



SAFETY MANUAL

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1.0 MANAGEMENT COMMITMENT

Occupational Safety and Health Policy

The Shire of Trayning seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing a safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety and health concerns are shared by everyone at the Shire of Trayning. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety and health obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Trayning are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health and safety. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

We are proud of our excellent workplace safety record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety and Health Management Plan.

Our Safety and Health Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety and Health Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

Leanne Parola
Chief Executive Officer
10 June 2021

OSH Responsibilities

CEO

- Ensure the OSH Policy is endorsed and implemented
- Allocate resources to achieve the OSH Policy objectives
- Monitor OSH Performance
- Actively promote safety and lead by example
- Ensure others are held accountable for their safety performance
- Ensure all notifiable incidents are reported to Worksafe WA

Managers, Coordinators and Supervisors

- Ensure employees, volunteers and contractors have a safe place of work in which to work
- Actively promote safety and lead by example
- Consult with workers on all safety related activities
- Ensure all hazards are identified, assessed and eliminated or controlled
- Ensure employees are provided Personal Protective Equipment (PPE) and use it
- Ensure employees have safe methods of performing the required tasks and those methods are documented
- Ensure employees are adequately trained and assessed as competent
- Ensure employees are adequately supervised
- Investigate incidents and ensure action is taken to control the cause(s)
- Actively promote and participate in the Work Injury Management Program

Workers

- Work with care for their own safety and health and that of others
- Participate in developing safe work procedures and follow them
- Participate in training
- Use equipment properly and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to their Supervisor/Manager
- Participate in their own return to work plans

OSH Management Plan

PURPOSE

The Shire of Trayning shall prepare an Occupational Safety and Health Plan and review it annually using the following or similar objectives and actions. The Plan shall form part of the overall risk management of the Shire of Trayning and be aligned to the Strategic Plan. The OSH plan is to contain as the minimum the following examples of objectives and actions to be compliant with OSH legislation and standards. The Plan shall be approved signed and dated by the CEO and Employee Representative.

SCOPE

The Plan is organisational wide and impacts on all outlying workplaces.

APPLICATION

This Plan shall be developed in the initial phase and updated annually to set the new objectives for the organisation. The objectives may be developed from the information identified and prioritised on the Risk Register and/or information identified through external parties.

The Plan is to be costed and approved by management and the Occupational Safety and Health (OSH) Committee.

[Please See Attached Plan – Appendix 1](#)

2.0 CONSULTATION & COMMUNICATION

Consultation and Communication Procedure

Shire of Trayning is committed to communicating and consulting with all internal and external stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement programme of Shire of Trayning. The internal stakeholders will be consulted on their feedback and they will form part of the improvement teams to address any of the negative issues identified.

Shire of Trayning will also celebrate the positive feedback from internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.

External stakeholders will be actively consulted on all major decisions of Shire of Trayning their input and perceptions will be included in the decision-making processes.

Shire of Trayning will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise Shire of Trayning is committed to building strong partnerships with the community and government agencies.

Shire of Trayning will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the Occupational Safety and Health Act and Regulations.

SCOPE

This procedure applies to whole of organisation and all external stakeholders.

RESPONSIBILITIES

CEO is responsible for:

- Ensuring that there is active communications both up and down the organisation
- Ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- Ensuring communications with all external stakeholders and taking action where appropriate.
- Ensuring response to customer complaints in a timely manner.
- Building strong relationships with communities and government agencies.

Senior Managers/Line Managers/Supervisors are responsible for:

- Communicating organisational issues to their staff on a regular basis
- Responding to staff issues
- Responding to customer complaints
- Building strong relationships with internal and external customers.

Employees are responsible for:

Reporting any hazards, complaints and risks associated with their workplace.

OSH Committee membership is responsible for:

Bringing to the attention of management all issues that employees have brought to the notice to the committee members.

Risk Management Committee is responsible for:

Ensuring consultation with both internal and external stakeholders on their perceived risks associated with the operations of Shire of Trayning or in new business enterprises.

APPLICATION

The following communications and consultative processes will be adopted throughout Shire of Trayning:

Internal communication and consultation systems:

- Fully documented meeting minutes that can be accessed by all staff as approved by management
- All In Staff Meeting
- Toolbox meetings works staff
- Induction Manuals for all new staff and contractors
- Executive Management meetings
- Administration Staff meetings
- Operational Risk Program available for all staff
- Access to all organisation policies and procedures
- Position descriptions and annual performance appraisal feedback for all staff
- Occupational Health and Safety Committee access through safety officers and management
- Internal and on the job training programs
- Organisational wide Planning documents
- Ensuring EEO options English as a second language, communicating for those employees with disabilities
- Presentations to Council – reports and monthly management information reports
- Social Events

External Communication Consultation Options

- Ensure Council Elections-information is approved complying with the Local Government Act
- Council Meetings
- Public access to meetings
- Minutes of all Council meetings and their sub committees are available for public access
- Advertising of council meetings, Tenders, Positions, Expressions of interest and public notices
- Central Emails to and from Community Groups.
- Community forums
- Internet Website
- Customer service and complaint register
- Special Public meetings
- Community surveys
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter
- Newsletters
- Letter drops
- Availability of plans for Public comment

- Input into the Strategic Planning process
- Published Plans and Reports for access by community
- Published Financial Statements/ Annual Reports
- SMS

References

- Occupational Safety and Health Act, 1984 (Act)
- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)
- ISO 31000:2009 Risk Management Principles and Guidelines
- Local Government Act 1995

OSH COMMITTEE TERMS OF REFERENCE PROCEDURE

PURPOSE:

This document defines the structure, function, limits of authority and responsibilities of the Shire of Trayning OSH Committee.

SCOPE:

Title of Committee

The Committee shall be known as the Shire of Trayning OSH Committee.

Aims of the OSH Committee

- Communication and consultation opportunities for each department to have access to each other
- To develop, assess and review Safe Operating Procedures for Shire of Trayning
- To pursue endorsement of the Safe Operating Procedures by WorkSafe Western Australia
- Review hazard, injury, damage and near miss, environmental incident reports, high risk incidents, and identify and discuss any potential trends and corrective actions
- Review outstanding corrective actions for incident reports and workplace inspections
- To assess and review critical incidents (WorkSafe and Local Government specific)
- To review and assess OSH benchmarks, strategies and key performance indicators (KPIs) for the industry as a self-insured group

OSHSafety Committee Structure and Format

The Committee shall consist of Occupational Safety and Health Representatives and Managers, with no more than 50% of members being from management. Where the CEO is not able to attend, a senior office with similar authority is to attend.

Election of Safety and Health Representatives

An elected Safety and Health Representative is appointed to the position for a two year term. At the end of this period nomination shall be called and elections held if there is more than one nomination received for a work area. If an OSH representative is re-elected they may attend a refresher course however this is not mandatory.

Resignations

Committee members wishing to resign must do so in writing to the Chairperson.

Frequency of Meetings

Meetings shall be held on a regular basis, at least once every 2 months. Any Committee member may request that the Chairperson call an extraordinary meeting in order to resolve an issue requiring urgent attention. If any meeting is cancelled or rescheduled the details and reasons must be noted in the minutes of the next meeting.

Quorum

Minimum number of persons required to be present at a meeting before any transactions can take place. This is a minimum of two (2) Safety and Health Representatives and two (2) Managers for the Safety Committee meeting to take place. The Committee cannot vote or form a consensus without a quorum.

Proxies

If an elected or appointed committee member is unable to attend a scheduled or extraordinary meeting, a proxy may be sought from their area of representation to assist in maintaining the committee's quorum. The proxy will have authority to vote on their behalf at that particular meeting.

Order of Meetings

Discussion at the OSH Committee meetings shall be controlled through an agenda. Any individual wishing a specific item to be included in the agenda should advise the Secretary prior to the meeting date, otherwise the item may be discussed under "new business".

Recording of Minutes

Accurate and concise minutes shall be recorded at each meeting and all agreed actions shall include the responsible person's name. The minutes shall be distributed to each member prior to the next meeting, then will be accepted as a true and accurate record at the meeting. If there are no discrepancies it is to be noted that "the minutes are accepted as a true and accurate record". A copy of the minutes should be made available to all employees and displayed where appropriate eg on noticeboards in main workplaces.

Decision Making

The Committee shall, wherever possible, reach any decision by consensus. Where this is not possible the chair shall call for a vote, a minimum of 75% majority shall be required to carry any motion. Reasons for dissent shall be recorded in the minutes.

RESPONSIBILITIES:

Chairperson

- Approve meeting time and venue
- Direct and guide discussion at meetings
- Ensure all agenda items are discussed and end with definite outcomes
- Review and sign minutes
- Ensure all members have an opportunity to contribute
- Shall nominate a person to Chair meetings in their absence

Committee Secretary

- Record meeting minutes
- Ensure minutes are distributed
- Table any correspondence
- Report on status recommendations and ongoing action items
- Distribution of technical reports
- Shall nominate person to act as Secretary in their absence

Committee Members

- Attend meetings
- Prepare and present reports as requested by the Committee
- Report on workplace inspections and accident investigations undertaken
- Develop strategies to improve safety and health

Annual Evaluation of Committee's Effectiveness

The Committee shall annually undertake a review to evaluate its effectiveness, and as a guide the following should be determined:

- Are the OSH Committee's aims and objectives being met?
- Should the aims and objectives be amended?
- Is the OSH Committee's effectiveness improving or deteriorating?
- Are OSH Committee members regularly attending meetings?
- Review the Terms of Reference

TRAINING:

- Accredited Safety and Health Representative course (5 days)

Reference Documents

- Occupational Safety and Health Act 1984, amendments 2005
- Occupational Safety and Health Regulations 1996, amendments 2005

OSH ISSUE RESOLUTION PROCEDURE

INTRODUCTION

The Shire of Trayning has in place a consultation procedure to deal with safety concerns, should they arise. If a safety issue arises that cannot be resolved satisfactorily, the steps explained below should be followed. The Shire of Trayning actively promotes consultation and encourages that regular and consistent two-way communication occurs during each step of the resolution process.

SCOPE AND RESPONSIBILITIES

This procedure applies to management, employees, contractors, and visitors.

PROCEDURE

Step 1

The Shire of Trayning encourages and promotes active consultation between the employee and employer and therefore requires that the first point of communication occurs with the employee's direct supervisor. This will allow the supervisor to give support to the employee and take appropriate action to resolve the issue in an agreed and appropriate time-frame.

