the equipment, materials and personal protective equipment provided are used as prescribed? |  |  |
| Is there a PPE procedure in the workplace?  Is it appropriate and sufficient for the job being done and in good condition?  Has training on the fit, use and maintenance been provided to employees?  Do employees and others wear their PPE? |  |  |
| Comments: | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4.4.1.2 Responsibility and Accountability** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| To establish that managers have been delegated specific responsibilities in the area of health and safety as part of their management function. This includes the method and extent of accountability to executive management for the discharge of these responsibilities.  The Organisation is required to provide evidence that: | |  |  |
| managers have been delegated specific responsibilities in the area of health and safety as part of their management function;  this delegation is supported by written documentation; | |  |  |
| where such delegation has been made, managers concerned have adequate understanding of method and extent of accountability to executive management;  level of understanding and method/extent of accountability to executive management for discharge of | |  | Slides, KPI’s, contract’s |
| these responsibilities is adequate;  whether the demonstration of a manager's ability to carry out these responsibilities is performance based and integrated with other measures of performance, e.g. production, lost time, damage minimisation;  whether evidence exists of regular reporting, preferable in written form and to a particular format; | | No – Major | No evidence of an LTI Register |
| whether key performance indicators have been established for health and safety performance in each area of responsibility; and | |  |  |
| whether a Workplace Health and Safety Officer has been appointed, trained and resourced as required | | No – Minor | Currently completing qualification |
| by legislation. | |  |  |
| Does the Organisation define, document and communicate the areas of accountability and responsibility (including those imposed by OHS/WHS legislation) of all personnel involved in the OHS/WHSMS's operation? | |  |  |
| If contractors are involved, does the Organisation clarify areas of accountability and responsibility as applied to those contractors? | |  |  |
| Is there a specifically appointed management representative who has defined roles, responsibility, and authority for ensuring that OHS/WHSMS requirements are established, implemented and maintained in accordance with this Standard (AS/NZ4801)? | |  |  |
| Is there a specifically appointed management representative who has defined roles, responsibility, and authority for reporting on the performance of the OHS/WHSMS to top management for review and as a basis for improvement of the OHS/WHSMS? | |  |  |
| Are health, safety and welfare responsibilities clearly defined, assigned and understood by everyone at the workplace? | |  |  |
| Is there a person who is responsible for developing and implementing the health and safety program and for ensuring the program’s compliance with all legislation? Is this a senior position in the Organisation and does this person have authority to take action? | |  |  |
| Are Directors and Managers aware of their responsibilities under the legislation? Do they:  Ensure that people under their control work in compliance with the Act and Regulations?  Verify and review health, safety and welfare issues at every board meeting and ensure that the company is in compliance with the relevant legislation. (e.g. are procedures in place)?  Act promptly when they become aware of a problem (e.g. if a notice is issued)? Do they promptly issue instructions in writing to the appropriate company official to ensure that any contraventions are quickly corrected?  Keep documentation on file to demonstrate their involvement in major health and safety issues.  Take appropriate steps after an incident.  Keep up to date on OHS/WHS issues relating to the business and understand the hazards and nature of risks; and  Have knowledge of hazard controls to manage the risks to as low as reasonable. | |  |  |
| Do Supervisors:  Advise workers under their control of potential or actual hazards?  Provide workers with written instructions on the measures and procedures that are to be followed?  Ensure that workers under their control work, use, or wear the equipment, personal protective equipment or clothing that the employer require  Ensure that workers work in the manner and with the personal protective equipment, measures and procedures required by the Act and applicable Regulations or that is required by the relevant legislation? | |  |  |
| Do Employees:  Use or wear the equipment, PPE or clothing that is required by the employer?  Cooperate with respect to legislative requirements? | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.2 Training and Competency** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation consult with employees to identify training needs in relation to performing work activities competently, including OHS/WHS training? | |  |  |
| Are procedures in place to ensure that OHS/WHS competencies are developed and maintained? | |  |  |
| Are personnel assessed as competent based on skills achieved through education, training or experience, to perform assigned tasks taking into account the OHS/WHS obligations, hazards and risks associated with the work activities? | |  |  |
| Do procedures exist for OHS/WHS training that take into account the characteristics and composition of the workforce which impact on occupational health and safety management? | |  |  |
| Do procedures exist for OHS/WHS training that take into account responsibilities, hazards and risks? | |  |  |
| Does the Organisation ensure that all personnel (including contractors and visitors) have undertaken training appropriate to the identified needs? | |  |  |
| Is training conducted by persons with appropriate knowledge, skills and experience in OHS/WHS and training? | |  |  |
| Does management communicate responsibilities/ accountabilities to line management and others? | |  |  |
| Does management have a system which revises the allocation of responsibilities/accountabilities following evaluation? | |  |  |
| Has management identified training needs of all persons within this workplace? | |  |  |
| Does the Organisation provide information, instruction, training and supervision to employees to protect their health, safety and welfare? | |  |  |
| Can recipients understand the training? | |  |  |
| Have all training activities been documented (date of training, content, who received the training)? Are these records kept on file? | |  |  |
| Have employees been evaluated or tested to ensure that they understand and can apply what they’ve been taught? (Tests can be performance-based, oral, written etc.) Is additional training and testing carried out if a person doesn’t pass any tests given? Are the results kept on file? | |  |  |
| Is refresher training provided regularly and updated on a regular basis to ensure that it covers the equipment, materials and processes that are currently being used in the workplace? | |  |  |
| Are contractors provided with information, instruction & training on site safety requirements? | |  |  |
| Are contractors checked for safety systems & practices, relevant qualifications, licenses and permits prior to the commencement of the contract? | |  |  |
| Do contractors provide safe work method statements and job safety analyses for work to be performed | |  |  |
| Do contractors follow the safe work method statements they provide? | |  |  |
| Are contractors supervised whilst on site? | |  |  |
| Is a post contract review conducted to review the performance of the contractor? | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.3 Consultation, Communication and Reporting** | | | |
