I

WORK HEALTH

AND SAFETY (WHS) MANAGEMENT

PLAN FOR:

Water Wash

PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

1. WORK HEALTH AND SAFETY ARRANGEMENTS

The purpose of this Plan is to establish and maintain an effective health and safety management system, for WaterWash, and to demonstrate the organisation's commitment to implement a structured approach to workplace health and safety, in order to achieve a consistently high standard of safety performance.

This Plan, also will assist Water Wash, in meeting its obligations in accordance with work health and safety legislation.

This Plan applies to all Water Wash, officers and workers and to other persons at risk from work carried out at Water Wash workplaces. Failure to comply with the requirements of this Plan may lead to disciplinary action.

2. WORK HEALTH AND SAFETY (WHS) POLICY

The Statement of Commitment below prescribes the company's intentions to do everything reasonably practicable to providing a workplace that enables all work activities to be carried out safely:

Water Wash is committed to protecting the health, safety, and wellbeing of all

personnel, including contractors, and visitors, as it recognises that the workforce is the most

asset, and will continually endeavour to prevent injuries and illnesses in the workplace.

Water Wash believes that safe operations in our workplace are the first priority, and

that no work is so important or urgent that it cannot be done safely.

Water Wash demonstrates its commitment to providing a safe and healthy workplace

to all stakeholders by providing the following:

- Clear responsibility and accountability to all employees, contractors and visitors.
- Involving and consulting with all employees in OHS matters.
- Providing relevant Information, Training, and Supervision to all employees to ensure they can perform their duties safely.
- Adopting a risk management approach as an integral part of the overall business

  with a focus on continuous improvement towards Health and Safety

- Complying with all relevant Legislation, Regulations, and Codes of Practice.
- Providing and maintaining safe systems of work.
- Maintain safe plant, fixtures, and equipment for their safe use so far as reasonably

  practicable.

- Provide and manage substances for their safe use, handling, and storage so far as reasonably practicable.
- Provide adequate facilities for the welfare of workers and any stakeholders.
- Monitor the health of workers and the conditions of the workplace for the purpose of preventing injuries or illness in the workplace.
- Provide an effective injury management and rehabilitation program, to reduce disruption and personal hardship to personnel that suffered any injury or illness.
- Reviewing this policy to ensure it remains relevant and appropriate to organisation undertakings.

We are committed to ensuring we comply with the Work Health and Safety Act 2011 (the Act). We will also comply with any other relevant legislation, applicable Codes of Practice and Australian Standards as far as possible.

This WHS Management Plan and ’s WHS Policies and Procedures set out the safety arrangements and principles which are to be observed by and its workers to ensure compliance with the WHS Act and to provide appropriate mechanisms for continuing consultation and management of WHS matters.

This Policy/Statement of Commitment will be signed posted at entry points of the plant and at the various locations of the plant.

Implementation of Policy Commitment

Water Wash is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers and all stakeholders while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations.

This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- routinely consulting in order to maintain effective and co-operative relationships between.

its workers, and with other duty holders, on health and safety matters in the workplace; and

- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

Water Wash commitment to providing safe and healthy working environments for its workers includes:

- providing relevant, up-to-date WHS information to all workers on matters such as workplace safety and their responsibilities;
- providing expert assistance in WHS matters where necessary;
- providing instruction and/or training in work processes where appropriate;
- developing and implementing strategies which include workplace assessment, hazard identification, and appropriate remedial action to eliminate or control hazards; and
- implementing and maintaining appropriate information, reporting and statistical systems

3. DEFINITIONS

Terminology Definition

Terminology	Definition
Employer	An employer is any person, including a body or association (incorporated or unincorporated) or partnership, who pays or is liable to pay wages which are subject to payroll tax in any state or territory of Australia.
Employee	A worker is defined as an individual: who performs work for an employer or agrees with an employer to perform work at the employer's direction, instruction, or request, whether under a contract of

	employment (whether express, implied, oral or in writing) or otherwise or who is deemed to be a worker by the legislation.
Contractor	The term 'contractor' covers a wide variety of individuals who may operate as sole traders or through companies, partnerships or trusts. Please ensure that the position if classified accordingly.
Visitor	Includes personal visitors, such as family members, as well as students, patients, customers, vendors, or professional colleagues. Visitors are not allowed to perform any work and must be always supervised.
VoC	Verification of Competency
PPE	Personal Protective Equipment
WHS	Work Health and Safety
OHS	Occupational Health and Safety
First Aid	Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First Aid Officer	Is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid
FAO	First Aid Officer
CPR	Cardiopulmonary resuscitation
OHSMS	Occupational Health and Safety Management System
OHS Hazard:	Anything which has the potential to cause injury or illness.
OHS Risk:	A OHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard
OHS Risk Control:	OHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.
HSO	Health and Safety Officer
RTWC	Return to Work Coordinator
TBA	To Be Advised

4. RESPONSIBILITIES

Managing Directroy

Formally approve the OHS /WHS policy.
Assign custody to ensure procedure is maintained and updated.
Formally approve the OHS/WHS procedures.
Review overall organizational health and safety performance.
Participate where required in the resolution of safety issues.
Review serious accidents/incidents and monitor corrective actions.

Review Health and Safety performance of middle management.
Review organizational compliance with Health & Safety legislation.

Managers and Supervisors

- Implement this Policy, OHSWHS procedures and legislative requirements.
- Monitor Health and Safety performance within their area of responsibility.
- Demonstrate commitment to Health and Safety through participation in formal. and informal discussions, workplace inspections, Risk assessments, etc.
- Actively participate where required in the resolution of safety issues.
- Investigate all accidents / incidents within the area of responsibility.
- Ensure liaison with employees, particularly on any workplace changes which have a health and safety component.
- Initiate actions to improve health and safety with area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any identified hazards.
- Participate in consultation.
- Ensure all employees are inducted and receive the required training as required to perform jobs safely.
- Facilitate rehabilitation of injured workers.
- Allocate funds and time for employees training.

Employees

Employees must take reasonable care for their own health and safety while they are at work and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably practicable, with any reasonable instruction given by Managers/Supervisors, as well as co-operating with any reasonable policy or procedure which relates to workplace health and safety.

On a day-to-day basis, this may include:

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

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they have a reasonable concern the work would expose the worker to a serious risk to their health or safety.

The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

Contractors

Contractors, sub-contractors and self-employed persons are defined as "workers" under the WHS Act if they carry out work in any capacity for Water Wash.