Step 2

Should the matter remain unresolved or unsatisfactorily actioned, the employee should seek the intervention of the Safety & Health Representative. The Safety & Health Representative should raise the issue with the supervisor and discuss ways in which the issue can be resolved in an agreed and appropriate time-frame.

Step 3

Should the matter remain unresolved or unsatisfactorily actioned, the Safety & Health Representative should pass the issue onto the Manager for resolution in an agreed and appropriate time-frame.

Step 4

If no resolution can be sought, the issue should be escalated to the OSH Committee. It is here that the issue should be brainstormed and all solutions considered. An emergency meeting of the Committee can be called if necessary. If the issue is resolved it should be actioned in an agreed and appropriate time-frame.

Step 5 (only if the CEO is not in attendance at the OSH Committee)

Should the matter remain unresolved or unsatisfactorily actioned, the issue should be escalated to the CEO for action in an agreed and appropriate time-frame.

Step 6

If the matter is not resolved and there is a risk of imminent or serious harm or injury, the Safety & Health Representative or the CEO may contact WorkSafe WA. WorkSafe will take no action, issue an improvement notice, issue a prohibition notice or take evidence for prosecution.

Refer to the *OSH Resolution Flowchart* on the following page for summary of procedure.

TRAINING

- OSH Induction
- OSH Awareness and Hazard Management

Referenced documents

Occupational Safety and Health Act, 1984 (Act)

Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)

3.0 MANAGING HAZARDS

RISK MANAGEMENT POLICY

Intent

The Shire of Trayning is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.

Definition of “Risk”:

AS/NZS/ISO 3100:2009 defines risk as “*the effect of uncertainty on objectives.*”

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

Definition of “Risk Management”:

Co-ordinated activities to direct and control an organisation with regard to risk. (ISO Guide 73)

Principles

The Shire of Trayning considers risk management to be an essential management function in its operations.

They recognise that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles of managing risk as outlined in *AS/NZS/ISO 3100:2009*

The Shire of Trayning will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the Organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Managing projects
- Introducing significant change, and
- The management of sensitive issues

Risk Management Objectives

- The achievement of Organisational Goals and Objectives
- The ongoing health and safety of all employees at the workplace
- Ensuring public safety within the Council's jurisdiction is not compromised.
- Limited loss or damage to property and other assets
- Limited interruption to business continuity
- Positive public perception of Council
- Application of Equal Opportunity principles in the workforce and the community

Responsibilities

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff manage risks within their own work areas. In each of these areas, risks should be anticipated and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks. All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All staff and employees will, as required, conduct risk assessments during the performance of their daily duties. The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management from time to time.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and review

The Shire of Trayning will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends. Risk management key performance indicators, relating to both Organisational and Personal performance will be developed, implemented and monitored, by the Shire of Trayning.

Name:

Chief Executive Officer

Date:

This policy is to remain in force until otherwise determined by Council

RISK MANAGEMENT PROCEDURE

PURPOSE

The purpose of this procedure is to ensure that all management and staff identify, evaluate and treat risks in the workplace.

SCOPE

Risk Management is an organisational wide function and culture.

RESPONSIBILITY

Management are responsible for:

- Identifying and assessing all the potential risks in their area of responsibility
- Collating, assessing, treating and reporting to the risk management committee of all areas and tasks under their responsibility

Employees are:

- To comply with the Shire's risk management policy and procedures
- To attend risk management training
- Actively participate in the risk management program and organisational performance review and evaluation program
- Actively participate in the Shire's continuous improvement program

APPLICATION

The organisation will use the Risk Management Standard AS/NZS/ISO 31000: 2009 process (see Appendix 1) to identify, evaluate and treat risks.

The framework of applying the risk assessment includes:

- Defining the project or activity, identifying the goals and KPI's
- Specify the nature of decisions that have to be made
- Define the extent of the project in terms of time and location
- Identify any further studies that may be needed
- Define the breadth and depth of the risk assessment
- Identify the interrelationships with other parts of the organisation

Tools for identifying risks

The following are tools that can be used for risk identification:

- The brainstorming method is the tool most often used. Using the experts in the department, conduct what if scenarios. This is one way of obtaining the information on potential risks, as well as enhancing the risk management culture by using the consultative method. Prior to starting this process collect any recorded history of the department as well as gathering any information from those people who have experience in the area that is being assessed.
- Collect any information from the customer complaints register, staff complaints, staff turnover rates and workers compensation and public liability claims history. This information will also give you a picture of what potential risks is in the organisation.
- Review of WorkSafe statistics and identified trends.

Recording of identified risks

All risks identified by each level within the organisation needs to be recorded in the Risk Register.

Risk Analysis - Consequences, Likelihood and Level of Risk

The consequence of an event occurring and the likelihood of it occurring can in many instances be managed by effective management controls such as robust management systems, internal auditing processes, performance measurements and continuous evaluations of the operating environment.

The qualitative analysis is the cross-referencing of the risk definition and classification table to give an indication of the severity and level of the risk

To avoid subjective bias and unnecessary costs and lost opportunities, investigate the past history of the department and the Shire as a whole, obtain information from previous experience, and conduct research such as industry knowledge, specialist knowledge or any modelling that has been done.

Risk Evaluation

The objective of risk evaluation is to make decisions based on the outcomes of the risk analysis, in other words which risks need treating and how you prioritise these risks against the risk criteria.

Risk prioritisation

The final process in this step is to prioritise the risks. This can be done by looking at the level of risk and measuring these risks against the risk criteria that have been set previously. The risk criteria is the minimum standard that must be met by the organisation. The criteria may need to be refined to meet the specific risk such as contract conditions, compliance to legal requirements etc. Once this process has been completed the risk treatment and risk tolerance decisions can be made.

Risk Treatments

The various levels of the organisation will now need to address the risk treatment and corrective action plans for the risks that have been identified and analysed at their level. The risk treatment options include the following, some may be mutually exclusive, all or some may be appropriate.

- Avoid the risk; decide not to do the activity where this is practicable (Note some people may be risk-adverse and risk avoidance may be inappropriate, it may lead to loss of opportunity)
- Change the probability of occurrence (Reduce the likelihood of the risk happening and reduce the loss and enhance benefits)
- Change the consequences to reduce the losses and improve the gains (Implement management controls)
- Transfer the risk, use other parties, and contract out, insurance, joint ventures, partnerships and organisational structures
- Accept the risk on the basis that you are doing all things that are reasonable and practicable

Assessing Treatment options

It is important to assess the options available, the cost and the benefits. A number of different options may be applied, however is it critical that you assess that the options chosen do not in fact create another risk. Generally speaking the option should be balanced and costs should not exceed the gains.

In some cases where rare and severe risks are present options may not be justifiable on economic grounds. It is important however to consider all the costs as well as the benefits as in some of these cases treatments may eliminate the opportunity for gains. Experience has demonstrated that many risk treatments can be managed within the current budget such as:

- Developing robust management systems
- Training personnel
- Monitoring and auditing processes.

Those risks that cannot be managed through the current budget allocations need to be captured on the Strategic Planning Risk Register so that they will not be lost when the strategic planning process is occurring.

The implementation of risk treatments may reduce the probability and/or consequences however there more than likely will be some residual risks.

Monitoring and Review

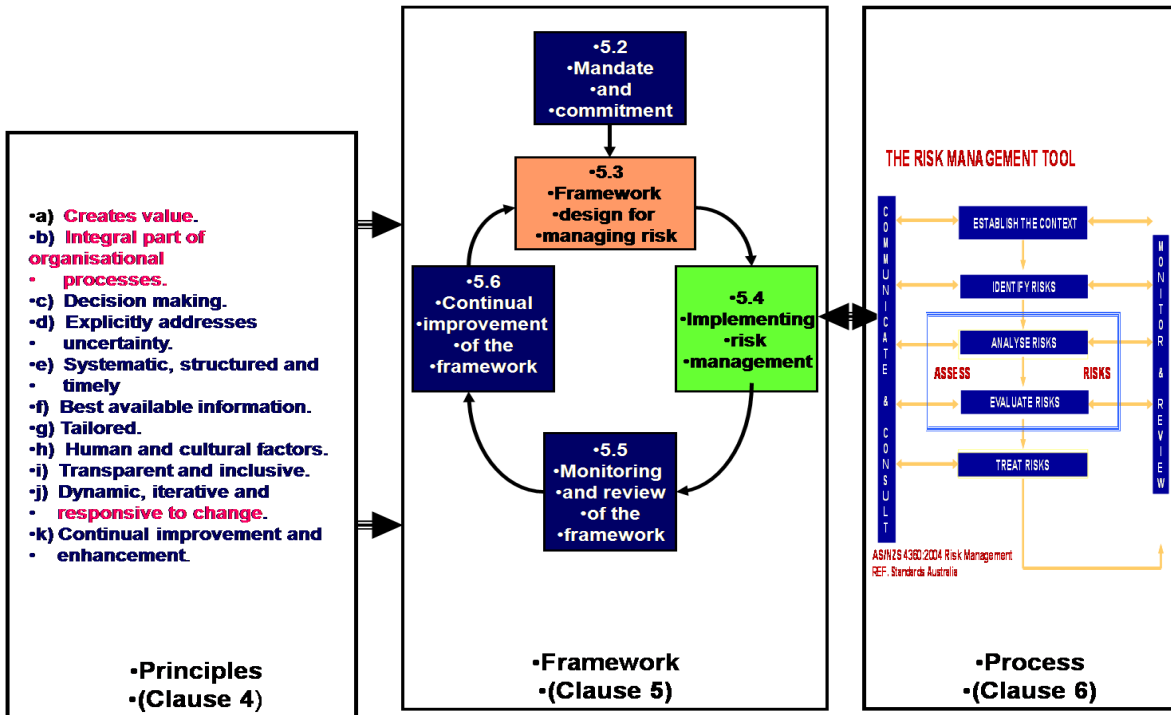
The organisation should develop a management system that monitors and reviews the treatment plans that have been actioned as well as the risk management system.

Training

Management and staff will receive training in the risk management process.

RISK MANAGEMENT PROCESS

Risk Management Framework AS/NZS/ISO 31000:2009



-DISO 31000 Figure 1 – Relationship between the principles, framework and process

Ref: Standards Australia AS/NZS/ISO 31000:2009

Risk Management Definitions

Risk: ‘The effect of uncertainty on objectives’ (*may be positive, negative or a deviation from what is expected*)

Consequence: Outcome of an event or change in circumstances affecting the achievement of objectives

Likelihood: the chance of something happening

Event: an occurrence or existence of a particular set of circumstances

Hazard – object or activity which may cause a risk. (*Now referred to as a “risk source”*) - Interaction with the risk source is required to create a risk

Risk Management: Coordinated activities to direct and control an Organisation in regard to risk.

