

Safety Management Plan

Policy

[7.2 EMRC Occupational Safety and Health Policy](#)

[7.1 Risk Management Policy](#)

[Risk Management Plan](#)

Policy Statement

Commitment to OS&H

The EMRC is committed to the occupational safety, health and welfare of all employees, contractors and visitors to our workplaces. We will comply with the Western Australian Occupational Safety and Health Act (1984) and Western Australian Occupational Safety and Health Regulations (1996) as far as reasonably practical.

As part of our commitment, the EMRC has a fully developed and maintained Occupational Safety and Health (OS&H) Policy that is available for all employees, contractors and visitors to read when required.

Occupational Safety & Health Programmes

The EMRC knows the importance of continuing to develop OS&H policies and procedures for our employees and those visiting our workplaces. We aim to cover all areas of Occupational Safety and Health in our workplaces. We will develop and maintain them in order of priority.

OS&H Consultation

The EMRC is committed to ensuring all matters applying to OS&H are planned and implemented in consultation with our employees

Management Responsibilities

The EMRC management will promote, maintain and contribute to the OS&H of all persons in our workplace. We will identify hazards, assess risks, eliminate or control risks and review the effectiveness of our OS&H policies and procedures on a regular basis.

Employees

Our employees are committed to our OS&H policies and procedures to ensure their own safety, health and wellbeing and in consideration of the effect of their actions on other persons in the workplace.

Contractors and Sub-Contractors

All contractors and sub-contractors who perform work for us, either on our premises or at their own workplace, are required to comply with the OS&H Act and Regulations. Contractors are required to complete a Contractor's Compliance Statement when requested by us.



Statutory Requirements, Limitations and Standards

WA Occupational Safety and Health Act 1984

WA Occupational Safety and Health Regulations 1996

Purpose

The purpose of this Plan is to define the framework the EMRC will implement to ensure that the legislated requirements to provide safe places to work for all employees, contractors and visitors to the EMRC controlled sites.

Scope

This Safety Management Plan applies to all EMRC employees, labour hire personnel and contractors, including visitors to all EMRC workplaces.

Definitions

Employee:	All EMRC full-time and part-time employees including casual and temporary employees employed directly by EMRC.
EMRC Workplace:	Any location or site where EMRC related work is conducted, including but not limited to the EMRC Administration Office at Ascot Place, Red Hill Waste Management Facility, Hazelmere Resource Recovery Park and the Shire of Mundaring Transfer Stations.
Contractor/s:	Person or a business engaged to carry out work on behalf of the EMRC.
PPC:	Personal Protective Clothing such as long sleeved shirts, trousers, coveralls, safety footwear, sun protection headwear etc.
PPE:	Personal Protective Equipment such as disposable overalls, gloves, eye protection, hearing protection, hard hats, sunscreens, working at height safety equipment, respiratory protection equipment, face shields etc.
Temporary employees:	Labour Hire Personnel employed by the EMRC through Labour Hire Agencies
Management:	Chief Executive Officer, Chiefs, Managers and supervisors
Material Safety Data Sheets:	Documents that provide information on the properties of hazardous chemicals and how they affect health and safety in the workplace.
Operational Areas:	Workplace areas that require Personal Protective clothing and Personal Protective Equipment as controls for reducing the risk of exposure from hazards associated with the work carried out on those sites.
Visitors:	Any person who attends an EMRC Workplace.

The Plan

Introduction

Incidents and injuries in the workplace can be prevented and appropriate management systems have been and will continue to be developed to reduce the incidence of work related incidents, injury and industrial illness to the lowest possible levels.

Management believes that a systematic approach supported by demonstrated accountability, appropriate training, clear goals and performance measurement, form the basis to achieving continuous improvement in Occupational Safety and Health (OS&H).

The EMRC recognises its obligations under the Occupational Safety and Health Act 1984 (WA) and expects Management to ensure that a strong consultation process is in place that encourages all employees to take an active role in identifying, evaluating and controlling workplace hazards.

To facilitate continuous improvement, the EMRC will continually develop this Safety Management Plan that supports the EMRC Occupational Health and Safety Policies, and Guidelines.