They are required to:

- comply with the requirements of the WHS legislation
- have in place any work health and safety policies and programs required under State or Territory safety legislation

- consult with about safety matters and comply with policies
- work safely and to include the safety of staff and visitors in their safety plans.
- Operate only any equipment that they trained and authorised to do so.

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

Visitors

Visitors and other persons that also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities including:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, all reasonable safety directions provided by staff
- report all safety related incidents to staff
- ensure the adequate supervision of any accompanying children
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs at workplaces
- not wilfully or recklessly interfere with property
- not perform any job/task that they not authorised to do so.

5. CONSULTATION AND COMMUNICATION ARRANGEMENTS

Open communication between workers and managers is important to ensuring a safe workplace. Therefore, workers are encouraged to:

- ask questions relating to WHS
- bring up safety concerns
- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem solving process.

It is important that workers help shape decisions about WHS particularly when:

- identifying hazards and assessing risks
- making decisions about ways to eliminate or minimise those hazards or risks
- proposing business changes that may affect the health and safety of workers
- purchasing of new equipment or substances
- developing or changing job tasks or safety procedures.

All workers are encouraged to raise any work health and safety concerns they may have with their manager and/or Health and Safety Officer.

6. TRAINING

Water Wash will conduct a training needs analysis and arrange for appropriate WHS training to be undertaken by workers as required.

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

In tasks with a high potential for injury, a separate documented assessment of a person's

competency may be undertaken.

As a guide, Verification of Competency (VOC) assessments should be signed and dated by the assessor and contain the following elements:

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

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

Table 2 Training topics

Topics	Issues to cover
System operation	Explain how to safely operate all components of the high pressure water jetting system including the potential dangers, problems and emergency actions to be taken if the equipment fails or malfunctions.
Cutting action	Demonstrate the cutting action of a pressurised jet of water and the potential hazard it poses by using audio-visual aids or using the equipment.
Control devices	Explain how to safely operate all relevant control devices.
Part compatibility	Explain how important it is to check all component parts, fittings and hoses are compatible and are the correct size and rated equal to or greater than the maximum operational pressure of the high pressure pump unit. Using the correct parts reduces the possibility of equipment failures and resulting injuries.
Hoses	Explain the correct method of inspection before use as well as connecting hoses including laying them out without kinks, protection from wear and the correct tools to use on couplings and fittings.
Nozzles	Explain how to choose the correct nozzle use and size to check the maximum reaction force of 250 N or 25.5 kg is not exceeded during manual gun operations. The manufacturer's nozzle charts should be used for this.
Personal protective equipment	Give instructions about when and how specific PPE should be worn.
Maintaining equipment	Explain that water jetting components like valves and seating surfaces in pressure-regulating devices experience high rates of wear during operation and that the equipment should be inspected often and maintained to ensure it can be used safely.

Workers who operate high pressure water jetting equipment should maintain their competency. This can be assessed and revised by providing refresher training or by evaluating and documenting an assessment of the high pressure water jetting operation.

7. WHS RISK ASSESSMENT

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

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

- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one within is not hazardous)
- isolation (isolate the hazard from people e.g., place a noisy piece of equipment in another location)
- engineering (e.g., guarding on machinery)
- administrative (e.g., provision of training, policies and procedures, signage)
- personal protective equipment (e.g., use of hearing, eye protection, high visibility vests).

Outcomes of risk assessments will be documented, and the control measures reviewed at least annually or earlier should a task or activity be the subject of a WHS incident or a change of process or requirement. Current risk assessments will ensure that achieves the goal of eliminating or minimising/controlling the risk workers may be exposed to.

The list of Water Wash's policies and procedures in place to manage workplace risks includes:

2.1 Identifying the hazards

The first step in managing risks associated with high pressure water jetting operations is to identify all hazards that could potentially cause harm to people. These may be identified by:

- conducting a walk through assessment of the workplace
- observing the work and talking to workers about how water jetting is carried out
- inspecting plant and equipment used during high pressure water jetting operations
- reading product labels, safety data sheets and manufacturer's instruction manuals
- talking to manufacturers, suppliers, industry associations and health and safety specialists, and
- reviewing incident reports.

Some examples of high pressure water jetting hazards include:

- cutting and reaction forces from high pressure water jets
- flying debris
- hazardous chemicals and biological materials
- noise, and
- water jetting plant and equipment.

2.2 Assessing the risks

A risk assessment is not mandatory for high pressure water jetting operations. However it is required in some situations, for example when working in a confined space. A risk assessment can help:

- identify which workers are at risk
- determine what sources and processes are causing the risks
- identify what kind of control measures should be implemented, and
- assess the effectiveness of existing control measures.

The likelihood of each hazard actually causing harm in a specific situation should be assessed. The following questions may help with the assessment:

- How often and for how long will exposure to the hazard occur?

- If exposed to the hazard will the outcome be severe, moderate or mild?
- What is the substrate being blasted?
- What are the surface coatings of the items being blasted? For example do they contain lead or other toxic metals?
- What are the conditions under which high pressure water jetting operations are being carried out? For example, are they carried out in a confined space?
- What are the skills, competence and experience of the operators?

2.3 Controlling the risks

Some control measures are more effective than others. Control measures can be ranked from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of control*.

Eliminating the risk

This means removing the hazard or hazardous work practice from the workplace. This is the most effective control measure and must always be considered before anything else.

If eliminating the risk is not reasonably practicable, you must consider using substitution, isolation or engineering controls, or a combination of these control measures to minimise the risk.

Minimising the risk

Substitution

Minimise the risk by substituting or replacing a hazard or hazardous work practice with a safer one.

Isolation

Minimise the risk by isolating or separating the hazard or hazardous work practice from people, for example by installing screens or barriers around the water jetting operations.

Engineering controls

Engineering controls are physical control measures to minimise risk, for example controlling the jet of water mechanically.

If a risk remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable by using:

Administrative controls

Administrative controls should only be considered when other higher order control measures are not reasonably practicable, or to increase protection from the hazard. These are work methods or procedures designed to minimise the exposure to a hazard, for example job rotation and varying tasks to reduce the risks associated with prolonged periods of jetting gun operation and other repetitive manual handling tasks.