| **4.4.3.1 Consultation** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Are there documented procedures, agreed to by the employees, for employee involvement and consultation in OHS/WHS issues? | |  |  |
| Are Employee involvement and consultation arrangements documented and made available to interested parties? | |  |  |
| Are Employees:  Involved in the development of policies and procedures to manage risks?  Consulted where there are any changes that affect workplace health and safety?  Represented on health and safety matters?  Informed of who their employee OHS/WHS representative(s) is/are aware of whom their OHS/WHS representative and management representatives are? | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.3.2 Communication** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation have procedures for ensuring that pertinent OHS/WHS information is communicated to and from employees and other interested parties? | |  |  |
| There is a documented process to ensure all workers onsite are advised of, and have ready access to, current Health and Safety Acts, Regulations, Australian Standards, Codes of practice and other documentation relevant to health and safety. | |  |  |
| Does management communicate the policy objectives to all employees and others at this workplace? | |  |  |
| Does management evaluate the effectiveness of communicating the policy objectives? | |  |  |
| Do supervisors regularly communicate to their workers the hazards and potential hazards involved in their tasks and provide training in how to work safely to protect against those hazards? | |  |  |
| Are changes to tools, equipment, materials, processes and procedures communicated to employees before they are implemented? Are employees given specific instructions in how to work safely when these workplace changes are made? | |  |  |
| Is health and safety regularly discussed at supervisory, managerial and department meetings? For example, are safety rules, practices and procedures regularly reviewed? Are employee questions and concerns about health and safety discussed? | |  |  |
| Are safety rules and procedures posted in prominent places to remind workers how to work safely? | |  |  |
| Are safety signs used in the workplace? If so, what are they? | |  |  |
| Are posters displayed in the workplace as required by State/Territory legislation?  Do you have posted the name of who to contact for First Aid, Bullying & Harassment issues? | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.3.3 Reporting** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation have appropriate implemented procedures for relevant and timely reporting of information that ensure the OHS/WHSMS is monitored and performance reviewed? | |  |  |
| Do these reporting procedures include OHS/WHS performance reporting including:  Results of OHS/WHS audits and reviews)?  Reporting of incidents and system failures?  Reporting on hazard identifications?  Reporting on risk assessment?  Reporting on preventative and corrective action?  Statutory reporting requirements? | |  |  |
| Does management evaluate the effectiveness of the performance of persons with allocated responsibilities? | |  |  |
| Does management have a system for investigating and recording accidents/incidents, dangerous occurrences and work-related illnesses? | |  |  |
| Is there a company standard for investigating and reporting of accidents/incidents? | |  |  |
| Does management implement these requirements for investigating and reporting accidents/incidents at this workplace? | |  |  |
| Is there a comprehensive injury/ incident investigation reporting procedure in place and is it monitored on a regular basis to ensure that it is being followed? | |  |  |
| Is there an internal procedure that requires management to undertake its own investigation after an incident/accident? Is this investigation thorough and detailed? Are immediate steps taken to correct and implement remedial solutions? | |  |  |
| Is the HSC involved in the procedure of investigating critical injuries or fatalities? | |  |  |
| Are Incident Report Forms filed with the Regulator e.g. WorkCover (in the case of fatalities, serious personal injury, work-related illnesses and dangerous occurrences) within the required time frame? | |  |  |
| In the event of a serious injury or fatality, is the workplace secured and left undisturbed until the appropriate authorities (e.g. police, WorkCover) have completed all investigations? | |  |  |
| Is follow-up action taken to ensure that corrective measures have been implemented and are functioning? | |  |  |
| Are injury/incident investigation reports reviewed to determine the causes of accidents and the means of preventing similar accidents in the future? | |  |  |
| **4.4.4 Documentation** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation establish, implement and maintain information to describe the core elements of the management system and their interaction? | |  |  |
| Does the Organisation establish, implement and maintain information to provide direction to related documentation? | |  |  |
| Does management identify information pertinent to this workplace? | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.5 Documentation and Data Control** | | **Conformance**  EG: Yes | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation established, implemented and maintained procedures for controlling all relevant documents and data required by this standard to ensure that:  they can be readily located;  periodically reviewed;  current versions are accessible at all locations  obsolete documents and data are promptly removed; and  Archival documents and data are retained for legal or knowledge preservation. | |  |  |
| Comments: | | | |
|  | | | |
| **4.4.6 Hazard Identification, risk assessment and control of risks** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation ensure that hazards are identified, risks assessed, control measures implemented then monitored and reviewed for effectiveness? |  | |  |
| Does the Organisation have established, implemented and maintained documented procedures ensuring that:  Hazards are identified?  Risks are assessed?  Risks are controlled?  Evaluation of the above? |  | |  |
| Does the employer take corrective action when hazards are reported? |  | |  |
| Are managers and directors aware of the nature of the hazards and the risk factors associated with these hazards? |  | |  |
| Are all potential and actual hazards identified and communicated to the employees? |  | |  |
| Are regular workplace inspections conducted by members of the HSC? |  | |  |
| Do supervisors and employees monitor their work areas and equipment on an ongoing basis to identify and correct hazardous situations? |  | |  |
| Are written procedures established for different types of inspections (e.g. production, equipment, vehicle)? Do the written procedures have specific checklists for reporting hazards? |  | |  |
| Is the supervisor actively involved in all aspects of audits, inspections and other means of hazard identification so that a system is in place to address all actual or potential hazards? |  | |  |
| Is there an assessment procedure for hazards that is based on degree of risk, probability of occurrence, number of persons exposed and duration of exposure? |  | |  |
| Are high-risk activities (e.g. confined space entry, working with electricity) identified and safe procedures put in place? |  | |  |
| Are the assessment criteria taken into account when determining priorities for action? |  | |  |
| Are appropriate control mechanisms (such as engineering controls, work practices, hygiene practices and procedures, personal protective equipment, emergency plan, etc.) in place and maintained? |  | |  |
| Are standards set for each hazard control element? Do these standards take applicable regulations, standards, codes, manufacturing specifications, etc., into account? |  | |  |
| Comments: | | | |
|  | | | |