The main elements of this Plan are as follows:

- Allocation of OS&H responsibilities;
- Induction/Training;
- Hazard Identification & Management;
- Incident and Injury Reporting;
- OS&H Communication/Consultation;
- Emergency Response Planning and Implementation;
- Contractor Management Process - OS&H;
- Injury Management/Rehabilitation;
- Purchasing and Procurement Process – OS&H;
- Manual Task Management; and
- Program Performance Evaluation (includes Monitoring & Auditing).

Safety Related Responsibilities

Safety Responsibilities of the Chief Executive Officer (Responsible Officer)

- Ensuring ongoing implementation of the EMRC Safety Management Plan.
- Maintaining full awareness of the Safety Management Program.
- Promotion and support of Occupational Safety and Health as an essential and integral component of all EMRC operations.
- Providing leadership and support, via personal involvement in key aspects of the Safety Program.

Safety Responsibilities of the Occupational Safety and Health Coordinator

- Coordinate the implementation of the key elements of the safety/risk management strategies.
- Monitor the implementation of the Program.
- Ensure the time frames defined by Management or the Safety Advisory Committee are maintained, analysed and report any non-conformances to Management and the Safety Advisory Committee.
- Promote injury and risk reduction.
- Promote consultation and communication processes.
- Identify, organise and promote Occupational Safety and Health training.

Safety Responsibilities of Chiefs

The following responsibilities apply to the Chief's area of authority.

- Ensure where practicable, employees in the Chief's area of responsibility are not exposed to hazards and that they are informed about their rights and responsibilities regarding safety and health at work.
- Ensure employees, including part-time, casual, and temporary labour hire, are inducted prior to the commencement of work.
- Ensure all employees are suitably trained in Emergency Procedures.
- Ensure that inspections of areas under the Chief's authority are undertaken in accordance with established inspection program requirements.
- Ensure health and safety standards are considered in the purchase of plant and equipment.
- Ensure employees report all work related injuries, illnesses and incidents and these events are thoroughly investigated using the EMRC's accident/incident reporting guidelines.
- Ensure elected Safety and Health Representatives (if relevant) and other employees are consulted regarding pending changes to premises, plant and equipment which may/will impact on their safety and health.
- Ensure their workforce is addressed on health and safety related matters as required.
- Ensure all contractors engaged are subjected to Council's pre-qualification standards and evaluation prior to engagement.
- Ensure there is competent and sufficient supervision of employees.
- Ensure that key safety initiatives in their area are formally reviewed at least twice yearly.
- Ensure statutory compliance as relevant to their operations.

Safety Responsibilities of Managers and Supervisors

- Ensure statutory compliance as relevant to their operations.
- Ensure that all new employees receive a thorough induction prior to commencement of work. This includes casual, part-time and contract labour.
- Ensure that no employee commences a new-activity without documented pre-job instruction where necessary.
- Undertake planned and documented inspections of the workplace in accordance with EMRC Hazard Inspection Guidelines.
- Investigate and report near-miss incidents (with serious potential outcome) or, actual injury or damage causing events, using the EMRC accident and incident reporting form. This document is to be completed within 24 hours of the event.

- Ensure that all employees are fully trained in Emergency Procedures relevant to their work area.
- Conduct safety related meetings (includes Toolbox meetings) at a frequency agreed with their Chief.
- Ensure manual task related activities that have potential to cause harm or injury, are evaluated and controlled in accordance with the EMRC Guideline on Manual Tasks and the WA Manual Handling Code of Practice.
- Ensure that all employees are provided with instruction in the proper selection, use and maintenance of Personal Protective Equipment.
- Consult and cooperate with elected Safety and Health Representatives or other employees on matters of safety and health.
- Participate in OS&H training and ensure that OS&H training of employees is in line with EMRC requirements.

Safety Responsibilities of Safety and Health Representatives

- Inspect relevant workplaces at times agreed to with Management to identify hazards.
- Participate in investigations of injury, illness or other incidents relevant to the activities they represent or as requested by Management.
- Participant on the Safety Advisory Committee.
- Consult and communicate where required for the workforce they represent, on Safety and Health matters with by the Supervisor/Manager and to refer these matters to the Safety Advisory Committee where required.
- Consult and cooperate with Management on matters of Safety and Health
- Immediately report to their Supervisor (or other Management representative, if their Supervisor/Manager is not available) any incident or situation where injury to a employees, visitor or member of the public has occurred or it appears that an incident or injury may occur imminently.