Any remaining risk must be minimised, so far as is reasonably practicable, by providing and ensuring the use of:

Personal protective equipment

PPE is the lowest order control measure in the hierarchy of controls. PPE should also only be considered when other higher order control measures are not reasonably practicable or to increase protection from the hazard. Examples of PPE include using safety eyewear, hearing protection, safety helmets, cut-resistant leg protection or reflective, high-visibility clothing.

Combining control measures

In most cases a combination of the control measures will provide the best solution to minimise the risk to the lowest level reasonably practicable. You should check your chosen control measures do not introduce new hazards.

8. RIGHT OF ENTRY

A WHS permit entry holder must hold a current Fair Work Act 2009 entry permit. Their WHS entry permit and photographic identification must be always available for inspection. Where there is a suspected workplace WHS contravention, a permit holder is not required to give prior notice. However, as soon as reasonably practicable they must give notice of their entry and the suspected contravention to or the person with management or control of the workplace.

The permit holder may, in relation to the suspected contravention, inspect any work system, plant substance or structure; consult with and its workers; be allowed to inspect and make copies of relevant documents (unless to do so would contravene a State or Commonwealth law); and warn any person of a serious risk to health and safety if immediate or imminent.

9. WHS ISSUE RESOLUTION

Wherever possible, any WHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to the to the Board. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Regulations must be followed. If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask Worksafe to appoint an inspector to assist in resolving the matter.

10. AUTHORITATIVE SOURCES

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Approved OHS Codes of Practice available at: https://www.worksafe.vic.gov.au/resources/code-practice
- Additional information can be found at: https://www.legislation.vic.gov.au

PART B: GENERAL WHS INFORMATION

1. HAZARD/INJURY/INCIDENT REPORTING

How to Report a Hazard or Injury or Incident:

All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:

- Advise the manager on duty of the incident or injury or hazard
- For recording purposes complete a Hazard/Injury/Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The duty manager or their delegate must record all injuries on the injury register
- Internal reporting of any hazard/injury/incident should occur is separate from reporting of notifiable incidents to Worksafe.

The Hazard/Injury/Incident Report form is at Attachment 2.

2. REPORTING OF NOTIFIABLE INCIDENTS

Any serious incidents must be notified immediately to the duty manager. After becoming aware that any such incident has occurred, it is the duty manager's responsibility to report 'notifiable incidents' to Worksafe by the fastest possible means, either:

> by phone 13 23 60

> by email info@worksafe.vic.gov.au

Criteria for notifiable incidents

You must report incidents resulting in:

- death of a person
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient in a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment)

Medical treatment means treatment by a person registered under the Health Practitioner Regulation National Law to practice in the medical or nursing or midwifery profession (doctor, nurse, midwife etc.).

You must also report the following incidents if they expose a person to a serious risk to their health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of any substance, including dangerous goods within the meaning of the Dangerous Goods Act 1985,
- oran implosion, explosion or fire, or
- electric shock, or
- the fall or release from a height of any plant, substance or thing, or
- the collapse, overturning, failure or malfunction of, or damage to, any plant, including plant in relation to a mine, that is prescribed by the Occupational Health and Safety Regulations 2017 (OHS Regulations), or the design of which must be registered in accordance with the OHS Regulations, or
- the collapse or partial collapse of a building or structure, or
- the collapse or failure of an excavation or mine or of any shoring supporting an excavation or mine, or
- the inrush of water, mud or gas in workings in a mine, underground excavation or tunnel, or
- the interruption of the main system of ventilation in a mine, underground excavation or tunnel.

Dangerous goods incidents

Under the Dangerous Goods Act 1985 all accidents involving dangerous goods must be reported to the nearest fire authority or police station, including:

- fire
- explosion
- spills
- leakage
- escape

This does not apply to prescribed dangerous goods or prescribed quantities of dangerous goods.

Explosive incidents

Under the Dangerous Goods (Explosives) Interim Regulations 2021 the following must be reported:

- incidents relating to explosives involved in explosions, fire or other incidents causing:
- injury to any person or immediate risk to their health or safety
- property damage
- theft or loss of explosives, break in or attempted break in.

4. FIRST AID

Water Wash has in place the following first aid procedures, as required by First Aid in the Workplace Code of Practice

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within range of where the work is being conducted.
- Clear signage with the name of the FAO and the location of the first aid kits.
- An external provider to service the First Aid kits every 3 months.

First Aid Officer Training:

- The minimum level of training for a FAO is the Senior First Aid Certificate (or equivalent)
- Refresher training should be undertaken every year CPR-Cardiopulmonary resuscitation .

First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace.
- The FAO should ensure that they do not administer first aid services beyond their level of training.
- A record of any first aid treatment given should be kept by the FAO and reported to the duty manager on a regular basis to assist with reviewing first aid arrangements. Contact details for FAOs are displayed on all noticeboards

5. WHS TRAINING AND INDUCTION

Training

Water Wash is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for to achieve a safe workplace. The WHS training needs for will be determined in consultation with managers and workers, as well as through review of the WHS Risk Register, however it can be generally categorised into three kinds:

Generic WHS Training—skills and knowledge which is commonly required, e.g., induction training, WHS risk management training, evacuation procedures.

Risk Specific WHS Training—training required for those persons conducting activities with a specific risk to health and safety or a verification activity, e.g., first aid training, hazardous substances training, manual handling training, working from heights.

Task Specific WHS Training—skills and licensing which are required depending on the specific hazards and risk, e.g., any farm equipment operation, high risk work licenses such as for driving forklifts, cranes

Onsite training competency verification: Verification of Competency (VoC) that ensures a new employee is capable of performing the requested tasks, based on a practical demonstration and signed of by an experienced operator.

Documentation for Training

Training records shall be maintained as evidence of training delivery and assessment of competence.

WHS Induction

All employees are required to be provided with WHS information regarding the workplace as part of their overall induction and introduction to Water Wash. A thorough OHS induction process assists new staff to feel welcome, become integrated into the organisation and ensure that they are able to work safely.

The WHS Induction Checklist at Attachment 3 should be used in conjunction with the general induction training program for land workers to ensure that all new workers are aware of the OHS systems, policies and procedures in place within Water Wash.

Procedure

The manager must ensure a WHS induction is provided on the new employee on the first day. If the manager is not available, he or she should organise for a replacement to conduct the induction.

The manager must:

- use the attached OHS Induction (Attachment 3) to ensure that all WHS issues are covered
- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's file-Hard or electronic copy will suffice
- provide the new worker with access to this WHS Management Plan and the WHS Policies and Procedures Manual.