| **4.4.6.2 Hazard Identification** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| When identifying hazards, has the Organisation taken into account;  The situation or events or combination of circumstances that has the potential to give rise to injury or illness;  The nature of potential injury or illness relevant to the hazard;  Past injuries, incidents and illnesses;  Further consideration has been given to:  work Organisation;  work design;  work systems;  the purchase of goods and services;  Hazard associated with contractual arrangements.  The inspection, maintenance, testing repair and replacement of plant and equipment. |  | |  |
| Comments: | | | |
|  | | | |
| **4.4.6.3 Risk assessment** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisations hazards/risks been assessed and have control priorities been assigned, based on the established level of risk. |  | |  |
| Comments: | | | |
|  | | | |
| **4.4.6.4 Control of risks** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Are all risks identified through the assessment process as requiring control, controlled through a preferred hierarchy of control methods based on reasonable practicability? |  | |  |
| Comments: | | | |
|  | | | |
| **4.4.6.5 Evaluation** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Does the Organisation conduct a documented evaluation of hazard identification, risk assessment and risk control to ascertain the effectiveness of controls and make modifications as required? |  | |  |
| Comments: | | | |
|  | | | |
| **4.4.7 Emergency preparedness and response** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation identified potential emergency situations and developed implemented and practiced emergency preparedness and response procedures? |  | |  |
| Does the Organisation review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of incidents or emergency situations? |  | |  |
| Does the Organisation periodically test (or train for) such procedures? |  | |  |
| There is a documented process to ensure emergency response arrangements are communicated to all personnel and visitors. |  | |  |
| There is a documented process to ensure emergency drills are planned and carried out onsite. |  | |  |
| There is a documented process to ensure designated emergency personnel (wardens etc.) receive training and practice in emergency procedures appropriate to their allocated emergency response responsibilities and the degree of risk. |  | |  |
| There is a documented process to ensure competent persons have assessed the suitability, location and accessibility of emergency equipment. |  | |  |
| Has management implemented emergency procedures? |  | |  |
| Have all emergencies which require evacuation of the working area been identified (e.g. fire, bomb threat, flooding) |  | |  |
| Have you nominated a person/s to be responsible for managing the evacuation? |  | |  |
| Have you identified evacuation communications? |  | |  |
| Is there someone responsible for activating the signal? |  | |  |
| Is there a designated assembly point after the evacuation? |  | |  |
| Have emergency plans been developed for emergencies identified? |  | |  |
| Is there a system in place to ensure that everyone is accounted for following evacuation? |  | |  |
| Are fire extinguishers in place, clearly marked for the type of fire and serviced within the last 6 months? |  | |  |
| Are there illuminated exit signs and direction to exits? |  | |  |
| Are exit doors easily opened from inside? |  | |  |
| Are exits and fire extinguishers clear of obstructions? |  | |  |
| Is the fire alarm system working (if you have one)? |  | |  |
| Are staff trained in evacuation procedures? |  | |  |
| Are records kept of training conducted? |  | |  |
| Are emergency plans or procedure displayed? (Procedure for evacuation, assembly location, nominated person etc.) |  | |  |
| Have fire drills been conducted in the previous 12 months? |  | |  |
| When was the last fire evacuation drill? |  | |  |
| Are any staff trained in the use of fire extinguishers? |  | |  |
| Comments: | | | |
|  | | | |
| **4.5.1.1 Monitoring and measurement** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation established, implemented and maintained documented procedures to monitor and measure on a regular basis the activities that may cause injury or illness, using the appropriate equipment for monitoring and measuring that is calibrated, maintained and stored appropriately? |  | |  |
| Has equipment for monitoring and measuring health and safety risks been identified, calibrated, maintained and stored as necessary? |  | |  |
| Have records of such monitoring and measuring procedures.  With regard to OHS/WHSMS the Organisation has established implemented and maintained procedures for measuring: Performance effectiveness of relevant controls conformance with Organisations targets and objectives; and Compliance with relevant OHS/WHS legislation. |  | |  |
| Comments: | | | |
|  | | | |
| **4.5.1.2 Health surveillance** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation identified those situations where employee health surveillance should occur? |  | |  |
| Is the health of employees exposed to specific hazards monitored, where required by legislation? |  | |  |
| Comments: | | | |
|  | | | |
| **4.5.2 Incident investigation, corrective and preventative action** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation implemented and recorded any changes in the OHS/WHSMS procedures resulting from incident investigations and corrective and preventative actions for:  Responding to and taking action to minimise any harm caused from incidents?  Investigation and responding to system failures?  Initiating and completing appropriate corrective and preventative action? |  | |  |
| Has the Organisation established a system of implementation and recording changes in OHS/WHSMS procedures resulting from incident investigations, preventative and corrective action? |  | |  |
| Comments: | | | |
|  | | | |
| **4.5.3 Records and records management** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Do established, implemented and maintained procedures exist for the identification, maintenance and disposition of OHS/WHS records, as well as the results of audits and reviews? | Minor | |  |
| Are OHS/WHS records legible, identifiable and traceable to the activity, product or service involved? | Major | |  |
| Are OHS/WHS records stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration and loss? | Yes | |  |
| Has the Organisation established and recorded retention times for OHS/WHS records? |  | |  |
| Are records maintained as appropriate to the system and to the Organisation, to demonstrate conformance to the requirements of this standard? |  | |  |
| Comments: | | | |
|  | | | |
| **4.5.4 OHS/WHSMS Audit** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Has the Organisation established, implemented and maintained an audit program and procedures for periodic OHS/WHSMS Audits – carried out by a competent person. |  | |  |
| Determine whether the OHS/WHSMS:  Conforms to planned arrangements for OHS/WHS management including the requirements of this Standard;  Has been properly implemented and maintained; and  Is effective in meeting the Organisation’s policy as well as objectives and targets for continual OHS/WHS improvement; and  Provide information on the results of audits to management, and employees |  | |  |
| Comments: | | | |
|  | | | |
| **4.6 Management Review** | **Conformance**  EG: Yes | | **Reference and Comments**  (Activity / Doc Name / No.)  EG 1.1 WHS Policy Sep19 |
| Do the Organisation’s senior management perform management reviews of the OHS/WHSMS, to ensure its suitability, adequacy and effectiveness? |  | |  |
| Does the management review process ensure that the necessary information is collected to allow management to carry out the above evaluation? |  | |  |
| Does management review the continued relevance of, and change where appropriate, policy, objectives, responsibilities and other elements of the OHSMS, in the light of OHSMS audit results, changing circumstances and the commitment to continual improvement? |  | |  |
| Comments: | | | |
|  | | | |