Safety Responsibilities of All Employees

- Work in a manner that does not expose themselves or any other person to the risk of injury or harm to their health or safety.
- Report all work-related incidents, injuries, illness, hazards or near hits.
- Report forthwith, any hazard that they themselves cannot rectify.
- Wear, use and maintain personal protective equipment as issued and instructed.
- Follow all instructions relating to safe work practices.
- Consult and co-operate with Management on all safety and health matters.

Key Processes

Training/Induction

Management are to ensure that all employees attend ongoing training as identified in annual performance reviews and specific Position Descriptions for the role the employee will be required to carry out, including relevant safety and training.

Safety and health training ensures that employees understand the EMRC safety and health requirements and their personal responsibilities.

Safety and Health training promotes working in a manner which will reduce the risk of harm to themselves and others.

Training will cover, but is not limited to:

- relevant legislation, WA OS&H Act 1984;
- hazard identification, analysis, reduction and control;
- supervisory skills;
- accident investigation and reporting;
- plant and equipment usage and skills requirement;
- manual task risk control;
- specialised training for OS&H Representatives;
- High Risk Work Certification;
- emergency procedures/fire suppression: hand held extinguishers;
- First Aid training; and
- Driver training

All new employees, whether full time, part time or contracted labour, are to attend an OS&H induction prior to commencement of their work. It will be the responsibility of the department manager to ensure that this occurs.

A record of all inductions will be maintained, including an assessment to confirm that certain key information has been retained.

All elected Safety and Health Representatives will attend the 5 day accredited training course through a WorkSafe Western Australia Approved Training Provider. Refresher training will be provided when required.

Chiefs, Managers, Supervisors and other identified employees will be required to attend training in relevant aspects of Safety and Health Management, to ensure they are aware of current legislative requirements and key OS&H requirements for their roles.

Ongoing general awareness training will be provided for all employees in areas which are relevant to them. This training will cover but is not limited to:

- Fire safety/extinguisher usage;
- UV skin cancer;
- Manual Task;
- First Aid;
- Plant operating Competency and verification of Competency where required, including refresher courses; and
- Other current health and safety issues.

Specific plans and programs will be developed by the Occupational Safety and Health Coordinator and Management, to facilitate the coordination and timely completion of required safety training. These plans will also highlight where specific retraining is necessary.

Hazard Identification, Evaluation and Control

Identification of Hazards

Recognition, identification, evaluation and control of hazards is a vital element of a successful safety and health program. Initiatives will be implemented to continually identify, evaluate and control hazards.

Important initiatives in this area will include:

- Development, implementation and ongoing improvement of formal hazard inspection processes for each workplace.
- Ongoing training for all employees in hazard identification and evaluation processes (through Job Safety Analyses).
- Communication with other Local Governments, Industry and State/Federal agencies.
- The thorough examination of all accident/incidents to determine trends and hazards that require further management.
- Promotion and encouragement of effective hazard reporting and control implementation.
- Development of Risk Registers.