WHS Induction for Visitors

All visitors should be provided with a Safety Briefing prior to entering Water Wash premises.

All visitors must sign in and be provided with a copy of the Water Wash Safety Briefing Handout to read, and to then sign, acknowledging that they have read and understood the information. These documents are included at Attachment 4.

Detailed WHS Induction for Contractors

For contractors (e.g., trade persons) the requirements for induction will depend on the work to the undertaken at the workplace. If a permit to work required for the job/task to be undertaken, a full site induction required. At a minimum, contractors should be advised of emergency procedures and location of facilities, refer to Attachment 5.

All WHS training provided to visitors, workers and contractors should be recorded in the WHS Training Register (Attachment 6).

Induction for visitors

Visitors must also provided with a Safety briefing.

6. RISK MANAGEMENT AND THE RISK REGISTER

OHS risk management is a systematic process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe conditions for managers, workers, visitors and contractors at WaterWash.

As required by the OHS Act, WaterWash, has adopted a risk management approach to underpin its OHSMS Management System. This approach involves all managers and workers in identifying hazards, assessing, and prioritising risks, implementing control measures and reviewing how effective the control measures are.

All workers are responsible for assisting in identification assessment and managing risks associated with their specific work environment. Risk management strategies used by include:

- regular hazard inspections of the workplace
- risk assessments of new equipment
- Hazard reporting
- Incident investigations
- SWMS
- Toolbox talk
- Hazard alerts, etc.

The Risk Management Process

6.1 Risk Management Process

The Risk Management Process relates to unidentified hazards in the workplace. The adoption of a S.A.F.E.R. process as systematic and structured process regarding the identification, assessment and treatment of uprising hazards in 5 steps as below:

See it- This may involve a variety of activities such as visual inspections, pre-start checks, consultation, etc.

Assess it- Determine the likelihood and consequence of hazard using the Risk Matrix.

Fix it- Put in place controls to eliminate the hazard as a first priority.

Evaluate it-Reassess the hazard after the controls are in place to see how effective they are.

Review it- Regularly review the hazard and the controls to ensure are still effective.

6.2 What is a Hazard

Hazard is any uncontrolled energy that can be released, and cause harm or damage to people, equipment, or the environment.

Few different types of hazard below:

- Gravitational- objects falling
- Physical – Slippery floors, excessive noise,
- Chemical – Gases, dusts, fumes, vapours and liquids.
- Ergonomic – repetitive movement.
- Radiation – Microwaves, infra-red, ultraviolet, lasers, X-rays and gamma rays. Electrical- electricity, friction
- Psychological – Shift work, workload, harassment, discrimination, stress. Environmental- pollution
- Biological – Infection by bacteria, virus, fungi or parasites Mechanical- moving parts, pinch points
- Socioeconomic-health economy, education, infrastructure, etc.

6.3 How to Identify Hazards

Hazard identification can be conducted in several ways, including and not limited to:

- Safety walks
- Workplace Inspections
- Identification by employees whilst performing tasks
- Hazardous substances assessments
- Whilst conducing manual handling activities
- Incident reporting and investigations
- Internal external audits
- Any other activities or when a hazard arise
- remember IF ITS IS DANGEROUS DON'T DO IT

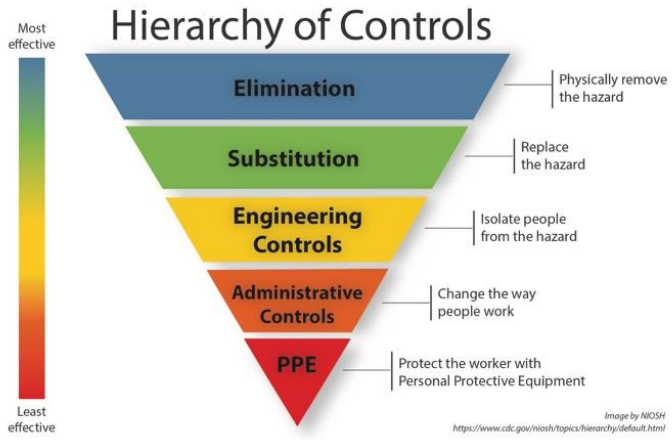
6.4 What to do when a hazard is identified

- First step- Ensure that you can make it safe, without putting yourself in harm's way.
- Second step-Isolate the area (make it safe) so no else get hurt
- Third step- Reported> to immediate supervisor, manager, HSE advisor.
- YOU CANNOT TURN YOUR BACK AWAY ONA HAZARD
- IF IS NOT YOU GETTING HURT IT COULD BE YOUR MATE.

6.5 Hierarchy of Control

The hierarchy of control is a system for controlling risks in the workplace. The hierarchy of control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.

Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation and engineering controls, then reducing the risk through administrative controls. Reducing the risk through the use of protective personal equipment (PPE) is the lowest level of control. The following element shows the structure of the hierarchy of control, from most effective control to least effective.



6.6 Reporting Hazards

How and when to report hazards:

- Hazards should be reported immediately, when occurred or when identified.
- Hazards should be reported to Supervisor/Manager on duty, or the HSE Advisor.

Hazards also can be reported:

- Verbally-tell the supervisor
- In writing-piece of paper
- Via email-to all above

6.8 Recording Hazards

Currently there is an Incident Reporting Data Base (Excel) where all Hazards and incidents are recorded. This database currently is under evaluation, and alternatives methods/processes are explored, such as lucidity, rapid etc. Further updates on Recording Hazards TBA.

6.9 Review the process

Continuously review, monitor, and improve control measures and find safer ways of doing things.

7. WORKPLACE HAZARD INSPECTIONS

Water Wash is required by OHS legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of its workers and eliminating or minimising the risks arising from those hazards.

To ensure a safe and healthy workplace, managers and/or nominated persons accompanied by Health and Safety Officer (HSO) should undertake OHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of OHS risk management and using the attached information and checklists (Attachments 8 and 9).

If any hazards are identified through the hazard inspection process, controls must be implemented immediately, to ensure that the risk to health and safety is eliminated or minimised.

8. PURCHASING

Prior to purchasing any goods or services for the workplace, they should be assessed to determine if there are any associated health and safety hazards. This includes the purchase of equipment such as machinery, tools, furniture, chemicals, as well as contracted services such as maintenance.