- Appendix 2 - Risk Definition and Classification

Consequence

Level Description	Financial Impact	Health	Reputation	Operations	Environment
1 Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or "no news" item	Little impact	Little impact
2 Minor	\$1000 - \$10,000	First Aid treatment	Substantiated, low impact, low news item	Inconvenient delays	Minor damage or contamination
3 Medium	\$10,000 - \$50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables	Environmental damage requiring restitution or internal cleanup
4 High	\$50,000 - \$150,000	Extensive injuries or disablement	Substantiated, public embarrassment, high impact news profile, third party actions	Non-achievement of major deliverables	Minor Breach of legislation / significant contamination or damage requiring third party assistance
5 Extreme	More than \$150,000	Death or permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Non-achievement of key objectives	Major breach of legislation or extensive contamination and environmental damage requiring third party intervention

Likelihood

Description	Examples	Frequency
Almost Certain	The event is expected to occur	More than once per year
Likely	The event will probably occur	At least once per year
Possible	The event should occur	At least once in 5 years
Unlikely	The event could occur but probably won't	At least once in 10 years
Rare	The event is not expected to occur	Less than once in 20 years

Level of risk

Consequence \ Likelihood		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
		H	H	E	E	E
Likely B	M	H	H	E	E	
Possible C	L	M	H	E	E	
Unlikely D	L	L	M	H	E	
Rare E	L	L	M	H	H	

E = Extreme Risk: Immediate action required by EM or Executive Management

H = High risk : Senior management attention needed

M = Medium risk : Managed by specific monitoring or response procedures

L = Low risk : Manage by routine procedures, unlikely to need specific application of resources

WORKPLACE BEHAVIOUR POLICY

Objective

The Shire of Trayning is committed to providing a workplace that is free from discrimination, harassment, bullying and victimisation for all employees and members of the community. We believe that in providing such a workforce we will enable all employees to feel safe, secure and free from intimidation when they are at work.

The Shire of Trayning prohibits any form of unacceptable behaviour in the workplace and encourages all employees to report any unacceptable behaviour to the Manager, Supervisor or CEO.

Any breach of the Workplace Behaviour Policy will be considered a serious matter that will be investigated and may result in disciplinary action including termination of employment.

Scope and Responsibilities

This policy applies to any person involved in the Shire of Trayning, including all employees, potential employees, contractors, volunteers and visitors. All employees are responsible for ensuring that their behaviour reflects the standards of conduct outlined in the Shire of Trayning's HR Policies and Guidelines and builds on a positive workplace culture. All employees must take responsibility for reporting improper conduct or misconduct which has been, or may be occurring in the workplace. They will report the details according to the guidelines and procedures set out in the Managing Issues and Grievances Procedure.

This policy applies to all activities during the course of work within the Shire of Trayning including:

- In the workplace, including work outside normal working hours
- During work activities, including dealing with members of the public
- At work related events, including conferences and social functions outside work premises

Managers have a special responsibility to support employees in achieving these goals by leading by example and assisting employees to understand the HR Policy and associated policies and procedures. They must also take all reasonable steps to ensure that our workplace is free from unacceptable behaviour.

Discrimination

Discrimination is treating a person less favourably on the basis of certain characteristics they possess and it can happen either directly or indirectly and be intentional or unintentional.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances, because of any of the grounds or attributes listed below.

Indirect discrimination occurs when an apparently neutral rule has a negative effect on a substantially higher proportion of people with a particular attribute or characteristic, such as those listed below, compared to people without that attribute or characteristic, and the rule is unreasonable in the circumstances.

For example, the minimum height requirement that used to exist in the police force *directly* discriminated against short people on the basis of physical appearance, and *indirectly* discriminated against women and people of certain races, who tend to be shorter.

Unacceptable grounds or attributes of discrimination

Discrimination based on any of the following grounds or attributes is unacceptable:

- Age
- Family responsibility
- Family status
- Gender
- Gender history
- Disability or impairment
- Marital status
- Political conviction
- Pregnancy
- Race
- Racial harassment
- Religious conviction
- Sexual harassment
- Sexual orientation
- Spent conviction
- Personal association: In some of the listed circumstances the *Equal Opportunity Act 1984* may apply to a relative or person who has a close relationship to a person affected by these grounds

Examples of discriminatory behaviour

Discrimination may involve:

- Offensive 'jokes' or comments about another person's racial or ethnic background, sex, sexual preference, age, disability, and the like
- Displaying pictures, calendars, pin-ups, posters, computer images (e.g. in electronic mail messages), which are offensive or derogatory
- Expressing negative stereotypes of particular groups, for example, 'married women shouldn't be working'
- Judging a person on characteristics such as religious or political beliefs, cultural practices, sex or age rather than work performance
- Using stereotypes or assumptions when making decisions about a person's career

Exceptions

In some situations the legislation may provide exceptions to discrimination or permit what would otherwise be unlawful discrimination. In these circumstances discrimination will be permissible. For example, while it is unacceptable to discriminate against a person with a disability, what would otherwise be unlawful discrimination may be justified if the person cannot perform the inherent requirements of their position.

Responsibilities

Liability of people involved in unlawful acts

A person who causes, instructs, induces, aids or permits another person to do something that is unlawful under the Act shall be considered to have done the act themselves.

Vicarious liability

When an employee, or agent, in connection with their employment, does something which is unlawful under the Act, their organisation, employer or principal will be liable for that act.

Refer to the Equal Opportunity Act 1984 for more information

Sexual harassment

A person sexually harasses another person if they:

- Make an 'unwelcome sexual advance'
- Make an 'unwelcome request for sexual favours'
- Engage in other 'unwelcome conduct of a sexual nature'

and the behaviour must be such that the harassed person has reasonable grounds to believe if they reject the advance, refuse the request or object to the conduct they will be disadvantaged, or they are in fact disadvantaged.

'Conduct of a sexual nature' can take many forms including, but not limited to:

- Unwelcome physical touching, hugging or kissing
- Making, orally or in writing, any remark or statement with sexual connotations to a person or about a person
- Making any gesture, action or comment of a sexual nature
- Staring or leering at someone, or at parts of their body
- Suggestive comments or jokes
- Insults or taunts based on sex
- Sexually explicit pictures, e-mails or text messages
- Intrusive questions about an employee's private life or body.

Motive or intention is irrelevant

Sexual harassment is unwelcome, uninvited behaviour which is offensive **from the viewpoint of the person being harassed**. It does not matter that the offender did not mean or intend to sexually harass the other person. In other words, an offender's 'innocent intent' is irrelevant.

Examples of sexual harassment

Sexual harassment can involve any physical, visual, verbal or non-verbal conduct of a sexual nature including both one-off incidents or a series of incidents. It also includes workplace behaviour or behaviour in connection with work, for example, at a Christmas party or at a work function outside of work hours.

Depending on the circumstances, other examples of sexual harassment include:

- Displays of sexually graphic material including posters, pictures, calendars, cartoons, graffiti or messages left on boards or desks
- Electronic mail messages, voice mail messages, screen savers, any material of a sexual nature downloaded from the internet, or viewed on a computer, offensive telephone calls, faxes, or gifts
- Deliberate and unnecessary physical contact, such as patting, pinching, fondling or deliberately brushing against another body, attempts at kissing
- Leering or staring at a person's body
- Inappropriate 'humour' such as smutty or sexist jokes or comments
- Innuendo, including sexually provocative remarks, suggestive or derogatory comments about a person's physical appearance, inferences of sexual morality or tales of sexual performance
- Repeatedly asking someone out, especially after prior refusal
- Intrusive inquiries into a person's private life or in reference to a person's sexuality

Behaviour can breach this policy even if it is not unlawful

The Shire of Trayning may decide that behaviour breaches this policy even if a complaint has not been raised. For example, storing and viewing sexually explicit images in the workplace or on a computer at work may constitute sexual harassment under this policy, even if a complaint has not been made against the offender. This behaviour is still unacceptable at work, even if it is not unlawful, and may result in disciplinary action being taken, including termination of employment.

Alcohol and functions

Everyone who works for the Shire of Trayning is expected to behave in a professional and appropriate manner at all work related events, including client or social functions, industry events and conferences. Alcohol is no excuse for unacceptable behaviour.

Bullying

What is bullying?

Workplace bullying is repeated, unreasonable or inappropriate behaviour directed towards an employee, client, contractor or other external party that creates a risk to their health and safety. Unreasonable behaviour is that which victimises, humiliates, undermines or threatens the person being bullied, or would reasonably be expected to do so. Bullying breaches this policy and also the Shire of Trayning's occupational health and safety policy which provides that all workers must take reasonable care for the health and safety of their co-workers.

Examples of bullying

Bullying is defined by the effect of the behaviour, even though there may not be a specific intent to bully. Bullying may include one or more behaviours. Bullying may also include violence and aggression. Where bullying involves assault or threat of assault it may become a police matter.

There are two main types of bullying behaviour, overt and covert.

Examples of **overt** bullying include:

- Abusive, insulting or offensive language
- Behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling and screaming
- Inappropriate comments about a person's appearance, lifestyle, or their family
- Teasing or regularly making someone the brunt of pranks or practical jokes
- Interfering with a person's personal effects or work equipment
- Harmful or offensive initiation practices
- Isolation of workers from others
- Physical assault or threats

Covert behaviour that undermines, treats less favourably or disempowers others is also bullying, for example:

- Overloading a person with work or not providing enough work
- Setting timelines that are difficult to achieve or constantly changing deadlines
- Constantly setting tasks that are below or beyond a person's skill level
- Ignoring or isolating a person
- Deliberately denying access to information, consultation or resources
- Unfair treatment in relation to accessing workplace entitlements such as leave or training.

What bullying does not include

Bullying does not include:

- Genuine and reasonable disciplinary procedures
- Constructively delivered feedback or counselling that is intended to assist employees to improve their work performance or the standard of their behaviour. For example, objective comments which indicate observable performance deficiencies
- Directing and controlling how work is done (a fundamental right of all employers)

Victimisation

Victimisation means subjecting or threatening to subject someone to a detriment (as defined below), as a form of retribution in response to an actual or possible discrimination, harassment or bullying issue. The complaint need not actually have been made; it is sufficient that the original issue could have been raised as discrimination, harassment or bullying complaint, or that an individual:

- Intends to make a complaint
- Makes a complaint
- Intends to provide information as a witness
- Provides information as a witness
- Supports an individual who intends to make a complaint
- Supports an individual who has made a complaint
- Is believed to have done any of the above

Victimisation also applies to anyone giving evidence about a complaint.