Risk Evaluation/Analysis

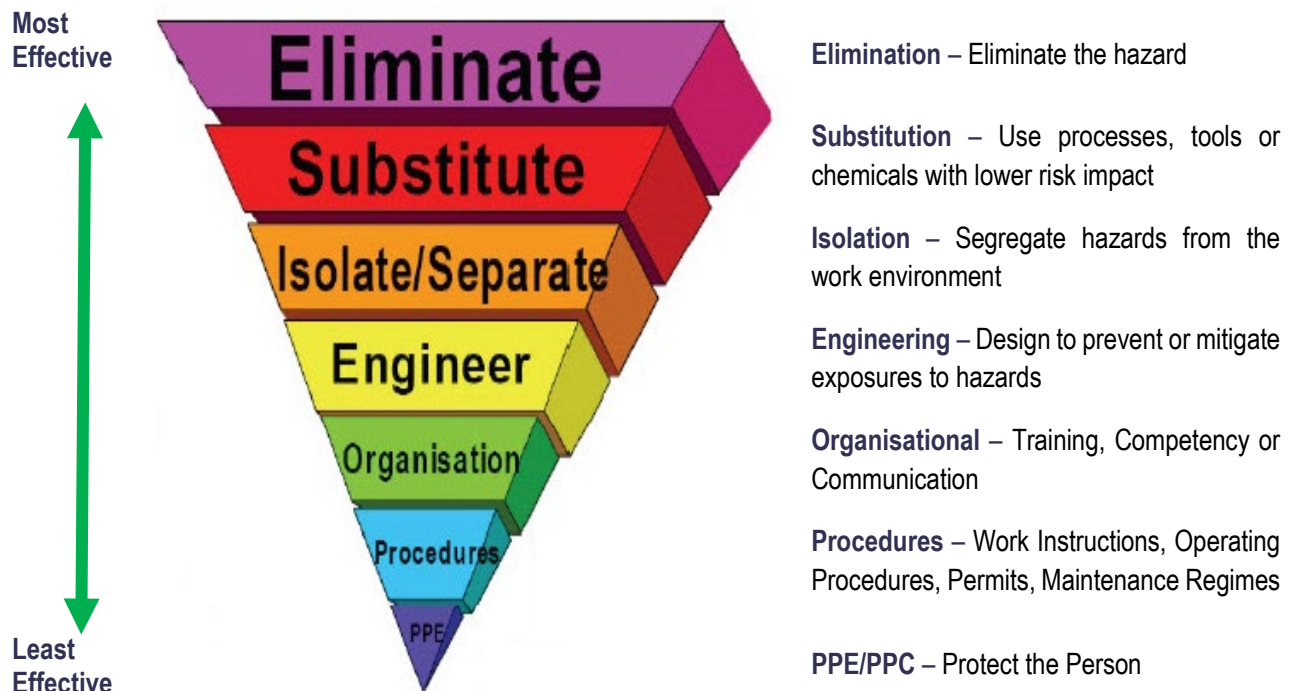
All significant hazards/risk exposures will be listed in the EMRC Risk Register. The risk ranking or evaluation matrix will underpin the evaluation process and key employees will be trained in the proper use of this risk-ranking tool.

EMRC Management, supported by the Safety Advisory Committee is responsible for the ongoing evaluation and analysis of inherent risk with in EMRC.

Risk Control Strategies

The EMRC will control hazards using the Hierarchy of Controls Model as follows:

- Elimination
- Substitution
- Isolation
- Engineering
- Organisational
- Procedures
- PPE/PPC



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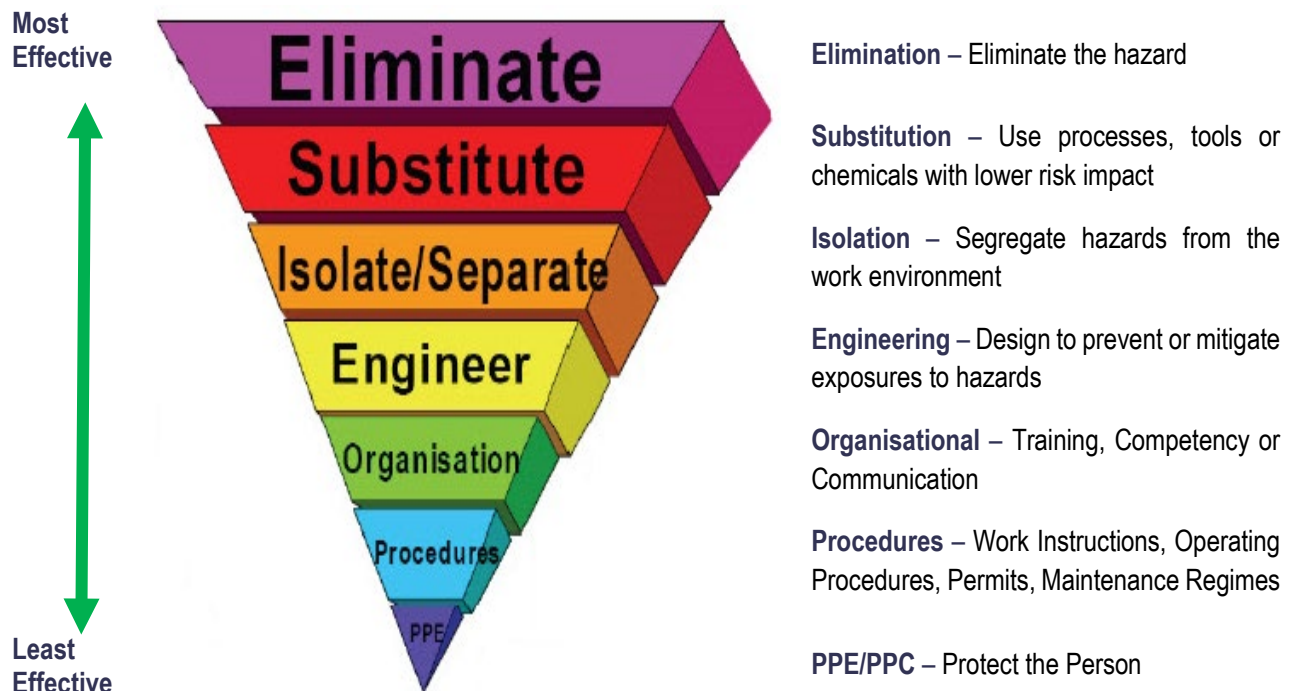
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Safety Advisory Committee