9. WHS RECORD KEEPING

The RTWC should retain all WHS and workers compensation documents. These documents are required to be filed for 30 years in safe storage accessible only to authorised personnel in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

10. DOCUMENTS TO BE DISPLAYED

- Emergency contacts page (Attachment 1)
- Emergency Evacuation Plan
- Return to Work Policy
- Work Health and Safety Policy
- Accident/Incident Notification details
- Compensation and Return to Work information

11. IMPORTANT CONTACT NUMBERS

- Emergency services (Police, Ambulance, Fire Brigade) call 000 or 112 from a mobile phone
- WorkSafe Victoria 13 23 60
- Poisons Information Centre 13 11 26
- Monash Medical Centre Emergency Department 03 9594 6666,
  246 Clayton Road Clayton 3168 Vic
- Company Doctor TBA
- After Hours Emergencies: In the event of a major incident an on call person (HSO) can be contacted on 0400 186 018.

PART C: SPECIFIC WHS REQUIREMENTS

1. ASBESTOS

It is certain that the premises occupied by Water Wash contain Asbestos materials, as such an asbestos management plan and asbestos register are in place Do not repair or conduct work on any building without first checking the asbestos register.

ASBESTOS register can be found at the entry points (non-roller doors).

High pressure water jetting must not be carried out on asbestos or asbestos containing material.

Regulation 446: A person conducting a business or undertaking must not use, or direct or allow a worker to use, high-pressure water spray on asbestos or asbestos containing material.

Asbestos can release airborne fibres whenever it is disturbed. Inhaling these fibres is a significant health risk. Asbestos has been used in products including:

- certain textured coatings and paints
- roofing materials
- vinyl or thermoplastic floor tiles, profiled sheets used on roofs and walls and flat sheets in flashings
- imitation brick cladding, and
- plaster patching compounds.

The WHS Regulations contain specific requirements on asbestos and asbestos-containing material.

It can be difficult to identify whether asbestos is used in a product just by looking at it. Having a sample of the suspected material analysed will confirm whether asbestos is present or not. Sampling can be hazardous and must only be done by a competent person. Samples must only be analysed by a National Association of Testing Authorities accredited laboratory or a laboratory approved by the regulator or operated by the regulator.

Further information on asbestos is available in the Code of Practice: *How to safely remove asbestos* and the Code of Practice: *How to manage and control asbestos in the workplace*.

2. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination, and violence of any form will not be tolerated at Water Wash.

Water Wash, undertakes to investigate all complaints formally made. will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

- Asking for an apology
- Creating an agreement with the offender that will stop the behaviour of concern
- Conciliation/mediation conducted by an independent/impartial third party to seek a mutually acceptable solution
- Disciplinary action in the form of verbal, written or final warning or dismissal
- All violence will be reported to the police.

In determining the action to be taken, the following factors will be considered:

- Severity and frequency of the behaviour
- Whether there have been previous incidents or prior warnings.

For more information, please refer to the Respect in the Workplace Policy (20220921 - WaterWash Respect in the Workplace Policy.docx)

3. CONTRACTORS

Water Wash is committed to ensuring that all workers under its control, including contractors and subcontractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by Water Wash to undertake a specific task such as the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the workplace.

In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- made aware of Emergency Procedures
- if reasonable, and if the work will involve high risk tasks, have completed the detailed OHS Induction Checklist for Contractors (Attachment 5).
- Have been issued with thye necessary work permits (if required)

All contractors must abide by Magnum's Australia OHS requirements which will be advised to them before engagement.

4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

Hazardous substances are chemicals, organic matter and other substances which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners, cleaning solutions, chemicals, flammable and Dangerous Goods. Dangerous goods are hazardous substances that are also explosive or flammable in nature with storage required that is fit for purpose.

All chemicals will be included in the hazardous substances register and have their current Safety Data Sheet (SDS) present for each chemical on the register. All workers shall have access to information about the chemicals in the event of a spillage or exposure, even where workers would not normally use the chemicals directly. Quantities of hazardous substances stored for use shall be kept to a minimum as reasonably practicable.

A hazardous substances register will be developed to record any substances purchased or used by the (see Attachment 11). This will be reviewed on a regular basis.

5. ELECTRICAL SAFETY

Failure to maintain electrical equipment in a safe condition, or to use equipment in accordance with manufacturer's instructions may result in injury or death to workers or other parties.

All electrical equipment must be protected from damage, used safely, and checked regularly. In addition, there are other requirements that must also be implemented for 'specified electrical equipment'. These requirements include combinations of testing and recording and connection to safety switches.

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met.

The OHS legislation requires that electrical equipment is inspected and tested in accordance with Australian Standard 3760: 2010. In-service safety inspection and testing of electrical equipment. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

5.1 Testing Frequency:

The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specifies that electrical equipment is to be inspected and tested:

- before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:

- tools and leads: every 12 months (low use)
- Safety Switches: monthly
- Offices: every 3 to 5 years.

5.2 Residual Current Devices:

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

5.3 Unsafe Equipment:

Equipment that may be unsafe should be withdrawn immediately from service and have a label attached warning against further use. Arrangements should be made, as soon as possible, for such equipment to be disposed, destroyed, or repaired by an authorised repair agent or competent person.

6. FALLS FROM HEIGHT

There is a risk of serious injury from falling when working above ground height. No worker will work at height without ensuring that ladders, steps and handrails are secure or fall prevention/arrest harnesses are in place. These structures include, but are not limited to:

- Buildings and roofs
- High machinery; cherry pickers, trucks and trailers.

WaterWash will ensure that:

- Workers working at height are made aware of the hazards and risk management procedures
- Fall arrest or fall prevention harnesses are provided and used when required
- Workers are instructed in the correct use of fall prevention or fall arrest harnesses.

Contractors will ensure that they:

- Observe and apply risk management procedures when working at heights
- Use the required personal protective equipment (PPE) where indicated.

7. MANUAL HANDLING

Manual handling is any task that requires you to push, pull, lift, carry, move, hold or lower any object, person or animal. Manual tasks include tasks that have repetitive actions, sustained postures and may involve exposure to vibration. The types of injuries related to manual handling include repetitive strain injuries, muscle injuries, tendon and ligament injuries, bone injuries and injuries from falling objects.

Manual handling hazards are managed at by a risk management process to prevent or minimise the risk of injuries caused by manual tasks.

The process involves conducting a risk assessment on manual tasks carried out in the workplace, working out how to address any problems, choosing and implementing appropriate solutions, and following up to check that the solutions work.