What is a detriment?

A detriment in employment includes demotion, dismissal, transfer, suspension, loss of a benefit, being ostracised from work or work related social functions, or being the subject of gossip or innuendo.

Our approach

The Shire of Trayning does not permit retaliation against a person just because they propose to, have, or are believed to have made a complaint of unacceptable behaviour under this policy, equal opportunity legislation or occupational health and safety legislation.

If someone raises a complaint with you about your behaviour

If a person raises a complaint directly with you about your behaviour, you should appreciate that they are letting you know that they find your behaviour unacceptable. They are giving you an opportunity to change your behaviour, and possibly prevent a formal complaint from being made against you. If someone does raise a complaint with you about your behaviour, you should consider monitoring and changing your behaviour, and you should not victimise the person making the complaint.

If you are concerned about a complaint raised directly with you, or the person who has raised the complaint, you are encouraged to discuss this with the CEO or your Manager.

DRUGS AND ALCOHOL IN THE WORKPLACE (FITNESS FOR WORK)

POLICY STATEMENT

To ensure a safe workplace free from the effects of drugs and alcohol.

RATIONALE

Employees are obliged to present themselves for work in a fit state so that in carrying out normal work activities they do not expose themselves, their co-workers or the public to unnecessary risks to safety and health.

Although disciplinary action may be required, this policy focuses on preventative measures directed at ensuring the safety and health of both the individual and other persons.

WorkSafe (WA) states that because of privacy issues, drug and alcohol testing in the workplace should only be carried out if an identified risk exists for the employee and/or other persons, and this risk is associated with drug or alcohol use.

APPLICABILITY

This policy applies to all employees.

PREAMBLE The Shire of Trayning is committed to a zero tolerance of alcohol and drugs in the workplace and will conduct random drug and alcohol screening to ensure compliance.

OBJECTIVE The objectives of the policy are to:

- Provide a safe working environment free from occupational health and safety hazards associated with inappropriate use of drugs and/or alcohol;
- Set out the Shire's requirements in relation to the abuse of drugs and alcohol so that everybody is aware of what is expected of them and how they can expect to be treated;
- Use the policy as a deterrent for employees considering alcohol/drug use that may affect their work performance and compromise safety;
- Provide assistance through a range of preventative, educational, and rehabilitative measures to overcome alcohol and other drug problems that could affect individual performance or fitness for work;
- Provide a working environment which is conducive to productivity and to the achievement of business objectives by minimising the potentially harmful impact of alcohol and other drug consumption;
- Ensure that people who are deemed unfit for work as a result of alcohol or other drug misuse are dealt with in a fair and constructive manner;
- Ensure that the Shire of Trayning meets its obligations to employees, contractors and the general public to carry out its operations safely in accordance with relevant legislation.

DEFINITIONS For the purposes of the Alcohol and Other Drugs Policy the following definitions apply:

"Authorised person" means a person who has been trained and authorised by the CEO.

"Authorised testing centre" means an accredited laboratory in accordance with Australian Standard 4308 and/or 4760 and as approved by the Shire.

"Confirmatory test" means a test conducted following the return of a positive screening test result to identify and quantitate the specific drug from the class of drug detected in the screening test.

"Cut-off level" in relation to alcohol and other drugs is a value at or above which the test result is considered to be positive and below which the test result is considered to be negative.

"Employee" means any person employed by the Shire of Trayning.

"Employer" means the Shire of Trayning.

"Invalid sample" is a urine sample which is adulterated and/or which does not conform to the requirements of Australian Standard 4308.

"Negative confirmatory test result" means a result indicating the presence of no drugs or the presence of drugs below the cut-off levels prescribed in this Policy.

"Negative screening test result" means a result indicating the presence of no class of drugs or the presence of a class of drugs below the cut-off levels prescribed in this Policy.

"Other person in the workplace" means any person who performs work for or on behalf of the Shire of Trayning or any person who performs work on the premises or property of the Shire of Trayning.

"Policy" means the Shire of Trayning Fit to Work Policy as amended from time to time.

"Positive confirmatory test result" means a result indicating the presence of drugs at or above the cut-off levels prescribed in this Policy and/or a test result and/or an action that is deemed by the Policy to be a positive confirmatory test result.

"Positive screening test result" means a result indicating the presence of a class of drugs at or above the cut-off levels prescribed in this Policy.

"Screening test" means an initial test to identify the presence of a class of drugs as prescribed in this Policy.

"Shire" means Shire of Trayning.

"Valid sample" means an unadulterated urine sample that conforms to the requirements of Australian Standard 4308.

POLICY

Both the Council and individual employees have obligations under the Duty of Care responsibilities in Occupational Safety and Health Legislation and at Common Law.

As an employer the Shire of Trayning is obliged to provide a safe workplace so that employees are not subject to unnecessary hazards. Part of this duty to take reasonable care relates to taking reasonable steps to ensure employees are in a fit state to work safely and to minimise risks to both themselves and their work mates.

Employees and other persons in the workplace have a corresponding duty under legislation to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks.

Employees have an obligation to advise the employer if they:

- Are unfit to perform work as a result of alcohol or drugs
- Are taking any medication that might affect their work performance
- Believe another employee or person in the workplace is unfit to perform work as a result of alcohol or drugs.

APPLICATION

The Alcohol and Other Drugs Policy applies to all the Shire of Trayning employees or other persons performing work upon the premises or property of the Shire of Trayning.

MISUSE OF ALCOHOL AND OTHER DRUGS

Everybody performing duties at the Shire of Trayning is expected to act in a responsible manner and present themselves for work in a fit state. Accordingly, a person adversely affected by alcohol or drugs is not permitted on the premises.

Any person whose alcohol or other drugs test results exceed the limits set out in this Policy will be deemed unfit for work.

This Policy does not apply to prescription drugs which are used for their intended purposes as currently prescribed for the person using them and where use of such drugs does not adversely affect the person's ability to perform work in a safe and productive manner. All personnel who use prescribed drugs must report this to their manager and must also make the manager aware of any possible side effects.

There may be occasions where alcohol may be included as part of a work function or other recognised work event. Where management has properly approved the consumption of alcohol, employees must continue to behave in a sensible and responsible manner with due care for their own and other people's safety and wellbeing. Failure to behave in a sensible and responsible manner with due care, or any failure to follow any directions given by management with regard to the consumption of alcohol may result in disciplinary action. It is a condition of the Shire of Trayning that employees make alternative arrangements to get home. The Shire of Trayning accepts no responsibility for employees during travel to and from the function.

COMPULSORY DRUG AND ALCOHOL TESTING

Employees and other persons in the workplace are required to undertake alcohol and drug testing when, where and as required. This will include:

- Random testing
- Extraordinary testing
- Incident testing
- Fitness for Work testing
- Pre-Employment testing

Valid samples for the purposes of drug screening will comply with the requirements of Australian Standard 4308 for the collection, detection and quantitation of drugs of abuse in urine or Australian Standard 4760 for oral fluid testing.

A screening test to identify the presence of alcohol will be conducted by breath analysing equipment that meets the requirements of Australian Standard 3547 and the procedure used will be as recommended by the manufacturer of the device.

All drug testing shall be conducted at a Shire approved testing facility for urine testing or by authorised and trained persons at the workplace for oral testing. Authorised and trained persons will conduct all alcohol testing at the workplace.

Where an employee or other person in the workplace returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return to the workplace pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Shire's premises or property the Shire will ensure that it is in a safe and responsible manner.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the workplace.

Random Testing

All employees and other persons in the workplace may be required to provide a sample for testing as a result of a random selection process. The Shire reserves the right to amend and adjust the random selection process from time to time as appropriate.

All employees will be tested at least once in every twelve months.

Extraordinary Testing

An employee once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Shire's Chief Executive Officer shall determine when extraordinary testing is to take place.

Incident Testing

Employees involved in significant incidents may be tested. Significant incidents may include, but are not limited to:

- Vehicle accidents
- Injuries treated by a medical practitioner
- Property/equipment damage
- Reportable near misses

Persons involved in such incidents will be tested for alcohol and/or drugs as per the procedures under this policy. They will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work.

A person who is required to provide a post-incident sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Fitness for Work Testing

Any employee who has reason to believe that another employee, a contractor's employee, or a visitor is under the influence of drugs or alcohol must report their suspicions to their supervisor/manager. If the supervisor/manager agrees that there is cause for suspicion they must arrange for the person to be removed from the workplace and undertake to provide a urine or breathalyser test. The employee reporting the suspicion will also be tested.

The person will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work. The persons who are required to provide the sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Employees have the opportunity to voluntarily self-test "without prejudice" at least 10 minutes prior to the commencement of work if they are in doubt of their fitness for work. An employee who removes themselves from the workplace prior to any incident or disciplinary action will do so either on annual or unpaid leave. Repeated events will be treated as a performance matter.

Pre-Employment Testing

All prospective employees shall be required to provide a urine sample that will be analysed for traces of prohibited or restricted drugs in accordance with Australian Standard 4308 as a pre-requisite for employment with the Shire.

The prospective employee will be requested to declare to the person administering the test whether they are taking any medication, including prescription and/or non-prescription over the counter drugs.

REFUSAL TO UNDERTAKE A TEST

Refusal by an employee to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice.

The employee will be given a verbal warning. This will be performed in accordance with the relevant Shire procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The employee will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'second positive' result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice. The employee will be given a final written warning assuming there are no mitigating circumstances.

The employee will present themselves for another test within 24 hours of the second refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'third positive' result. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the individual may be dismissed without notice.

PROVISION OF AN INVALID SAMPLE OR INABILITY TO PROVIDE A SAMPLE

An employee or other person in the workplace who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample. In the absence of a medical explanation acceptable to the employer for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where an employee or other person in the workplace asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the employer and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

REQUIREMENT TO DECLARE USE OF DRUGS PRIOR TO TESTING

As part of the drug testing process where Staff are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work. If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

TESTING LEVELS

ALCOHOL

Range zero to less than 0.02%

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

Range 0.02% to 0.10%

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.