This Committee meets every two (2) months, chaired by the Occupational Safety and Health Coordinator, and both the CEO and Chief, Waste Services are permanent members of this Committee. The structure and membership of the committee, meet the requirements of the WA OS&H Act 1984.

A copy of the EMRC Safety Advisory Committee Terms of Reference is available on the EMRC Records Management system.

The Safety Advisory Committee will meet to discuss occupational safety and health issues raised by employees and contractors and new relevant policies, procedures, workplace improvements and plans.

Minutes of the meeting will be distributed to all Committee Members, Chiefs and posted upon the main notice boards at EMRC workplaces.

A schedule of meeting dates will be made available and completed meeting Minutes will be kept in the Records Management system.

Workplace Safety Briefings

Management will encourage and ensure that all employees have the opportunity to attend informal workplace sessions to ensure on-going health and safety related training on relevant issues. These briefings provide further opportunity for employees to raise safety matters about which they are concerned. These briefings may be integrated with a scheduled Toolbox meeting.

Toolbox Meetings

Regular operations/toolbox meetings will be held to ensure that all operational employees have a direct opportunity to raise any concerns regarding workplace hazards and how they are being managed. This includes the implementation of any new procedures or the introduction of any new plant and equipment.

Emergency Response Planning

Management will develop and implement formal emergency response plans capable of ensuring that all employees and visitors can be safely removed from danger and that potential damage to EMRC assets is minimised.

The EMRC has developed a comprehensive Business Continuity Plan to facilitate the continuous delivery of services to clients, in the event of a major incident.

Emergency Response Plans have been developed and implemented for all EMRC facilities and EMRC managed projects.

Each Chief is responsible for ensuring that emergency response procedures are available to their employees and that all employees are familiar with those procedures.

All emergency plans will ensure the provision of:

- properly trained emergency warden team (Emergency Control Organisation);
- effective emergency communication systems; and
- an up-to-date procedural document and wall mounted plans.

The EMRC will ensure that all emergency plans comply with Australian Standard AS 3745 - 1995 "Emergency Control Organisation Procedures for Buildings" where appropriate. Other relevant State Emergency and Emergency Response Authority documents will be referenced where appropriate.

Emergency Evacuation Drills are to be carried out approximately every three months at Ascot Place and every 6 months at all other EMRC owned or operated locations. The Occupational Safety and Health Coordinator in consultation with the Chiefs, is responsible to ensure that Emergency Evacuation Drills are carried out.

Copies of relevant emergency response plans are available for all EMRC owned operated facilities.

Contractor Management

The EMRC recognises it has specific general duty of care obligations to Contractors, where EMRC employees have the capacity to control what the Contractor is doing and the workplace in which the contractor is working.

The Occupational Safety and Health Coordinator in conjunction with Management will develop and implement Contractor control processes which may include:

- Development of safety related pre-qualification criteria for Contractors;
- Adhering to a selection criterion which treats price as a major, but not dominant factor;
- The provision of safety related training for Contractors where necessary (as a condition of contract prior to start of work);
- The development and implementation of a system which requires safety related information exchanges between the EMRC and the Contractor; and
- Management's expectation is that contractors will work to the same safety standards as EMRC employees.

Injury Management/Rehabilitation

Rehabilitation

Management is committed to the development and implementation of initiatives designed to actively manage the return to work process for any EMRC employee who sustains a work related injury or illness that prohibits them from doing their normal job.

Management will also encourage the development of rehabilitation processes for non-work related injuries or illness. The details of this process can be found in the EMRC Management Guideline – Injury Management.