### 4.1.3 Assessment and Rating Table – Summary of Audit Findings

Complete the table below using the results of the audit from the previous activity.

|  |  |  |  |
| --- | --- | --- | --- |
| Element | Documentation  Reviewed  (Yes/No) | Conformance  (Yes/No) | Non-Conformance  (Major/Minor) |
| 4.2 OHS/WHS Policy | Yes | No | Minor |
| 4.3.1 Planning Identification of hazards, assessment & control of risks. | Yes | No | Minor |
| 4.3.2 Legal & other Requirements | Y | No | Minor |
| 4.3.3 Objectives & Targets |  |  |  |
| 4.3.4 OHS/WHS/WHS Management Plans |  |  |  |
| 4.4.11 Resources |  |  |  |
| 4.4.1.2 Responsibility & Accountability |  |  |  |
| 4.4.2 Training & Competency |  |  |  |
| 4.4.3.1 Consultation |  |  |  |
| 4.4.3.2 Communication |  |  |  |
| 4.4.3.3 Reporting |  |  |  |
| 4.4.4 Documentation |  |  |  |
| 4.4.5 Document and Data Control |  |  |  |
| 4.4.6 Hazard Identification, Risk Assessment and Control of Risks |  |  |  |
| 4.4.6.2 Hazard Identification |  |  |  |
| 4.4.6.3 Risk Assessment |  |  |  |
| 4.4.6.4 Control of Risks |  |  |  |
| 4.4.6.5 Evaluation |  |  |  |
| 4.4.7 Emergency Preparedness & Response |  |  |  |
| 4.5.1.1 Monitoring and Measurement |  |  |  |
| 4.5.1.2 Health Surveillance |  |  |  |
| 4.5.2 Incident Investigation, Corrective & Preventative Action |  |  |  |
| 4.5.3 Records & Records Management |  |  |  |
| 4.5.4 OHS/WHS/WHS Management System Audit |  |  |  |
| 4.6 Management Review | Yes | No (2Y x 1N) | Major |

End of Section 4

# Section 5 Management Review

This section of the Workbook requires you to develop a schedule and process for reviewing the WHSMS to ensure that it continues to meet the Organisations needs and achieves the objective of continuous improvement.

## 5.1 WHSMS Targeted Review

The WHSMS must be reviewed regularly. In this activity you are required to conduct a review of the WHSMS targeting the following:

|  |
| --- |
| WHSMS Targeted Review |
| Legislation   * Have there been any changes to legislation? Yes and list them use QLD legislation * Has the WHSMS accounted for changes to regulatory requirements? * Are changes to legislation expected during the next review period? |
| * **Have there been any changes to legislation?**   Answer, Yes, list them   * **Has the WHSMS accounted for changes to regulatory requirements?**   Answer, Currently under review, give me a little bit   * **Are changes to legislation expected during the next review period**   Answer, Yes, once reviewed will implement, train and monitor accordingly. |
| WHS Policy   * Does the policy comply with any changes made to WHS Legislation? * Does the policy take into consideration any changes in worker activities or the workplace? * Does the policy adequately express the Organisation’s commitment to WHS? |
|  |
| Objectives   * Have you met WHS objectives? What are we trying to achieve? * Are any further actions required to meet the objectives? * Do you need to modify the existing objectives or develop new ones? |
|  |
| Audits   * Have issues identified by audits been resolved? * Are reviews of specific procedures or processes required? * Is any specific training required? * Does the audit process need to be reviewed? |
|  |
| WHS Reports  Analyse reports to identify trends and decide which aspects of WHS at the workplace require further action and help with setting new objectives or revising existing objectives. Document your findings below. |
| Google safety reports in any industry oil and gas or windfarms it can be any industry, but need to show competency in researching |
| Communication  Review findings have been distributed to stakeholders using the following communication methods: |
| TBT, meetings, emails notice boards etc…….. |

## 5.2 WHS Action Plan

Based on the review completed in Activity 5.1 you are now required to compile an action plan detailing how you intend to improve WHS performance across the Organisation. Include what is to be established and the steps required.

Complete the template below or submit as a separate attachment. Clearly label all attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5.2 WHS Action Plan | | | | | | |
| **Topic / Factor** | **Action/s** | **What is to be established and implemented?**  List all required steps | **Priority**  (1=Highest, 5=Lowest) | **Responsibility** | **Completion Date** | **Review Date** |
| Legislation | Update policy \*\*\*\*\* |  |  |  |  |  |
| Update procedures \*\*\*\*\* |  |  |  |  |  |
| TBT TBM |  |  |  |  |  |
|  |  |  |  |  |  |
| Do these | Columns first | Do this column last | Do these | Columns | Second |
| WHS Policy |  |  |  |  |  |  |
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| Objectives |  |  |  |  |  |  |
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| Audits |  |  |  |  |  |  |
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| WHS Reports |  |  |  |  |  |  |
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| Contractors | TBT TBM |  |  |  |  |  |
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| Fixed and Mobile Plant |  |  |  |  |  |  |
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## 5.3 WHSMS Review Report