Range greater than 0.10%

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

OTHER DRUGS

The screening test cut-off levels for urine tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	300 ug/l
Cannabis metabolites	50 ug/l
Cocaine metabolites	300 ug/l
Benzodiazepines	200 ug/l
Opiates	300 ug/l

The screening test cut-off levels for oral tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	50 ng/ml
Cannabis metabolites	25 ng/ml
Cocaine metabolites	50 ng/ml
Opiates	50 ng/ml

The confirmatory test cut-off levels are:

Class of Drug	Cut-off Level
Opiates*	300
Codeine	300
Amphetamine	300
Methyl amphetamine	300
Methylene dioxy methylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- Δ^9 -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200

ACTION IN RELATION TO TEST RESULTS

First Positive

If an employee or other person in the workplace returns a positive confirmatory test result for the first time for other drugs then the following will apply:

- (i) They will be provided with a copy of the laboratory drug and alcohol test results.
- (ii) The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a verbal warning. This will be performed in accordance with the Shire's relevant disciplinary procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.
- (iii) The employee shall enter into discussions with their manager and the CEO regarding the positive result. The employee may request a representative to be present in a purely observatory capacity.
- (iv) The Shire will recommend to the employee that they seek medical and/or counselling help.

In the event of the positive result being for drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further test. If the test is positive, it will be treated as a Second Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Second Positive

If an employee or other person in the workplace records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

- (i) They will be provided with a copy of the laboratory drug and alcohol test results.
- (ii) The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a final written warning.
- (iii) The employee shall present themselves as soon as possible to a panel consisting of;
 - Direct Manager
 - Chief Executive Officer, and
 - Health and Safety Representative (employee's choice)

The objective of the panel is to discuss;

- Source of problem
- Explain the repercussions of a Third Positive test
- Reinforce the Fit to Work Policy
- Organise counselling and/or medical help

The employee shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of employment.

In the event of the positive result being for alcohol and drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further urine or breath test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing as required and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

Third Positive

The employee will be immediately suspended from work without pay pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case.

Unless there are convincing arguments to the contrary, the individual may be dismissed without notice. Where a person in the workplace other than an employee returns a positive confirmatory test result for the third time, the Shire of Trayning may refuse to permit the person to perform work for or on behalf of the Council or to perform work on the premises or property of the Shire.

DISCIPLINARY RECORD

Where an employee has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

MISCONDUCT

The following behaviours shall be deemed gross misconduct and will be subject to instant dismissal:

- The possession, cultivation, distribution, sale, purchase, or consumption of illegal substances
- The unauthorised consumption, sale or supply of alcohol
- The possession, sale, distribution or consumption of prescription drugs except as properly prescribed
- The use of alcohol or any other drug such that a person's work performance or ability to work safety may be jeopardised
- Breaches of confidentiality
- Tampering with an alcohol or drug test sample

COUNSELLING AND REHABILITATION

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Council intends in appropriate circumstances to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However no part of this Policy or any related procedures is intended to affect the Shire's right to manage its workplace and discipline its employees or to offer employment or continued employment, nor to make the Shire liable for the costs associated with counselling and rehabilitation.

If an employee feels they require assistance with a substance abuse or dependence related issue they may bring this to the attention of their Safety Representative, Supervisor or CEO. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis. This may be arranged through other agencies as listed below:

Service Provider	Metro No.	Toll Free
Occupational Services (WA)	9225 4522	1800 198 191
Alcohol and Drug Information Service (24hrs)	9442 5000	1800 198 024
Alcoholics Anonymous (24 hrs)	9325 3566	
Narcotics Anonymous	9227 8361	
Parents Alcohol and Drug Information Service	9442 5050	1800 653 203

ENSURING CONFIDENTIALITY

All employee information generated as a result of the implementation of this Policy will be safeguarded according to normal requirements for confidential human resource and medical information.

The information will only be provided to those people in the Shire who have a legitimate need to know to ensure safety, health, or performance. No information relating to this Policy and identifying a particular individual will be released to any third party except with the individual's consent or to obtain professional or legal advice or if required by law.

Statistics will be compiled from time to time and made available to all staff. Any published statistics will not identify individuals.

Breaches of confidentiality shall result in the termination of employment.

SHIRE PREMISES

Alcohol is allowed on Shire owned residential property or accommodation units that constitute an employee's private accommodation.

To monitor compliance with this Policy the Shire reserves the right to conduct searches, inspections and tests on Shire premises in accordance with applicable law and without prior notice of the clothing, personal effects, lockers, toolboxes, baggage, vehicles and quarters of any person subject to this Policy.

If it is intended to conduct such a search the person/s concerned will be informed of the reason and be allowed to have another person present. The person conducting the search should request another supervisor/manager to be present and all details must be fully documented.

Where any employee or other person in the workplace refuses to submit to a search, inspection or test the incident will be referred to the local authorities. Where any employee is found to be in possession of a prohibited item they will be subject to disciplinary action up to and including termination of employment. Any other person in the workplace found to be in possession of a prohibited item will not be permitted to perform work for or with the Council or to enter or remain on Council premises.

The possession, cultivation, distribution, sale, purchase or consumption of illegal substances on Shire property or while otherwise on Shire business will be considered a criminal matter and be referred to the appropriate authorities. Such matters will be dealt with in accordance with the relevant Shire procedure.

CLIENT'S SITES

Shire employees on other clients' sites are required to abide by and cooperate with the requirements of the client's drug and alcohol policy and procedures. This includes, where required, undertaking alcohol and other drug screening and submitting to searches and inspections so long as they are conducted in accordance with applicable law.

In the event of an employee testing positive in these circumstances or being found in possession of a prohibited item, the employee should immediately contact their manager who will undertake to arrange safe transport of the employee to an appropriate location. The employee's manager should immediately contact the Shire's Occupational Health and Safety representative. Shire employees testing positive to alcohol or drugs on clients' sites will also be shown as a positive result on their drug and alcohol records at the Shire of Trayning and the provisions of this Policy will apply.

ACCOUNTABILITIES

Chief Executive Officer and Executives

The Chief Executive Officer and Executives are accountable for ensuring the successful implementation and operation of the Alcohol & Other Drugs Policy. This will ensure that all employees understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

Managers and Supervisors

Managers and Supervisors are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

Managers and Supervisors also have responsibility for determining the fitness for work of individuals under their control and for taking prompt and appropriate action to address declining safety or work performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All Managers and Supervisors will be appropriately trained to ensure their competency in handling these matters.

All Individuals

Everybody is accountable for:

- Ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;
- Raising any concerns about their own fitness for work;
- Raising any concerns about another person's fitness for work with their Manager or Supervisor;

Notifying their Supervisor or Manager of any situation in which this Policy may have been breached. This includes unauthorised possession or consumption of alcohol or other drugs on site or during work and failure to provide details of prescription medication and associated limitations to carry out normal duties. Medical confidentiality will be maintained as appropriate.

HEAD OF POWER Local Government Act 1995
Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996

SAFE WORK METHOD STATEMENT (SWMS) PROCEDURE

SAFE WORK METHOD STATEMENT AND RISK ASSESSMENT

Safe Work Method Statement (SWMS) is a way in which a task can be assessed to identify any associated hazards. The process entails examining each step of the work procedure and documenting the work method, safe work procedure and any hazardous interfaces. During this phase, it is also important to consider if known hazards can be reduced or eliminated with the use of the Hierarchy of Controls to identify whether a SWMS is required, a risk assessment must be performed. If a risk measurement is rated moderate or above it usually constitutes the need for a SWMS to be developed. Priority to conducting a SWMS should also be given according to the risk rating measurement of the particular task.

When determining the risk rating of a particular task it is important to consider the following essential measurements;

1. The identification of the risk, which involves assessing the likelihood of an event occurring and the frequency of exposure.
2. The consequence, estimation of the magnitude and severity of the event, and;
3. The analysis of the risk rating and evaluation of proposed control measures.

SAFE WORK METHOD STATEMENT PROCEDURE

1. Conduct a risk assessment on all tasks.
2. Identify and prioritise the tasks to be assessed for the formulation of the SWMS.
3. Arrange as many of the work team to be present to discuss the matter.
4. List the job in a logical sequence of steps taken to complete the particular task.
5. List any Hazards associated with each step.
6. In the relevant work group or team, brainstorm to identify what options are possible to reduce the risk. All options should be considered.
7. Make a determination on the most suitable control measure, remembering to analyse its effectiveness and any new risks that may result from the change in operation.
8. Complete the Safe Work Method Statement pro-forma.
9. Forward the recommendation to your manager/supervisor for approval.
10. Once approval is granted implement change(s).
11. After implementation monitor for any new hazards.

DEFINITIONS

HAZARD: Anything that may result in injury or harm to the health of a person.

RISK: The probability or likelihood of injury or harm occurring.

Risk Definition and Classification

[the following information is based upon AS/NZS 4360 Risk Management & information provided by the West Australian Insurance Commission]

Consequence

LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH	REPUTATION	OPERATION
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little impact
2	Minor	\$1,000 to \$10,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 to \$50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 to \$150,000	Death or extensive injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables.
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disablements	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party action.	Non achievement of key objectives.

Likelihood

LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years

Level of Risk

LIKELIHOOD	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
A – Almost Certain	High	High	Extreme	Extreme	Extreme
B – Likely	Moderate	High	High	Extreme	Extreme
C – Possible	Low	Moderate	High	Extreme	Extreme
D – Unlikely	Low	Low	Moderate	High	Extreme
E- Rare	Low	Low	Moderate	High	High

HIERARCHY OF CONTROL

1. ELIMINATE – can the hazard be removed from the work environment?
2. SUBSTITUTE – can the hazard be eliminated with the use of another item that is less harmful?
3. ISOLATE – can the hazard be relocated, segregated or repositioned where less exposure can occur?
4. ENGINEERING – can a better design prevent exposure to hazards?
5. ADMINISTRATIVE CONTROLS – can the work be performed with better systems or work procedures?
6. PPE – should be used as the last resort and used to provide additional safety

Emergency Preparedness

Scope

The Shire of Trayning will work towards compliance in managing emergencies in shire facilities by observing the following directives in;

- Health (Public Building) Regulation 26
- Occupational Health and Safety Regulations, and
- By the approved method being AS3745:2010 (May 2014) (The Standard)

The Standard is the directed methodology in Health (Public Buildings) Regulation 26 that outlines the minimum requirements for the Shire of Trayning to validate and implement an emergency plan for all Shire of Trayning's facilities, and to provide for the safety of occupants and visitors. In this case, the wardens are the first responders in and emergency.