7.1 Preventing Manual Handling injuries

To prevent Manual Handling injuries WaterWash prefers the use of mechanical such as overhead gantry crane, forklift, pallet jack, etc.

If the lift cannot be conducted with the assistance of a mechanical aid alternative ways maybe sourced such as team lift.

If the item is too heavy do not lift it. Seek advice from supervisor, manager, HSO.

8. PLANT AND EQUIPMENT

The definition of plant encompasses hand tools either powered or non-powered (electric drills, hammers) and extends to machinery, office furniture and any other equipment used for work purposes.

8.1 Risk Management

A risk management process is a systematic method for making plant as safe as possible and can also be incorporated into other workplace risk management systems. This risk management approach should be undertaken before purchasing of, or alterations to plant, changing the way it is used, relocating it, commissioning/decommissioning or if additional health and safety information becomes available.

Work areas, barricades and signs

A safe area should be established around the planned jetting operations. The limits of this area should be clearly defined by using a physical barrier. This area is known as the safety zone.

Where jetting operations are not shielded by physical barriers, for example inside a vessel, the perimeter of the defined area should be outside the effective range of the jet of high pressure water. Barriers should also stop people coming into contact with other hazards associated with the jetting operation like flying scale or debris falling from above.

Where work is carried out on public roads, work areas should also comply with AS 1742.3-2009: *Manual of uniform traffic control devices - Traffic control for works on roads*.

All high pressure water jetting equipment including the jetting unit should be located within the safety zone. Entry into the safety zone should be restricted to authorised people through a designated safe entry point.

The safe entry point should be established by the work crew as part of the pre-start hazard identification process and should be identified by a sign with the words “ENTRY BY AUTHORISED PERSONS ONLY”. The safe entry point should be located where it can be monitored by a safety observer while they also carry out their primary role of observing the work area and jetting operator without distraction.

Where it is not possible to locate a safe entry point that is monitored by a safety observer, the work area should be treated as a total exclusion zone and access restricted to only those workers actually carrying out the work. This may be necessary for situations where the observer does not have a clear view of people approaching the work area.

When high pressure water jetting equipment is being operated, signs indicating “DANGER – HIGH PRESSURE WATER JETTING EQUIPMENT IN USE” should be displayed where they are clearly visible to people approaching the area and those near the area where the equipment is being used.

Signs should also be used to warn people they are approaching a hazardous area.

Further guidance on signs is in AS 1319-1994: *Safety signs for the occupational environment*.

8.2 Maintenance and repair

Plant must be maintained and cleaned following the procedures recommended by the designer or manufacturer or by a competent person. Only a competent person may inspect and repair damaged plant.

Unsafe and/or malfunctioning plant and equipment can be identified by any worker or contractor by a number of methods such as:

- equipment inspections
- verbal reporting of equipment malfunction to the appropriate manager
- hazard and incident reporting.

Once identified, the unsafe or malfunctioning plant/equipment should be Isolated using a danger tag and then reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply (if possible) and clearly labelled as unsafe and not be used.

8.3 Record Keeping

Records of inspection, testing and monitoring are required to be maintained by the maintenance department/fitter etc. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

9. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may be required to protect managers and workers during general, specific and hazardous tasks. PPE is the least effective way to control risk and is always the last resort to protect workers. The types of PPE used at might include:

As high pressure water jetting is very hazardous, suitable PPE should always be worn regardless of other control measures in place.

Regulation 44: If personal protective equipment is to be used to minimise a risk to health and safety in relation to work at a workplace in accordance with regulation 36, the person conducting a business or undertaking who directs the carrying out of work must provide the personal protective equipment to workers at the workplace,

unless the personal protective equipment has been provided by another person conducting a business or undertaking.

The person conducting the business or undertaking who directs the carrying out of work must ensure the equipment is:

- Selected to minimise risk to health and safety

- Suitable having regard to the nature of the work and any hazard associated with the work

- A suitable size and fit and reasonably comfortable for the worker who is to use or wear it

- Maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it

- Clean, hygienic and in good working order, and

- Used or worn by the worker, so far as is reasonably practicable.

Regulation 45: The person conducting a business or undertaking who directs the carrying out of work must ensure, so far as is reasonably practicable, that personal protective equipment to be used or worn by any person other than a worker at the workplace is capable of minimising risk to the person's health and safety and the person uses or wears the equipment.

Regulation 46: The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction given by the person conducting the business or undertaking.

The worker must not intentionally misuse or damage the equipment.

5.1 Head protection

Where required, head protection complying with AS/NZS 1801:1997: *Occupational protective helmets* should be worn.

5.2 Eye protection

Eye protection suitable for the task, of good fit on the worker and complying with AS/NZS 1337:2010 (Series): *Personal eye protection* should always be worn when the worker is near jetting operations. The worker in direct control of the flow of water should as a minimum, wear safety glasses and a face shield complying with AS/NZS 1337.

Where liquids which can cause eye damage are being used at the workplace it may be necessary to use a combination of a face shield visor and goggles or a full hood with shield.

5.3 Leg and body protection

Workers should wear waterproof protective clothing complying with AS 3765.1-1990: *Clothing for protection against hazardous chemicals – Protection against general or specific chemicals* or AS 3765.2-1990: *Clothing for protection against hazardous chemicals – Limited protection against specific chemicals*.

Leg and body armour manufactured from materials capable of withstanding the direct force of the water jet should be used by water jetting operators where there is risk of injury.

Liquid or chemical-resistant suits should be worn where a risk assessment indicates these are required.

5.4 Hand protection

Hand protection complying with the recommendations of AS/NZS 2161.2:2005: *Occupational protective gloves - General requirements*, AS/NZS 2161.3:2005: *Occupational protective gloves - Protection against mechanical risks* or

AS/NZS 2161.5:1998: *Occupational protective gloves - Protection against cold,* should be worn where a risk assessment indicates this is required.

5.5 Foot and lower leg protection

Workers should wear protective footwear complying with AS/NZS 2210.3:2009: *Occupational protective footwear – Specification for safety footwear.* A foot and lower leg guard or shield made from material capable of withstanding the direct force of the water jet should be used where there is a risk of foot or leg injury.

Further guidance on the selection of footwear is in AS/NZS 2210.1:2010: *Safety, protective and occupational footwear - Guide to selection, care and use.*

5.6 Personal hearing protectors

Where noise cannot be eliminated or minimised, so far as is reasonably practicable, personal hearing protectors as well as instruction and training in their use should be provided.