Using the data collected during the evaluation and review process you are required to compile a report to Senior Management detailing how WHS could be improved through the WHSMS. Complete the template below to document improvements to WHS through the WHSMS or submit as a separate attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |  |
| --- | --- |
| 5.3 WHSMS Review Report | |
| Scope of Report: |  |
| Date: |  |
| Report compiled for: | OXY |
| Report compiled by: | Jason Turner |
| Barriers to maintaining WHSMS: | Time ,resources, lack of commitment |
| Recommendations for promoting the WHSMS: | Look at 1.2 |
| Recommendations to encourage consultation & participation: | Policy & procedures (P&P) |
| Recommendations to encourage participation in the evaluation of WHS performance: | Sect 4 |
| Recommended Positive Performance Indicators (PPIs) for improvement of the WHSMS: | Kpi’s, sect 4 |
| Recommendations for training and development: | Training needs analysis |
| Recommendations for risk management: | 3.5.2, 3.5.3 |
| Recommendations to improve contractor compliance: | 5.4, power points |
| Recommendations to improve safety relating to fixed and mobile plant. | Plant activity |

## Activity 5.4 – Contractor Review

Your management has asked you to review two (2) contractor services currently being supplied to your organisation. Review the service agreements below.

**SERVICE #1 – Office Cleaner**

|  |
| --- |
| **OFFICE CLEANING SERVICE AGREEMENT**  This office cleaning service agreement (the agreement) dated this 2nd day of September 2019  Between:  **The Client Contractor**  (Your Organisation) Cleanyberg Pty Ltd  **OVERVIEW**   1. The client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client. 2. The Contractor is agreeable to providing such services to The Client on the terms and conditions set out in this agreement.   In consideration of the matters described above and of the mutual benefits and obligations set forth in this agreement, the receipt and sufficiency in this agreement, the recept and sufficiency of which consideration is hereby acknowledged, the client and the contractor agree as follows:  **SERVICES PROVIDED**   1. The client hereby agrees to engage the contractor to provide the client with the following services:    1. Clean each office    2. Clean meeting rooms    3. Attend to, as necessary, the staff toilet amenities including the restocking of consumables such as tissues and soap etc.    4. Tidy kitchen, place dirty dishes and utensils in dishwasher and turn on    5. Empty garbage bins and remove waste    6. Wipe down all furniture, removing all dust and dirt    7. Place all furniture in correct position 2. The service is to be delivered at (Your business address) 3. The service is to be provided nightly, Monday to Friday after hours 4. From time to time there will be additional services required e.g.: glass cleaning. The contractor hereby agrees to provide such services to the client.   **TERMS OF AGREEMENT**   1. The term of this agreement will begin on the date of this agreement and will remain in full force and effect indefinitely until terminated as provided for in this agreement. 2. In the event that either party wishes to terminate this agreement, that party will be required to provide 30 day’s written notice to the other party. 3. In the event that either party breaches a material provision under this agreement, the non-defaulting party may terminate this agreement immediately and require the defaulting party to indemnify the non-defaulting party against all reasonable damages 4. This agreement may be terminated at any time by mutual agreement of both parties. 5. Except as otherwise provided in this agreement, the obligation of the Contractor will end upon the termination of this agreement.   **PERFORMANCE**   1. The parties agree to do everything necessary to ensure the terms referred to in this agreement take effect.   **CURRENCY**   1. Except as otherwise provided in this agreement, all monetary amounts referred to in this agreement are in AUD (Australian Dollars).   **PAYMENT**   1. The contractor will charge the client for the services at the rate of $33.00 per hour 2. The client will be invoiced on the last working day of each month 3. Invoices submitted for payment are due within 30 days of receipt of same. 4. The contractor is responsible for paying any Superannuation contributions that will be required in relation to the work performed by the contractor or by employees of the contractor under this agreement. 5. The payment as stated in this agreement does not include GST, all invoices submitted for payment by the contractor will have GST added to the total value of the invoice. 6. The contractor will not be reimbursed for any expenses incurred in connection with providing the services of this agreement.   **PENALTIES FOR LATE PAYMENT**   1. Any late payments will trigger a 5.0% per month interest payment on the amount owing.   **CONFIDENTIALITY**   1. Confidential information refers to any data or information relating to the business of the client which would reasonably be considered to be proprietary and these include but are not limited to records, processes, procedures and financial information that is not generally in the public arena. In particular, where the release of such information could reasonably be expected to cause harm to the client. 2. The contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the contractor has obtained, except as authorised by the client or as required by Law. The contractor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the client, without the prior written consent of the client. The obligations of confidentiality will apply during the term and will survive indefinitely upon termination of this agreement.   **RETURN OF PROPERTY**   1. Upon the expiry or termination of this agreement, the contractor will return to the client any property, documentation, records or confidential information which is the property of the client.   **CAPACITY ON INDEPENDENT CONTRACTOR**   1. In providing the services under this agreement it is expressly agreed that the contractor is acting as an independent contractor and not as an employee. The contractor and the client acknowledge that this agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.   **NOTICE**   1. All notices, requests, demands or other communication required or permitted by the terms of this agreement will be given in writing and delivered to the parties at the following addresses:    1. Your Organisation Your Address    2. Cleanyberg Pty Ltd. 118 Charlestone Ave Whoopiberg South Australia 5009   **AUSTRALIAN COMPANY NUMBER (ACN)**   1. The ACN for the parties to this agreement are:    1. (Your Organisation) 12345678911    2. Cleanyberg Pty Ltd: 11987654321   **INDEMNIFICATION**   1. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each party agrees to indemnify and hold harmless the other party and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this agreement. This indemnification will survive the termination of this agreement.   **MODIFICATION OF AGREEMENT**   1. Any amendment or modification of this agreement or additional obligation assumed by either party in connection with this agreement will only be binding if evidenced in writing, signed by each party or an authorised representative of each party.   **TIME OF THE ESSENCE**   1. Time is of the essence in this agreement. No extension or variation of this agreement will operate as a waiver of this provision.   **ASSIGNMENT**   1. The contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under the agreement without the prior written consent of the client.   **ENTIRE AGREEMENT**   1. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this agreement except as expressly provided under this agreement.   **ENUREMENT**   1. This agreement will enure to the benefit of and be binding on the parties and their respective heirs, executors, administrators, and permitted successors and assigns.   **TITLES AND HEADINGS**   1. Headings are inserted for the convenience of the parties only and are not meant to be considered when interpreting this agreement   **GENDER**   1. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.   **GOVERNING LAW**   1. This agreement will be governed by and construed in accordance with the laws of the state in which the agreement is executed.   **SEVERABILITY**   1. In the event that any of the provisions of this agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this agreement.   **WAIVER**   1. The waiver by either party of a breach, default, delay or omission of any of the provisions of this agreement by the other party will not be construed as a waiver of any subsequent breach of the same or other provisions.   **IN WITNESS WHEREOFF** the parties have duly affixed their signatures under hand and seal on this 18th day of September 2019  Your Company Per Your Representative  Cleanyberg Pty Ltd Per Cynthia Cleanit |