It includes the following:

- Risk Assessment to define internal and external hazards that allow identification of the risks to people and local government facilities
- To understand the importance of workplace inspections to help prevent emergencies from occurring. Reporting identified hazards to allow actions to be taken then may remove risk in the facility(s)
- Appointment, training and development of the Emergency Planning Committee that oversees all responsibilities for the local government facilities
- Appointment and training of staff and volunteers to effectively undertake the roles in the Emergency Control Organisation (Wardens)
- To develop an emergency plan and procedures that guide wardens in undertaking their role in managing the safety of people for each facility
- The testing and validation of emergency response procedures through evaluated exercises

The plan looks to meld with the Local Emergency Management Arrangements (LEMA) and the local government business continuity plan (BCP). The benefits in preserving local government critical infrastructure are valuable in establishing resilience in the community and organisation.

Planning Principles

This '**Shire of Trayning: Managing Emergencies in the Facilities Plan**', has been developed primarily to establish early intervention, command and control actions for emergencies that may potentially impact the staff, visitors, operations or facilities of the Shire of Trayning.

The planning principles are established to undertake the activities in:

- Prevention actions to minimise the occurrence of emergencies in facilities. Hazard identification and elimination is a critical action
- Preparing the wardens by training and exercising the procedures. Also preparing all staff to follow the directions of Wardens in declared incidents including emergency exercises.
- Response to an emergency in Shire Facilities should be staff applying learned actions in support of the warden instructions to preserve life and assets.
- Recovery of people and assets is applying the strategies in the plan to assist in reinstating people and facilities to their former capability. The use of a post incident debrief is an effective first step shortly after the incident.

Adopting a Planned but Flexible Approach

An 'incident' is defined as a localised event, either accidental or deliberate, which may result in a near miss, injury, death or damage to property.

The adoption of an all hazards approach to managing emergencies in facilities allows for a consistent approach in the management of people. It removes some common confusion from trying to apply different procedures rather than a small variation according to the risk to people from an assessed hazard. Making the response simple generally leads to better outcomes for user groups in facilities.

Authority of Wardens

Through the authority vested to the Emergency Control Organisation (Wardens), under Health, OSH Regulations and by the CEO, during exercises and real incidents, the management of people is transferred to the Wardens for that defined period.

Benefits

The preservation of life and assets in the context of a local government organisation is principle to maintaining the confidence of staff and the community in times of an emergency.

The overarching development of a clear understanding of the who and what to do in these circumstances can remove many of the post incident review stresses that many leaders describe as extremely uncomfortable.

Simply said, we are addressing hazards and risks that may injure and /or kill users of Shire facilities.

The ease and effort of developing facility plans and procedures far out ways the need for a vigorous defence if things go wrong.

Safety of people during an emergency should be a critical business function of local government.

Mandate

It is extremely important that the local government executive managers assist in the development of the plan and procedures. Without the direction and promotion of these activities, it may leave some facilities with unacceptable risks to all user groups.

OSH Contractor Management Policy

The Shire of Trayning recognises that OSH legislation provides a duty on us when we engage and manage contractors, to ensure both the health and safety of our workers, the contractor and their employees and others who could be affected by the contractor's actions.

This policy demonstrates our commitment to take reasonable and practical steps to meet our duty.

We acknowledge our duty of care to:

- So far as practicable, provide and maintain a safe working environment
- Inform our contractors of any hazards we are aware of
- Upon notification, investigate all incidents, hazards and near misses to minimise the risk of risk re-occurrence.
- Advise our contractors of our expectations and continually monitor contractor management performance

We expect that all contractors engaged by us work in a safe manner and in accordance with legislative requirements. We expect all contractors to:

- So far as practicable, working with care for their own safety and that of our employees, other contractors, volunteers and general public who may be affected by their actions or omissions.
- Comply with this policy and any other of our policies and procedures that are considered relevant to the contracted works
- Report all incidents, hazards and near misses to us and any regulatory body as required
- Ensure your employees and any subcontractors have the necessary training, qualifications, licenses, instruction and supervision to perform their work safely and effectively
- Provide appropriate personal protective equipment to your workers

Endorsement:

Name:

.....

Date:

.....

Contractor Management Procedure

Purpose

This procedure is intended to outline the contractor induction procedure for participating Great Eastern Wheatbelt Local Governments to ensure that contractors undertaking work activities for Local Governments are meeting the collective standards and expectations of the *Occupational Safety and Health Act 1984* (“the Act”), as well as ensuring that the Local Government’s specific site rules, expectations and standards are clearly communicated and understood.

Scope

This procedure is applicable to the following participating Shires only:

- Bruce Rock
- Cunderdin
- Kellerberrin
- Koorda
- Merredin
- Mukinbudin
- Mt Marshall
- Tammin
- Trayning
- Narembeen
- Westonia
- Wyalkatchem
- Yilgarn

Inductions Generally

Inductions are a fundamental training tool that assists workers to adequately manage safety and health risks in the workplace.

The Shire must, as far as reasonably practicable, ensure the work environment and the way contractors carry out their work is safe and healthy, regardless of the type and terms of their contract. This includes preventing them from both physical hazards (for example, slippery floors, heavy loads, faulty and unguarded machinery and equipment and chemicals) and ‘psychosocial’ workplace hazards (for example, bullying, violence and fatigue).

Shires must ensure that their contractors have enough information, training and supervision to enable them to work safely.

Shires must be reasonably satisfied that their contractors at least:

- Know how to do their job safely and how to recognise hazards on the job; and
- Know how to safely use the necessary machinery and equipment; and
- Know how to safely wear and use any personal protective clothing and equipment (PPE), such as gloves, safety footwear and goggles; and
- Know how to report any safety concerns or hazards; and
- Are aware of the workplace layout ; and
- Know who their Shire supervisor or contact is.

Inductions assist in providing such base level information. Inductions are also evidence of the Shire's commitment to provide and maintain a safe workplace, complying with legislated duty of care requirements.

Great Eastern Wheatbelt Shared 'Part A' Induction

Many contractors operate within a large geographic area within the Great Eastern Wheatbelt region and across many different Shires. There are very similar induction standards and expectations across the participating Shires.

In order to maximise efficiency of the induction process for both the Shires and contractors, an online 'Part A' induction has been created for use only by the participating Shires.

Specific instructions on how to use this system shall be provided to each participating Shire.

As a minimum, the following safety and health topics are to be included in 'Part A'. These are taken directly from WorkSafe WA's publication "New and Young Workers' Induction Checklist":

- OSH Policy
- Duty of care of employers and employees
- Safe work procedures and instructions for each task
- Any hazards and the control measures
- Operation of equipment and machinery
- The safe way to lift and handle things
- Chemical safety
- Working from height procedures
- Slips, trips and falls prevention
- Electrical safety
- Vehicle safety
- Safety procedures for working on the side of the road
- Safety signage
- Procedures for good housekeeping
- Procedures for working outside such as skin protection
- Use, maintenance and storage of PPE
- Equipment maintenance
- Injury/incident reporting procedure

Additional topics shall include:

- Induction currency and validity
- Risk management

To be recognised as fully inducted for a particular Shire, contractors are required to hold both a current 'Part A' and the Shire specific 'Part B' induction.

The online 'Part A' induction remains current for a period of two (2) years from the date of successful completion.

Shire Specific 'Part B' Induction

As a minimum, the following safety and health topics are to be included in 'Part B'. Many of the topics are also covered in 'Part A' but they require further information in order address Shire specific requirements. The following topics are also taken directly from WorkSafe WA's publication "New and Young Workers' Induction Checklist":

- OSH Policy
- Consultation: OSH committee and representatives
- Safe work procedures and instructions for each task
- Any hazards and the control measures
- Permit to work
- Electrical safety
- Safety procedures for working on the side of the road
- Use, maintenance and storage of PPE
- Issue resolution procedures
- Injury/incident reporting procedure
- Injury management policy and guidelines
- Compensation claims process and rehabilitation
- First aid facilities
- Emergency procedures including fire safety
- Policy on smoke free workplace
- Policy on alcohol and other drugs at the workplace
- Workplace bullying policy and procedures
- Violence and aggression policy and procedures

Additional topics shall include:

- Induction currency and validity
- Risk management
- Training and competency
- Tour of facility

The 'Part B' induction remains current for a period determined by the individual Shire, which shall be detailed in 'Part B'.

Shire Responsibility

Participating Shires acknowledge that the induction process is a highly important and integral aspect of risk management with regard to contractors. To help achieve an effective contractor induction process, the participating Shires shall:

1. Maintain appropriate and current certificates of insurance for all regular and project specific contractors; and
2. Require contractors to hold a current and valid induction prior to starting work; and
3. Maintain local induction records that will enable confirmation of point 2; and
4. Ensure that 'Part B' of the contractor induction is delivered by a competent person within the Shire who has an appropriate level of work experience and understanding of the specific Shire's policies and procedures referred to in the induction; and
5. Ensure that the contractor has been subject to any relevant pre-qualification processes prior to starting work; and

6. Become familiar with LGIS's "Contractors Management Toolkit" that provides guidance on contractor management. It is recommended that each Shire meets or exceeds the recommendations contained within this toolkit; and
7. Consult with the Shire's LGIS Regional Risk Coordinator on the Shire specific 'Part B' content prior to its initial use and any future amendments. This provides an additional level of quality control to this document.

Regional Risk Coordinator Responsibility

1. Develop, format and review and maintain the contents of the 'Part A' induction with an appropriate level of Shire consultation and communication; and
2. Upon request by the Shire, review and recommend on the Shire's induction 'Part B'; and
3. Provide or source adequate training on LGIS's "Contractors Management Toolkit" when requested by the Shire; and
4. Manual entry.

Cost Sharing

The cost of maintaining the 'Part A' online induction system is to be shared equally amongst participants.

References

- Occupational Safety and Health Act 1984 (WA)
- Occupational safety and Health Regulations 1996 (WA)
- Guidance Note: Formal Consultative Processes at The Workplace (2006)
- LGIS Contractors Management Toolkit
- Shire local induction register
- Great Eastern Wheatbelt Region 'Part A' Contractors Induction
- Trayning 'Part B' Contractors Induction
- WorkSafe WA publication "New and Young Workers' Induction Checklist"

Hazard Identification, Risk Assessment and Risk Control

Scope

This procedure applies to all Shire of Trayning workplaces.

Purpose

This procedure describes the methods by which hazards may be identified, associated risks assessed and appropriate risk controls implemented in order to reduce risks to an acceptable condition.

In order to assess and control common hazards, Shire of Trayning, after identifying the hazards involved in carrying out the work in consultation with those involved, will assess the health and safety risks as detailed below.

This will help to determine what types of safeguards or systems of work are to be implemented to ensure the health and safety of all persons involved with or affected by the proposed works.

If there is an aspect of this procedure that differs, or is missing from, Client site safety requirements, then the safety measures or requirements having the highest standard will be utilized.