Hearing protectors should be selected in accordance with AS/NZS 1269.3:2005: *Occupational noise management – hearing protector program* and tested in accordance with AS/NZS 1270:2002: *Acoustics - hearing protectors.*

5.7 Respiratory protection

Workers involved in high pressure water jetting operations should wear respiratory protection where there is an assessed risk of injury that can be prevented by such equipment. Respiratory protection should only be worn by workers who have been trained in its correct use.

A respiratory protection program should be implemented where there is evidence it could prevent injury or disease.

AS/NZS 1715:2009: *Selection, use and maintenance of respiratory protective equipment* provides guidance on the implementation of respiratory protection programs.

- workers should be fully trained in the safe use, storage and maintenance of PPE
- PPE must be checked before use for the correct type, fit and undamaged
- do not reuse disposable, contaminated or damaged PPE
- store PPE correctly.

10. SLIPS, TRIPS AND FALLS

Slips, trips, and falls are one of the major types of accidents in workplaces and may be due to poor housekeeping practices such as water or oil spilt. Material placed untidily or using walkways for storage can also be a cause of these types of incidents. When assessing the potential for slips, trips and falls, make sure you look at out of sight areas such as storage rooms, stairways and workshops.

10.1 Prevention

To reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors
- keep floors free of water and grease
- clean floors regularly
- post warning signs around spills or wet floors
- install non-slip tiling or other non-slip floor products
- use rubber mats in areas where the floors are constantly wet

- use non-slip footwear
- clean up spills immediately
- install adhesive strips and slip resistant paint to improve slip resistance. The best method will depend on the existing floor surface
- use floor cleaning products to remove oil and grease.
- agree on written standards with contract cleaners to ensure that any cleaning agents leave the floor in a non-slip condition.
- use storage areas for equipment and be alert to the dangers of leaving boxes, rubbish, bags and furniture in walkways, entrances and exits.
- Report or fix any spills immediately.

11. DRUGS AND ALCOHOL

For more information, please refer to the Drug and Alcohol Policy.

12. WORKING ALONE

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease.

The consequences of an incident arising when working alone may be very serious so every employee shall implement the following for each alone work task:

- a telephone for assistance must always be available
- communication/notice of intention of working alone, with sufficient time ahead for arrangements can be organised
- each occasion should be treated at his own merits
- a plan should be created and documented addressing key issues, and how/what measures are in place to deal with an emergency.

13. HAZARDOUS WASTE MATERIAL

Hazardous waste

Water jetting produces debris which may contain hazardous materials including chemicals like heavy metals and biological waste which create risks to health and safety.

Note: This material should not contain asbestos as the WHS Regulations prohibit the use of high pressure water jetting on asbestos or asbestos containing material.

A product safety data sheet should be obtained before starting water jetting operations to identify if hazardous materials are present in the substrate or coating being jetted.

The risks arising from potential exposure to hazardous waste material should be identified, assessed and controlled in accordance with the requirements of the WHS Regulations.

Regulation 49: A person conducting a business or undertaking at a workplace must ensure that no person at the workplace is exposed to a substance or mixture in an airborne concentration that exceeds the exposure standard for the substance or mixture.

Safe working procedures should consider how to eliminate or minimise exposure to this material during water jetting operations. PPE and facilities suitable for the hazardous materials known or suspected to be present in waste generated from water jetting operations should be provided.

Further guidance on hazardous chemicals can be found in the Code of Practice: *Managing risks of hazardous chemicals in the workplace.*

Hazardous waste disposal

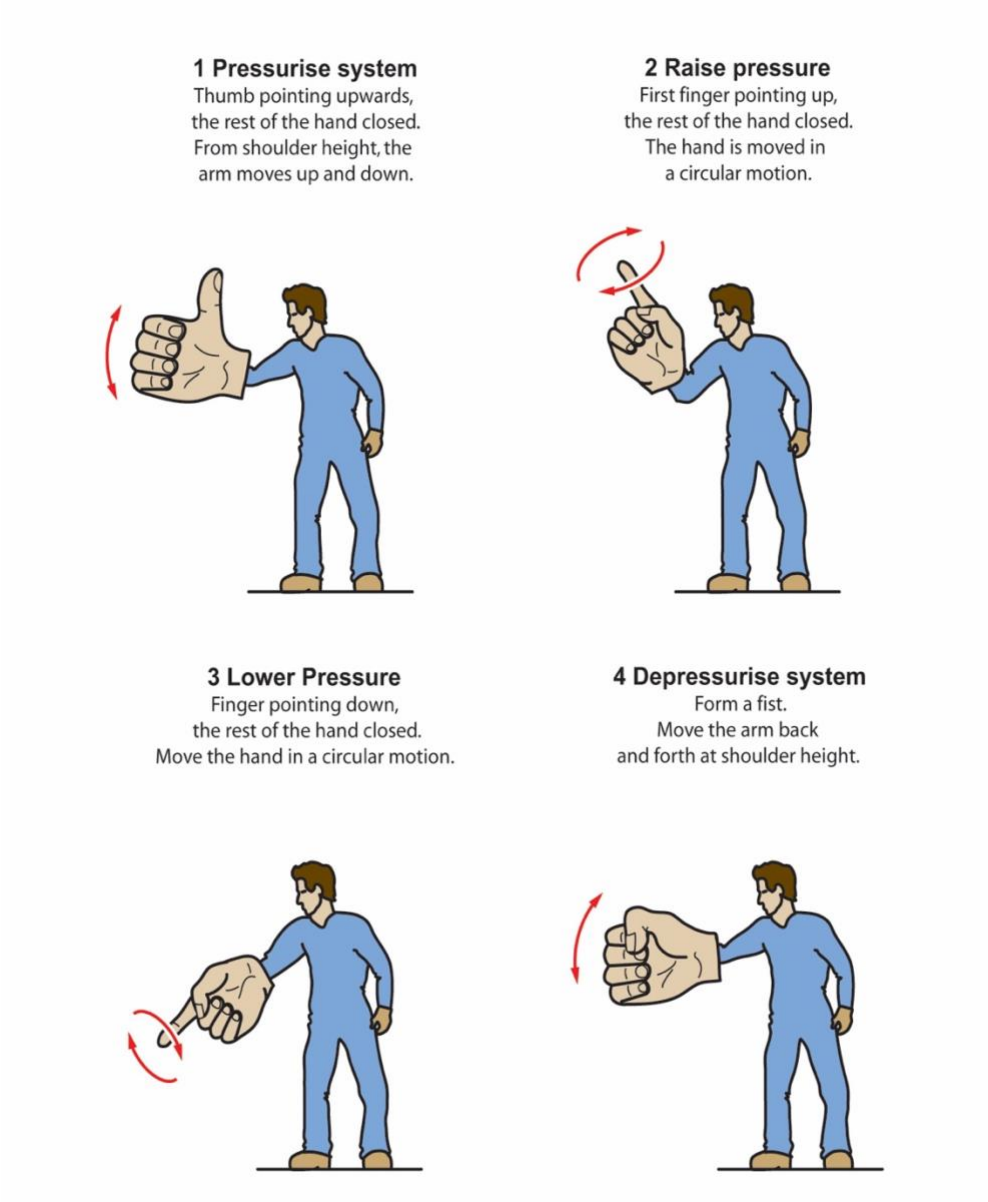
The risk of exposure to hazardous waste material may also arise when loading, transporting and unloading debris for disposal.