First Aid

EMRC will ensure that where ever practicable, prompt and proper First Aid is available for any employee who may require it.

The EMRC will provide competently trained First Aiders in all workplaces and that adequate First Aid Kits are provided and maintained in readily accessible locations; and the development of a First Aid reporting process.

The EMRC's Management Guideline – First Aid acknowledges the WorkSafe WA Code of Practice on First Aid and all designated First Aiders will have their names posted in prominent locations in the workplace.

Where practicable, there should be a First Aid qualified officer readily available at all EMRC workplaces whenever any employee is present.

EMRC will make available details about where and how to access proper medical treatment as required to all EMRC employees, contractors and visitors.

Employee Assistance Program (EAP)

The EMRC will make available to all employees, a confidential referral and counselling service.

The development and availability of a quality EAP is recognised as an important element of the EMRC's program to foster the health, safety and well-being of employees.

Information on how to contact the EAP provider will be made available in all workplaces in prominent places.

Purchasing/Procurement Requirements

Management, when specifying or purchasing plant and equipment will ensure that, (so far as is practicable), no new plant or equipment is used unless it fully complies with the required specifications and that those specifications will ensure that no new hazards are brought into the workplace. (Note: if a new piece of equipment is to be purchased and it does involve a hazard i.e. noise, then this hazard will be properly addressed, prior to delivery).

Appropriately qualified personnel will monitor and maintain the plant/equipment to ensure that it does not have (safety) defects and that it continues to function properly.

Plant or equipment that is purchased should, where applicable, be verified as being satisfactory via the application of checklists or periodic monitoring (i.e. for noise).

As a minimum requirement, plant and equipment shall comply with all statutory requirements such as for Falling Object Protection, Roll Over Protection, emergency stopping and fire protection.

Manufacturers and supplier's handling, storage, maintenance and packing recommendations where provided, will be recorded and observed by EMRC management.

Purchasing of Hazardous Substances

Purchasing of hazardous substances and chemicals that are specified in WorkSafe Australia schedules and the Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996 shall be accompanied by a Safety Data Sheet (SDS).

If the appropriate SDS is not delivered with the chemical or substance, the relevant Manager is to ensure that the product is returned to the supplier without delay.

Maintenance, Inspection and Testing

Management will ensure that procedures are in place for the maintenance, inspection and testing of plant as per the relevant WA OS&H Regulations 1996 or Manufacturer's Owner's Manual.

These procedures apply, but are not limited to:

- mobile plant and equipment; and
- portable electrical equipment for industrial/field use.

A location record for all relevant items of plant and equipment shall be developed and, where appropriate, portable equipment should be marked, stamped or tagged to inform operators of its serviceability status.

Plant or equipment under maintenance shall be isolated and identified by way of Danger or Out of Service Tags.

Note: Plant should not be modified unless approved in writing by the manufacturer.

Manual Handling

Manual tasks refer to any activity or sequence of activities that requires a person to use their physical body (musculoskeletal system) to perform work (Ref: WA Manual Tasks Code of Practice).

The EMRC has endorsed a specific manual task risk control package to facilitate solutions to the wide range of manual task hazards that may be encountered in the workplace.

Plan Implementation

The main elements of the implementation process are as follows:

Item	Element	Schedule	Responsible Officer/by Who
1	OS&H Actions Activity Planner	By May	OS&H Coordinator
2	Safety Advisory Committee meetings	2 monthly	OS&H Coordinator
3	OS&H Induction for all new employees and agency personnel	As required	Chiefs/Managers OS&H Coordinator
4	All injuries and incidents to be reported	As required	Chiefs/Managers OS&H Coordinator
5	Hazard identification system/Safety Inspections	As required	Chiefs/Managers OS&H Coordinator
6	Other Scheduled Site Inspections	Red Hill and Hazelmere – 4/year & Transfer stations – 3/year	Chiefs/Managers OS&H Coordinator
7	Scheduled Site Risk Assessment – Ascot Place	Ascot Place – 6/year	OS&H Coordinator
8	Emergency Response Drills	At all EMRC managed facilities – as required by SMP	Chiefs/Managers OS&H Coordinator
9	Injury Management Audit as required by LGIS	By September	OS&H Coordinator Workplace Advisor
10	Report WorkSafe notifiable injuries	As required	Manager, Human Resources OS&H Coordinator
11	Biennial employee Survey – Safety Perceptions	November	OS&H Coordinator
12	Systems Audits	December	Program Coordinator

Performance Evaluation

To ensure effectiveness of this plan EMRC will undertake:

Systems Audits

Every two years the EMRC’s safety systems will be assessed via a suitable audit tool to ensure that progress can be measured.