General Responsibilities

All employees, management representatives and contracted service providers have a responsibility to proactively identify hazards through the diligent application of the various hazard identification processes utilized by Shire of Trayning.

Where identified, identified hazards must be promptly reported to Shire of Trayning management representatives who will ensure that the proper process to control the risk associated with the hazard has been implemented, subsequent review of risk control effectiveness is undertaken and feedback given to those involved as to the risk control measures implemented.

Hazard Risk Management

Risk is recognized as precisely what it implies - a possibility. Within the context of hazard risk management, it refers to the possibility of injury, harm, or other adverse and unwanted effects. Risk management is considered to be an essential pillar of Shire of Trayning operations and work processes.

Shire of Trayning shall take proactive steps to identify any potential hazards associated with the performance of its work. Any hazards that are identified on a client site will be immediately brought to the attention of the nominated client representative.

The essential tasks of the risk management process comprise the following:

- Identify the hazards associated with the tasks proposed to be performed
- Conduct a risk assessment process on each identified hazard
- Consider what risk control options are available
- Decide on appropriate risk control actions, so far as is practicable, to eliminate unacceptable risks or reduce them to a level that is acceptable
- Monitor and review identified hazards and applied risk control measures for effectiveness

Hazard Identification

Shire of Trayning will manage hazards by the risk management process of hazard identification, risk assessment, risk control, monitoring of effectiveness and review.

Methods utilized for hazard identification include, but are not limited to;

- Inspections and audits
- Pre-start Inspections
- Incident and hazard reports
- Management Safety Observations
- Safe Work Method Statements (SWMS)
- Take 5's
- Management of change
- Review and evaluation

A hazard can be defined as the potential to cause injury or illness to one or more people or potential to cause damage/harm to the environment. When identifying hazards it is useful to relate them to the energy source:

Energies	Hazards	This includes
Potential gravitational energy	Falling objects	Anything that can fall, roll, slide, swing or subside and cause injury or damage
Muscle energy and potential gravitational energy	Falls of people	Falls from height, slips & trips, and falls into holes, pits, etc.
Potential strain energy	Structures under tension	Anything under tension that if released can cause injury or damage
Potential fluid pressure energy	Compressed gas and fluid	Air, gases, water, oils under pressure that can be suddenly released
Kinetic energy	Vehicles, mobile equipment, propelled objects	Any mobile object with enough force to do damage when it hits
Mechanical energy	Machinery and tools	Mechanical movement of machine/tool parts that can cut, crush, amputate or entangle
Vibratory mechanical energy	Noise and whole or part body vibration	Sound waves in air or vibration transmitted through solid/liquid
Electrical energy	Electricity	Contact with electricity Electromagnetic radiation Static electricity
Electromagnetic or nuclear radiation energy	Radiation hazards	Ionising: x-rays, etc. Non-ionising: UV, lasers, IR
Thermal energy	Thermal hazards	Flames (e.g. gas torch), hot or cold objects and hot and cold work environments
Chemical energy	Chemical hazards	All hazardous substances (chemicals) incl. Venomous bites
Chemical energy	Oxidising reaction hazards	Fire & explosion
Biological energy	Biological hazards	All infectious diseases, parasites, biological allergens
Muscle energy	Animal and people hazards	Animal/human attacks or being run into (not purposeful)
Mental energy	Stress	Workload, tension and conflict in the workplace issues
Muscle energy	Manual handling and body movement	Physical workload, repetitive work, walking or running into objects or hitting objects by moving the limbs, grasping, sitting or standing on objects, postural overload

Risk Assessment Process

In order to determine the level of risk associated with each identified hazard, it is necessary to perform a risk assessment for each identified hazard as associated with activity task components. When the level of risk has been determined, then control measures can be implemented, residual risk assessed, and management monitoring initiated.

Generally, Shire of Trayning will use the following risk assessment tables to determine risk levels associated with a task, in some situations a semi-quantitate risk assessment tool or nomogram may be utilized, or in the case of manual handling – the manual handling risk assessment form contained in the Manual Handling Code of Practice;

RISK ASSESSMENT TABLES

Likelihood Table

Level	Rating	Description	Frequency
1	Rare	The event may only occur in exceptional circumstances	Less than one in 15 years
2	Unlikely	The event could occur at some time	At least once in 10 years
3	Possible	The event should occur at some time	At least once in 3 years
4	Likely	The event will probably occur in most circumstances	At least once per year
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year

Consequences Table

Level	1	2	3	4	5
Rating	Insignificant	Minor	Moderate	Major	Catastrophic
Health and Safety	Negligible injuries & Work impact	First Aid injuries/ minor Work disruption	Medical Type Injuries, /some work disruption	LTI injuries & work disruption	Fatality, Permanent disability/work ceases
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact
Financial Impact	Less than \$2000	\$2000 - \$20 000	\$20 001 - \$100 000	\$100 001 - \$1M	> \$1M
Reputation	Unsubstantiated, low impact, low profile or 'no news' item	Substantiated, low impact, low news items	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact, high news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, widespread multiple news profile, third party actions

Risk Assessment Matrix

	Consequence				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely (4)	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible (3)	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely (2)	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare (1)	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Risk Priority – Management Monitoring Outline

Extreme: Immediate action is required. The executive management must be kept informed of actions and progress until the exposure is at an acceptable level.

High: Senior management must be involved in ensuring that Shire of Trayning interests, reputation and business are protected.

Moderate: Procedures must be monitored and practices reviewed by management. Management responsibility must be specified.

Low: Managed by existing routine procedures and work practices within the Business Unit.

Hierarchy of Controls

The hierarchy of controls will be preferentially applied in the following order;

- **Eliminate:** The complete elimination of the hazard
- **Substitute:** Replacing the material or process with a less hazardous one
- **Isolate:** Isolating the hazard by guarding or enclosing it
- **Engineering:** Redesign the equipment or work process posing the hazard
- **Administrative:** Providing control such as training, procedures, etc.
- **Personal Protective Equipment:** Use appropriately and properly fitted PPE where other controls are not practicable

The effectiveness of the hierarchy of controls diminishes the lower the control measure selected is located in the listing, therefore the higher and more effective control measures should be implemented in the first place wherever possible.

It must be ensured that risk control measures are adequately reviewed to verify that the application of risk control measures has not resulted in the introduction of further unidentified risk(s).

4.0 TRAINING & SUPERVISION

TRAINING AND DEVELOPMENT POLICY

People are the major asset of the Shire of Trayning and Training Policy aims to invest in your development to ensure the continuing success of the business.

The Shire of Trayning Training Policy is founded on the following principles:

- You have a major role in determining your specific training and development needs
- Your line Manager has a primary responsibility for ensuring your training is directly linked to the Shire of Trayning business objectives and plans
- Co-ordination of training will be allocated to a position to oversee training activities to ensure implementation of training plans and maintain training records
- A performance review system operates to ensure your training and development needs are discussed annually to ensure your skills are kept up to date
- A comprehensive training system operates, which is reviewed annually using internal and external trainers
- To encourage you to become professionally qualified, there is appropriate financial assistance and study leave (see section on Educational Expenses)

Induction:

As a new employee you will be taken through an induction programme. The aim of the programme is to introduce you to the structure of the Shire of Trayning where you sit within it and take you through all the basic things you need to know about life in your new position.

If for any reason you do not get taken through all the sections on the induction in your first few days do not be afraid to ask your Supervisor to complete the process.

The general HR and OSH induction need to be complementary and both need to occur simultaneously. Items such as codes of conduct, equal opportunity etc. will be covered.

Employee Development Plan:

When you get towards the end of your probationary period your Manager will take you through your final Progress Review. An important part of the Progress Review is the "Employee Development Plan". The purpose of this is to identify areas of training, either to build on your strengths or to cover those elements of your job that you may have limited experience. The training needs will be put in writing and will form the basis of your individual training plan for the period until your next review.

Your next review will be your annual Performance Appraisal and it will also have an "Employee Development Plan" for the next 12 months.

The Shire of Trayning is committed to creating a "learning culture". The Shire of Trayning will continue to succeed because we recognise that the business environment is constantly changing and that we need to acquire knowledge and expertise to keep us ahead of the game.

Managers:

The role of your Manager is to initiate and co-ordinate training and to keep the CEO informed of any training needs. He/she will also be able to advise you on the type of training available and any assistance the Shire of Trayning provides to help you with your career development. Your Manager is responsible for maintaining your training records on an electronic or manual training register.

Professional/Vocational Qualifications:

The Shire of Trayning recognises that there are many professional skills required to ensure that the Shire of Trayning is successful. Graduate and professional qualifications in such areas as Occupational Health and Safety, Risk Management, Accountancy, Information Technology and Human Resources are valued.

Subject to prior agreement with your Manager, the fees for relevant professional education will be met or subsidised by the Shire of Trayning.

Proviso:

Reimbursement of fees for non-obligatory courses is on the proviso that you undertake to remain with the Shire of Trayning for a period of at least one year from successful completion of the course. You will be asked to sign an undertaking to repay fees should you leave within 12 months, including giving the Shire of Trayning the right to deduct such monies from final salary and outstanding holiday pay.

Having regard to changing Government policy on student contribution towards the cost of study, the Shire of Trayning will keep its policy on reimbursement of educational expenses under review.

Study Leave:

It is the Policy of the Shire of Trayning to encourage staff to undertake external courses of study relevant to their vocation. If it is necessary for staff to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the staff member in their career with the Shire of Trayning. Approval for such absence must be obtained from the Supervisor and/or Manager.

Normally staff are allowed half a day study leave in the week prior to an exam and half a day for each exam. Any need for extended study leave should be discussed with your Manager.

Professional and Representative Bodies:

If you are a member of an appropriate professional body which is recognised by the Shire of Trayning, your subscription fee will be reimbursed.

TRAINING AND DEVELOPMENT PROCEDURE

PURPOSE

The purpose of this procedure is to outline how the Shire of Trayning brings together the information on each employee's performance appraisal, induction, and training applications into a training and development plan for the individual employee.

SCOPE

This procedure applies to all employees, volunteers and contractors where applicable.

ROLES AND RESPONSIBILITIES

Employee(s):

One of the major aims of the Staff Development is to help employees manage their own performance and have meaningful input into how work is undertaken.

What the employee can do to ensure success:

- Consider and review the current position description prior to the review discussion and prepare a draft if necessary
- Analyse personal performance and identify steps that they think may improve the way the job is completed
- Assess what skills will be required to perform the job more effectively and those areas in which additional knowledge, skills or assistance is required
- Communicate with direct supervisor on a regular basis

Supervisor(s):

The Supervisor is the senior employee who is directly responsible and familiar with the performance of the employee being reviewed. Senior employees are responsible for managing and supervising the performance and development of staff. Supervisors have an ongoing responsibility to review, evaluate and provide regular feedback to staff about their performance. Consultation and discussion is the key to reaching mutual agreement on work outcomes and standards.