**SERVICE #2, Photocopier Maintenance Contract**

|  |
| --- |
| **GENERAL SERVICE AGREEMENT**  **THIS GENERAL SERVICE AGREEMENT (the "Agreement") dated this 19th day of September 2019**  **BETWEEN:**  **CLIENT**  Your Organisation ABN: 12345678911 Your Address (the "Client")  **CONTRACTOR**  Smashed Crab Printing ABN: 123456789123 Copyright St, Plagiarism SA 5000 (the "Contractor")  **BACKGROUND**   1. The Client is of the opinion that the Contractor has the necessary qualifications, experience and abilities to provide services to the Client. 2. The Contractor is agreeable to providing such services to the Client on the terms and conditions set out in this Agreement.   **IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:  **SERVICES PROVIDED**   1. The Client hereby agrees to engage the Contractor to provide the Client with the following services (the "Services"):    * Service and maintain XYZ brand photocopier.;    * Provide emergency repair within 4 hours of notification.; and    * Supply Toner. 2. The Services will also include any other tasks which the Parties may agree on. The Contractor hereby agrees to provide such Services to the Client.   **TERM OF AGREEMENT**   1. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect indefinitely until terminated as provided in this Agreement. 2. In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 21 days' written notice to the other Party. 3. In the event that either Party breaches a material provision under this Agreement, the non-defaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages. 4. This Agreement may be terminated at any time by mutual agreement of the Parties. 5. Except as otherwise provided in this Agreement, the obligations of the Contractor will end upon the termination of this Agreement.   **PERFORMANCE**   1. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.   **CURRENCY**   1. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in AUD (Australian Dollars).   **PAYMENT**   1. The Contractor will charge the Client for the Services at the rate of $55.00 per hour (the "Payment"). 2. A deposit of $1,000.00 (the "Deposit") is payable by the Client upon execution of this Agreement. 3. For the remaining amount, the Client will be invoiced every month. 4. Invoices submitted by the Contractor to the Client are due within 30 days of receipt. 5. The Contractor is responsible for paying any Superannuation Guarantee contributions that may be required in relation to the work performed by the Contractor or by employees of the Contractor under this Agreement. 6. The Payment as stated in this Agreement does not include sales tax, or other applicable duties as may be required by law. Any sales tax and duties required by law will be charged to the Client in addition to the Payment. 7. The Contractor will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement.   **PENALTIES FOR LATE PAYMENT**   1. Any late payments will trigger a fee of 2.00% per month on the amount still owing.   **CONFIDENTIALITY**   1. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client. 2. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorised by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement. 3. All written and oral information and material disclosed or provided by the Client to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.   **OWNERSHIP OF INTELLECTUAL PROPERTY**   1. All intellectual property and related material (the "Intellectual Property") that is developed or produced under this Agreement, will be the property of the Contractor. The Client is granted a non-exclusive limited-use licence of this Intellectual Property. 2. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with the Contractor.   **RETURN OF PROPERTY**   1. Upon the expiry or termination of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.   **CAPACITY/INDEPENDENT CONTRACTOR**   1. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.   **NOTICE**   1. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:     1. Your Organisation    2. Smashed Crab Printing 123 Copyright St, Plagiarism SA 5000   or to such other address as either Party may from time to time notify the other.  **AUSTRALIAN COMPANY NUMBER (ACN)**   1. The Australian Company Numbers (ACN's) for the Parties to this Agreement are as follows:     1. Your Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    2. Smashed Crab Printing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **INDEMNIFICATION**   1. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.   **ADDITIONAL CLAUSES**   1. Contractor is responsible for supply of PPE to workers as PCBU. 2. Contractors staff must attend WHS induction training prior to commencement.   **MODIFICATION OF AGREEMENT**   1. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorised representative of each Party.   **TIME OF THE ESSENCE**   1. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.   **ASSIGNMENT**   1. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.   **ENTIRE AGREEMENT**   1. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.   **ENUREMENT**   1. This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.   **TITLES/HEADINGS**   1. Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.   **GENDER**   1. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.   **GOVERNING LAW**   1. This Agreement will be governed by and construed in accordance with the laws of the State of South Australia.   **SEVERABILITY**   1. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.   **WAIVER**   1. The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions   **IN WITNESS WHEREOF** the Parties have duly affixed their signatures under hand and seal on this 19th day of September 2019.  Your Organisation  Per:\_\_Your Representative\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Seal)  Smashed Crab Printing  Per:\_\_\_Cynthia Cleanit\_\_\_\_\_\_\_\_\_\_\_\_ (Seal) |

### Activity 5.4.1 – Current Contractors and Services

Instructions

Complete the tables below using information located in each of the service contracts above.