The subsequent recommendations of the Audit will be examined by Management and action plans to support ongoing improvement will be developed by the Occupational Safety and Health Coordinator in conjunction with Management.

Application Audits

Significant Program elements will be subject to an “application” audit, at least once per year. This process will verify the actual application of a particular policy/procedure in the workplace.

For example, the EMRC’s hazard inspection processes, incident reporting and investigation processes, emergency response plans, manual task activities, etc. will be subjected to ongoing audit/improvement processes in demonstrating and maintaining EMRC’s commitment to continuous improvement.

Statistical Evaluation

The Safety and Health Management Program will be regularly evaluated against the agreed (Management endorsed) statistical targets with calculations and criteria generally based upon Australian Standard AS1885.1 - 1990 Workplace Injury and Disease Recording Standard.

The Occupational Safety and Health Coordinator will monitor the trends associated with these Indicators.

The nominated Lagging Indicator targets for the 2020/2021 financial year are:

	2020/2021 Targets	2019/2020 Actual
IFR	0.5	0
MTIFR	2.0	1.7

The above targets are calculated by using the below method:

$$\frac{\text{No of Incidents} \times 100,000}{\text{Total Hours Worked}}$$

The nominated Leading Indicators for the 2020/2021 financial year are:

Indicator	Goal	Target
OS&H Inductions	All employees and contractors are OS&H inducted into EMRC on the first day they commence work	100%
Competency/Licensing	No employee operating equipment without a valid competency to operate	100%
Incident Investigations Incidents Reporting	All incidents reported to OSH/Manager within 24 hours for minor and 2 hours for major incidents	95%
Incident Investigations Minor Incidents	Close out of incident report within 7 working days	100%
Incident Investigations Major Incidents	Close out of incident report within 2 weeks	95%
Action Closeout	All actions closed out on agreed time	90%
Emergency Evacuation Drills Ascot Place	Complete 4 drills per year (one each quarter)	100%
Emergency Evacuation Drills Operational Sites	Complete 2 drills per year (one every 6 months).	100%
OSH Inspections Site inspections (by delegated persons)	Complete as per schedule	100%
OSH Inspections OSH Coordinator	Quarterly inspections of all sites - 20 per year	100%
Risk Assessments and Safe Work Procedures Reviewed OSH Coordinator	Complete 1 review per week	100%
Pre-start Safety Meetings OSH Coordinator	Complete 4 safety focused pre-starts pre week (Includes discussion on relevant hazard for the day and controls in place – Discuss any previous hazard reports/incident reports)	95%



References

The following documents have been referenced and are acknowledged in the development of this Plan.

AS/NZS 4804: 1997-Occupational Health and Safety Management Systems - General Guidelines and Principles, Systems and Supporting Techniques;

AS/ISO 31000:2009-Risk Management;

Financial Considerations

The cost of applying this plan will be covered by an annual budget allocation.

Variation to This Plan

This Safety Management Plan may be varied at the discretion of the CEO.

Communication OF THIS Safety Management Plan

All employees, temporary employees, contractors, and visitors will be made aware of this Safety Management Plan through the normal EMRC communication and consultation methods.

Variations to this Safety Management Plan will be provided by the normal EMRC correspondence methods.



Responsibilities

It is the responsibility of the CEO in conjunction with the Chiefs, Managers and Supervisors to ensure that the requirements of this Safety Management Plan are adhered to.

For enforcing this Safety Management Plan: Chiefs, Managers, Supervisors

For approving this Safety Management Plan: Chief Executive Officer

For reviewing this Safety Management Plan: Human Resources Manager

For updating this Safety Management Plan: Human Resources Manager

Adopted/Reviewed by Executive Management Team	July 1995
Last Reviewed:	October 2019 June 2019 February 2018 May 2013 August 2015 August 2011
Next Review:	Introduction of the Work Health and Safety Act 2020 (WHS Act) in Western Australia or March 2023 or as required
Responsible Unit	OS&H/Human Resources