The person conducting the business or undertaking should manage the risk to health and safety arising from the disposal of waste material and ensure the material is handled and disposed of in accordance with work health and safety and environmental protection requirements.

APPENDIX A– HAND SIGNALS

The following set of hand signals may be used for communicating when carrying out high pressure water jetting operations.

Figure 11 Hand signals



PART D: FORMS AND CHECKLISTS

ATTACHMENT 1—EMERGENCY CONTACTS LIST

CONTACTS	PHONE
POLICE (local station)	03 9556 1555
EMERGENCY SERVICES (police fire ambulance)	000 or 112 from mobile
UTILITIES-ELECTRICAL	13 12 45 AGL
UTILITIES-GAS	13 12 45 AGL
UTILITIES-COUNCIL (water, sewerage)	03 9518 3555
COMPANY DOCTOR	TBA
HOSPITAL (Monash emergency)	03 9594 6666
CRIME STOPPERS	1800 333 000
FIRST AID OFFICERS (FAO)	
Charlie Bear	

Hazard/Incident Report Form

Personal Details

Surname: ..... Name: .....

Division/area: ..... Phone No: .....

(Please Tick) Staff ☐ Visitor ☐

Hazard Information

Date:	
Type of hazard/Incident	
Description of hazard/Incident	
When was the hazard/Incident first observed?	
Has any preventative action been taken?	
If "Yes" detail the actions taken.	

Signature: _____ Date: _____

Report number (office only) INS:_____ Date entered_____

ATTACHMENT 2 (b)

Injury Report Form Template

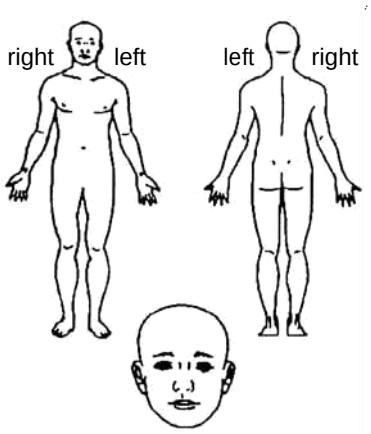
Name of person injured:	DOB: (Day/Month/Year) / /
Date when injury occurred: / /	Gender: M F

First aid provided by: _____ (Signature)	Time of first aid: :	Initial treatment:
Nature of injury: New injury / Recurrent injury	Aggravated injury / Other:	
Did the injury occur during…		

Symptoms of injury:

Blisters	Inflammation/swelling	Spinal injury
Bleeding nose	Cramp	Cardiac problem
Bruising/contusion	Suspected bone fracture/break	Electrical shock
Cut	Dislocation	Burn
Graze/abrasion	Concussion/head injury	Insect bite/sting
Sprain	Loss of consciousness	Poisoning
Strain	Respiratory problem	Other:

Body part injured:



How did the injury occur? (describe)

Was protective equipment worn on the injured body part? Yes No

Follow up action:

None | Medical practitioner/physiotherapist | Hospital

Ambulance | Other:

Signature of person completing form:	Date: / /

Comments:.

ATTACHMENT 3 – OHS INDUCTION CHECKLIST

TRAINING ATTENDANCE LIST		
Course name:		
Course date:		
Trainer's name		***Trainers Signature***
Trainee full name	**Trainee signature**	**Date**

ATTACHMENT 4 - OHS INDUCTION FOR VISITORS

WELCOME TO WATERWASH SAFETY BRIEFING FOR VISITORS

WaterWash is committed to ensuring the health and safety of our managers, workers, contractors, and all other visitors.
For your safety and the safety of others, it is a condition of entry to this Worksite that you take a few minutes to read this briefing.

General Safety Information

- All visitors are required to report to the main office on arrival.
- Observe any posted speed and parking restrictions.
- Obey all safety signs and barricades.
- Violence, threatening or other unacceptable behaviour will be not tolerated.
- Smoking, alcohol and illegal drugs are not permitted on premises.
- Weapons, including knives, are not permitted on premises.
- Visitors intending to bring dangerous goods and/or hazardous substances onto the worksite must declare these at the main office prior to entering the site.
- All hazards, incidents and injuries must be reported to the main office. Injuries will be recorded in the Register of Injuries.

First Aid treatment is available on site.
Emergency Procedures
In a life-threatening emergency DIAL 000 For Fire, Police and Ambulance. In all cases advise an staff member.
Follow directions of staff in the event of an evacuation.

Evacuation Alarms

TBA

Evacuation Procedures

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the site map.
- Remain in the assembly area until advised otherwise.

Contractors

All contractors are to report to the main office to:

- indicate the location and duration of the job
- sign in/ out of Visitor Register
- advise of the status of the job before leaving the site
- remove all job related and personal rubbish

Additionally, the contractor may be required to:

- produce a copy of their SWMS or JSEA including use of personal protective equipment and controls for site specific hazards, including signage and removal of job and personal rubbish
- produce Public Liability & Workers Compensation Insurance documentation before work is commenced
- complete a Prohibited Employment Declaration concerning tasks requiring specific training or licenses
- No take any photos of equipment or processes without permission.

CONTRACTOR/VISITOR SIGN IN SHEET

CONTRACTOR/VISITOR SIGN IN SHEET							
IN							
DATE	TIME	NAME	ORGANISATION	PERSON VISITED	SIGNATURE	SAFETY BRIEFING PROVIDED	