|  |  |
| --- | --- |
| **SERVICE #1** Office Cleaner | |
| Company / Contractor: | Cleanyberg Pty Ltd |
| Scope of Services: | **SERVICES PROVIDED**  1. The client hereby agrees to engage the contractor to provide the client with the following services:  a. Clean each office  b. Clean meeting rooms  c. Attend to, as necessary, the staff toilet amenities including the restocking of consumables such as tissues and soap etc.  d. Tidy kitchen, place dirty dishes and utensils in dishwasher and turn on  e. Empty garbage bins and remove waste  f. Wipe down all furniture, removing all dust and dirt  g. Place all furniture in correct position  2. The service is to be delivered at 118 Smith St Wallytown Adelaide 5012  3. The service is to be provided nightly, Monday to Friday after hours  4. From time to time there will be additional services required eg glass cleaning. The contractor hereby agrees to provide such services to the client. |
| Agreed Work Arrangements: | **TERMS OF AGREEMENT**   1. The term of this agreement will begin on the date of this agreement and will remain in full force and effect indefinitely until terminated as provided for in this agreement. 2. In the event that either party wishes to terminate this agreement, that party will be required to provide 30 day’s written notice to the other party. 3. In the event that either party breaches a material provision under this agreement, the non-defaulting party may terminate this agreement immediately and require the defaulting party to indemnify the non-defaulting party against all reasonable damages 4. This agreement may be terminated at any time by mutual agreement of both parties. 5. Except as otherwise provided in this agreement, the obligation of the Contractor will end upon the termination of this agreement |
| Legislative Obligations: | **CONFIDENTIALITY**  19. Confidential information refers to any data or information relating to the business of the client which would reasonably be considered to be proprietary and these include but are not limited to records, processes, procedures and financial information that is not generally in the public arena. In particular, where the release of such information could reasonably be expected to cause harm to the client.  20. The contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the contractor has obtained, except as authorised by the client or as required by Law. The contractor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the client, without the prior written consent of the client. The obligations of confidentiality will apply during the term and will survive indefinitely upon termination of this agreement.  **INDEMNIFICATION**   1. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each party agrees to indemnify and hold harmless the other party and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this agreement. This indemnification will survive the termination of this agreement.   **MODIFICATION OF AGREEMENT**  26.Any amendment or modification of this agreement or additional obligation assumed by either party in connection with this agreement will only be binding if evidenced in writing, signed by each party or an authorised representative of each party.  **ASSIGNMENT**  28. The contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under the agreement without the prior written consent of the client |
| Organisational Obligations: | **PERFORMANCE**  10. The parties agree to do everything necessary to ensure the terms referred to in this agreement take effect**.**  **PENALTIES FOR LATE PAYMENT**  18. Any late payments will trigger a 3.5% per month interest payment on the amount owing  **RETURN OF PROPERTY**  21. Upon the expiry or termination of this agreement, the contractor will return to the client any property, documentation, records or confidential information which is the property of the client.  **MODIFICATION OF AGREEMENT**  26. Any amendment or modification of this agreement or additional obligation assumed by either party in connection with this agreement will only be binding if evidenced in writing, signed by each party or an authorised representative of each party |

|  |  |
| --- | --- |
| **SERVICE #2** Photocopier maintenance Repeat this one just like above | |
| Company / Contractor: |  |
| Scope of Services: |  |
| Agreed Work Arrangements: |  |
| Legislative Obligations: |  |
| Organisational Obligations: |  |

### Activity 5.4.2 – Contractor Review

Instructions

On review of the training registers and contractor management documentation it is apparent that some key WHS obligations have not been addressed. The company KPI is for all contractors to be 100% compliant at all times. In the table below, document the requirements and training obligations for each listed contractor.

|  |  |
| --- | --- |
| **SERVICE #1** Office Cleaner | |
| Documentation required from this contractor | First Aid Data  Qualifications required by contractors  Safety Data:  SDS, P&P’s , Training, Equipment test & tag  Insurance */* Public Indemnity  Police / working with Children Checks  Cleaning contract (itself) |
| Company policies and procedures to be shared with this contractor | The use of / equipment (or not using)  WHS P&P’s  Emergency Evac procedures  First aid  PPE – correct use  Drug & alcohol policy  Registers – Hazard / Risk, First Aid Register, Sign On Register  SDS’s |
| Induction training topics to be covered | Induction / s (Amenities)  Evacuation (Emergency Response Plan)  Emergency Contact  Legal obligations  Hazard reporting  First aid  Incident Records Register |
| Site supervisory arrangements | Contractor M&R (Monitor & Review), Evaluate and Report |
| Work inspection schedule | Quarterly or after any additional services are provided – Checklist, report to both parties |
| Corrective actions where non-conformances are identified | All corrective actions, where non-conformance is present are to be:  Notified in writing  Measures taken to rectify  Close out - Report |
| Other stakeholders | Supervisors  Workers / Employees  OHS / WHS / HSR – officer/s  Manager / Employer / PCBU |
| Contractor WHS obligations | All contractors must adhere to all WHS P&P’s covered in the induction or as otherwise asked to do so within their scope of works |
| Our WHS obligations to this contractor | Ensure that the contractor abides, understands and is able to clarify all safety requirement  We are to monitor the contractor to ensure that works carried are being completed in a safe manner.  Contractor has the appropriate PPE  WHS Obligations - Ensure training & assessment competencies  Safe Environment to duties to be conducted |
| Consultation processes | Consult / Discuss WHS requirements (Management & Contractors)  Clarify P&P’s, both parties in agreement  Implement P&P’s, (training & assessment)  Roles & responsibilities register  Clarification of known hazards |
| Induction Process documentation stored (location) | All induction documents are to be stored / maintained on the (Contract) training register and stored within the WHSMS (/ Plan)  Known hazards |
| Establish lead & lag KPI’s to measure WHS performance. (at least one (1) of each) | Lead Indicator / KPI (at least one (1)) |
| Thorough Induction and supervision of initial task being completed  Regular TBT / Pre-starts |
| Lag Indicator / KPI (at least one (1)) |
| Report from client, stating recommendations (where certain activities may be missed on not completed correctly)  Training against incident reports |

|  |  |
| --- | --- |
| **SERVICE #2** Photocopier maintenance and repair | |
| Documentation required from this contractor | SAME AS ABOVE, some from above can be copy and paste, but not all |
| Company policies and procedures to be shared with this contractor |  |
| Induction training topics to be covered |  |
| Site supervisory arrangements |  |
| Work inspection schedule |  |
| Corrective actions where non-conformances are identified |  |
| Other stakeholders |  |
| Contractor WHS obligations |  |
| Our WHS obligations to this contractor |  |
| Consultation processes |  |
| Induction process documentation stored (location) |  |
| Establish lead & lag KPI’s to measure WHS performance. (at least one (1) of each) | Lead Indicator / KPI (at least one (1)) |
|  |
| Lag Indicator / KPI (at least one (1)) |
|  |
| One of the contractor’s staff has attended the site multiple times, however they have not completed an induction. What steps would you take to investigate the cause, rectify the situation and prevent recurrence? | Investigating the cause |
|  |
| Rectifying the non-conformance |
|  |
| Preventing recurrence |
|  |

End of Section 5

# Section 6 Finalisation

This section details the checklist and requirements for submitting your workbook activities.

## 6.1 Self-Reflection

Complete the self-reflection below detailing how you feel you addressed each of the continuous improvement related activities during this assessment process.

Complete the template below or complete separately and submit as an attachment. Clearly label any attachments. List the file names of any attachments in the ‘Evidence to Submit’ table on page 4.

|  |
| --- |
| 6.1 Self Reflection |
| Explain how you used communication skills to communicate opportunities for improvement. |
| DO this section once everything else is done, not one word answers, 2-3 points for each one |
| Explain how you used learning skills to coach and mentor staff, using a range of methods to cater for different learning styles. |
|  |
| Explain how you used innovation and lateral thinking skills to design better ways for achieving work outcomes. |
|  |
| Explain how you used planning skills to establish and monitor systems and process for continuous improvement. |
|  |
| Explain how you used teamwork and leadership skills to gain the confidence and trust of others. |
|  |
| How effective do you feel you were you in your approach to facilitating continuous improvement? Explain your response. |
|  |
| What would you do differently to further improve your performance in facilitating continuous improvement activities? |
|  |
| Other Comments |
|  |

## 6.2 Skills Confirmation Checklist

You will need to complete the checklist below to confirm your participation and contributions to each of the criteria. Your HBA Assessor will use the checklist to confirm your ability to facilitate continuous improvement activities based on your participation and completion and submission of this workbook.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.2 Skills Confirmation Checklist | | | | | | | | | | | |
| Candidate Name: | | Jason Turner | | | | | Date: | |  | | |
| Assessor Name: | |  | | | | | Date: | |  | | |
| *Did the candidate demonstrate the following? (Check where applicable)* | | | | | | | | | |  | |
| **Candidate** | **Assessor** |
| Leading continuous improvement systems and processes | | | | | | | | | | | |
| Actively encouraged & supported team to participate in decision-making processes | | | | | | | | | |  |  |
| Communicated the organisation's continuous improvement processes to stakeholders | | | | | | | | | |  |  |
| Assumed responsibility and exercised initiative as appropriate | | | | | | | | | |  |  |
| Ensured that change and improvement processes meet sustainability requirements | | | | | | | | | |  |  |
| Demonstrated effective mentoring and coaching skills | | | | | | | | | |  |  |
| Ensured insights and experiences from business activities were captured and accessible through knowledge management systems | | | | | | | | | |  |  |
| Monitoring and adjusting performance strategies | | | | | | | | | | | |
| Monitor operational progress to ensure planning and operations could be improved | | | | | | | | | |  |  |
| Ensure communication strategies to stakeholders reflect organisational protocols | | | | | | | | | |  |  |
| Manage opportunities for further improvement | | | | | | | | | | | |
| Informed team members of outcomes of continuous improvement efforts | | | | | | | | | |  |  |
| Performance management of team where necessary | | | | | | | | | |  |  |
| Future planning should include identified areas of professional development | | | | | | | | | |  |  |
| Comments / Notes | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Outcome: |  | | Satisfactory |  | Not Satisfactory | | | | | | |
| *Assessor Feedback:* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Assessor Signature: |  | | | | | Date: | |  | | | |
| Candidate Signature: | |  | | | | Date: | |  | | | |

## 6.3 Third Party Declaration

Where external documents have been submitted for assessment, third party details must be provided to verify the authenticity of the documents submitted as required. You are not required to submit this section if you have not submitted workplace documents as evidence.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6.3 Third Party Declaration | | | | | | | | | | | | | |
| Candidate Name: | | | |  | | | | | | | Date: | |  |
| Third Party Details | | | | | | | | | | | | | |
| Third Party Name: |  | | | | | | | Organisation: | | |  | | |
| Contact Phone: |  | | | | | | | Role / Position: | | |  | | |
| Contact Email: |  | | | | | | | | | | | | |
| Relationship to Candidate: |  | | | | | | | | | | | | |
| List of Workplace Documents Submitted | ***DOCUMENT TITLE*** | | | | | ***DOCUMENT DESCRIPTION*** | | | | | | | |
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| Third Party Declaration *– I declare that:* | | | | | | | | | | | | | |
| To the best of my knowledge the documents listed above are the work of the person listed in the ‘Candidate Name’ section at the top of this document. I have provided true, accurate and current contact details above. I am willing to have an HBA assessor contact me as required if they have queries about the evidence portfolio. | | | | | | | | | | | | | |
| Third Party Signature: | |  | | | | | | | | Date: | |  | |
| Outcome: | |  | | | Satisfactory | |  | | Not Satisfactory | | | | |
| *Assessor Feedback:* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Assessor Signature: | |  | | | | | | | | Date: | |  | |
| Candidate Signature: | | |  | | | | | | | Date: | |  | |

End of Section 6

## Finalising and Submitting Work

Review your responses and submit this document for assessment via the HBA Student Portal.

End of Document