To ensure the success of the review process, Supervisors may undertake, to:

- Maintain open communication with staff that provides feedback as the performance occurs
- Develop and maintain a good understanding of the corporate and divisional plans
- Develop a detailed knowledge of the Staff Development process
- Review position descriptions to ensure that they accurately reflect the current positions
- Facilitate the implementation of the action and training plans
- Schedule a time for the review discussion allowing sufficient time to prepare and complete forms

Manager(s):

Managers are required to satisfy themselves that the process has been properly conducted and recorded. The Manager(s) has an overseeing role and is responsible for:

- Monitoring the performance reviews completed in their division to ensure that fair and realistic reviews have been conducted
- Noting the action and training plans agreed to by the Supervisor and employee
- Mediating in the first instance in any dispute between a Supervisor and an employee regarding the reviews undertaken
- Acknowledging the completion of the Scheme process by agreeing and signing the documentation

CEO:

The CEO will be required to administer the staff development and performance review process and will be directly responsible for:

- Initiating the process approximately three months (as appropriate) prior to the appropriate anniversary date
- Co-ordinating, monitoring and reviewing the operation of the process
- Developing and implementing the organisational training requirements
- Assisting with the mediation of any disputes arising from the operation of the process

APPLICATION:

The aim of the performance review is to create a meaningful communication process to constructively evaluate performance against the achievement of agreed objectives and identify areas in which further development can take place.

The staff development process should be designed so it:

- Is forward looking, with the purpose of the training being to improve future performance and identify opportunities
- Compares individual performance against agreed objectives
- Involves both the employee and supervisor in discussion; not as a one way judgement process, and
- Focuses attention on actions to help development of skills and work environments

Step 1

Conduct the performance review according to the Shire of Trayning's process

Step 2

Identify the training needs with the employee and document on the individual employee training and development plan.

Step 3

Review the position description and identify any professional qualifications, certifications, and competency licences that are required to perform the job establish if they are current or need to be updated with the employee include on the individual training plan.

Step 4

Complete the training and development form for each individual employee and get agreement with the employee.

Step 5

Include all training requirements in the budget submissions, and have them approved by management.

Step 6

Implement the training and development program with the Manager.

Step 7

Have the employee submit an evaluation of the training program, and analyse these evaluations to ensure that the course meets the required standards.

Step 8

Review the summary of the training evaluation forms sent in by the course trainers.

Step 9

Monitor employee performance post training and feedback to the employee on progress. Conduct annual performance reviews and start the process again.

TRAINING PLAN:

The Payroll Officer should collate all the individual training plans into a central training plan and cross reference certification and competency licence requirements, the funding applications and budget approvals. Review of the plan should be conducted quarterly to ensure the training is taking place with the approved providers.

TRAINING REGISTER:

All training shall be recorded on a Central Training Register; this may be electronic or manual. Copies of the training certificates shall also be placed on the individual personnel files.

DOCUMENTS:

- Performance appraisal forms
- Employee Development Plan form
- Training Register
- Training Course evaluation form

REFERENCES:

Occupational Safety and Health Act, 1984

Occupational Safety and Health Regulations, 1996

AS/NZS 4801: 2001 – Occupational Health and Safety Management System

INDUCTION PROCEDURE

PURPOSE

The Shire of Trayning will provide adequate information, instruction and training to all its employees upon commencement of work (including transferring between departments) to ensure that the safety and health of its employees is optimal. It is the Shire of Trayning objective to ensure employees possess the required level of competency to undertake all work activities in a safe and efficient manner.

An induction is necessary to inform all personnel of the organisation's safety rules, policies, procedures, and applicable legislation. This will ensure all personnel are made aware of hazards, risks and applicable safe work practices that are in force. It is the supervisor's responsibility to ensure that inductions are carried out according to the requirements of this procedure.

SCOPE

All employees, including full time employees, part-time, casuals, volunteers, labour hire, and contractors, are to be inducted according to the following procedure.

APPLICATION

Competency and Licence

The department manager /or equivalent is responsible for obtaining applicable documentation from applicants to ensure essential competencies are met. Other information must also be supplied in accordance with legislative requirements and compliance with the Shire of Trayning's policies and procedures, this must be filed in the personnel file and recorded in the Training Register so that the expiry dates and renewals and refresher training can be scheduled. These include:

- Drivers Licence - current WA licence for the class of vehicle or equipment required to drive or operate
- Certificate of Competency - to cover excavators, cranes, scaffolding, dogman, forklifts, etc, (where applicable)
- Trade Papers - verification of trade qualifications including mechanical, electrical and building (where applicable)

General Administration

- Terms and conditions - employees will be advised of their terms of employment. Hours of work, leave entitlements, travel arrangements, etc.
- Superannuation – employees complete the necessary scheme forms
- Remuneration – Account details and tax file number must be provided and submitted to payroll
- Travel and Accommodation - employees required to travel during their employment with the Shire of Trayning will be advised of the process and accommodation requirements. Costs incurred for accommodation charges, meal costs and other 'reasonable' expenses, once approved, will be refunded on completion of the appropriate form

Pre-Employment Medical

- Employees are required to attend a medical, which may include a drug and alcohol screening and successfully pass all requirements
- Baseline Hearing Tests – An employee of a prescribed workplace will undergo a hearing examination

The above information must be recorded on the individuals personnel file and obtained before work is commenced.

SAFETY INDUCTION – Employees are required to complete the shire's Velpic Online Employee Induction and then the Safety Induction Part B Form be completed.

JOB ORIENTATION (Responsibility – Supervisor/Manager)

Supervisors/Managers will ensure that the employee, new or transferred, will be given a tour of the work location and instructed on specific procedures on commencement of work that will include:

- Responsibilities of both the employee and supervisors in accordance with legislative requirements and procedures
- Emergency procedures particular to the work area including marshal and muster points, telephone numbers and how to acquire assistance (including systems for working alone or at night where applicable)
- Provision, location and use of personal protective equipment
- Use of vehicles and equipment during their period of employment
- Attendance at safety meetings, or other forms of training and instruction as required and directed

Ensure employees are aware of and maintain an acceptable level of personal hygiene whilst at work through the wearing of appropriate attire, neat and tidy appearance and correct use of workplace facilities.

Where applicable, specific items not already covered in the induction will be addressed to assist the Supervisor/Manager in establishing the employee's capabilities, under the "duty of care" requirements, to do the work for which they are employed. This may include ensuring the employee is experienced in safely operating plant/equipment, inspecting plant/equipment before use, etc.

VOLUNTEERS INDUCTION

For the purpose of this procedure, volunteers assisting will be required to undergo the induction requirements. It is essential that Supervisors/Managers ensure volunteers are closely supervised and mentored in the initial stages of their work.

Other competency checks will be performed depending on the task requirements of particular voluntary activity.

REFERENCES:

LGIS Volunteers Handbook available from www.lgiswa.com.au

5.0 REPORTING & MONITORING

Incident and Hazard Reporting

All incidents and hazards occurring at any Shire of Trayning worksite that have potential to cause injury, illness, damage or harm to persons, environment or equipment must be reported through the Shire of Trayning hazard / incident reporting system. All incidents or hazards that occur on client sites must also be reported to the nominated client site contact in accordance with client site reporting protocols.

It a requirement of the organisation that all persons at the workplace must ensure that reports of incidents are submitted into the system within the following timeframes:

- Submission of incident report within 24 hrs
- Completion of investigation by supervisor within 10 working days
- Completion of review by manager within 15 working days
- Feedback given to those involved regarding risk mitigation undertaken within 5 working days of management review

Upon submission of a hazard or incident report, the responsible supervisor shall review the facts associated with the hazard or incident, undertake the required investigation and notification to any regulatory authority. Where the workplace has a health and safety representative, the supervisor shall ensure that the health and safety representative is provided with such information as is available and consulted with in regards to the hazard or incident.

Specific Responsibilities

Shire of Trayning Management

Responsibilities

- Responsible for the overall safe and environmentally considerate operation of Shire of Trayning work activities
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialized skills in order that an effective OHS management system may be implemented, maintained, reviewed and continually improved
- Responsible for ensuring that all aspects of Legislative, client site and Shire of Trayning requirements are complied with
- Ensures that the necessary notifications, reporting and recording associated with injury and disease are completed within specified timeframes
- Monitors OHS performance and ensures participation in relevant OHS programs
- Corrects practices or situations which are not aligned with organisational safe working practices
- Monitors OHS performance and ensures participation in relevant OHS programs

Shire of Trayning Frontline Supervisors

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Responsible for the environmental performance of the work team
- Ensures that the necessary notifications, reporting and recording associated with injury and disease are completed within specified timeframes

- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Through effective supervision, ensure that work is conducted in accordance with the agreed safe method of work
- Ensure that team members are aware of any hazardous materials associated with the job and are able to access the MSDS for each
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards
- Investigate all injuries / incidents that occur in their area of responsibility and report the facts using the appropriate incident reporting tools. Ensure that corrective action has been implemented
- Provides feedback to interested parties on risk control methods utilised to address reported hazards

Shire of Trayning OSH Officer

Responsibilities

The Shire of Trayning OSH Officer has specific responsibility and authority for:

- Ensuring that Shire of Trayning OHSMS requirements are established, implemented and maintained in accordance with the Occupational Health and Safety Act 1984 and Regulations 1996
- Reporting on the performance of the OHSMS to top management for review and as a basis for continual improvement
- Ensures that the necessary notifications, reporting and recording associated with injury and disease are completed within specified timeframes
- Investigate all injuries / incidents that occur and report the facts using the appropriate incident reporting tools. Ensure that corrective action has been implemented
- Provides feedback to interested parties on risk control methods utilised to address reported hazards

All Personnel on Site

Responsibilities

- Takes reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions
- Comply with Shire of Trayning instructions given for their safety or that of other persons
- Use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it
- Will not misuse or damage any equipment provided in the interest of health and safety
- To immediately report any situation that constitute a hazard or instance of injury or harm to health that arise in the course of their work
- To co-operate with the efforts of Shire of Trayning to provide a safe and healthy place of work

References:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- AS/NZS ISO 31000 (2009): Risk Management, Principles and Guidelines
- Hazard and Incident Reporting
- Reportable Incidents (Regulatory Authorities)

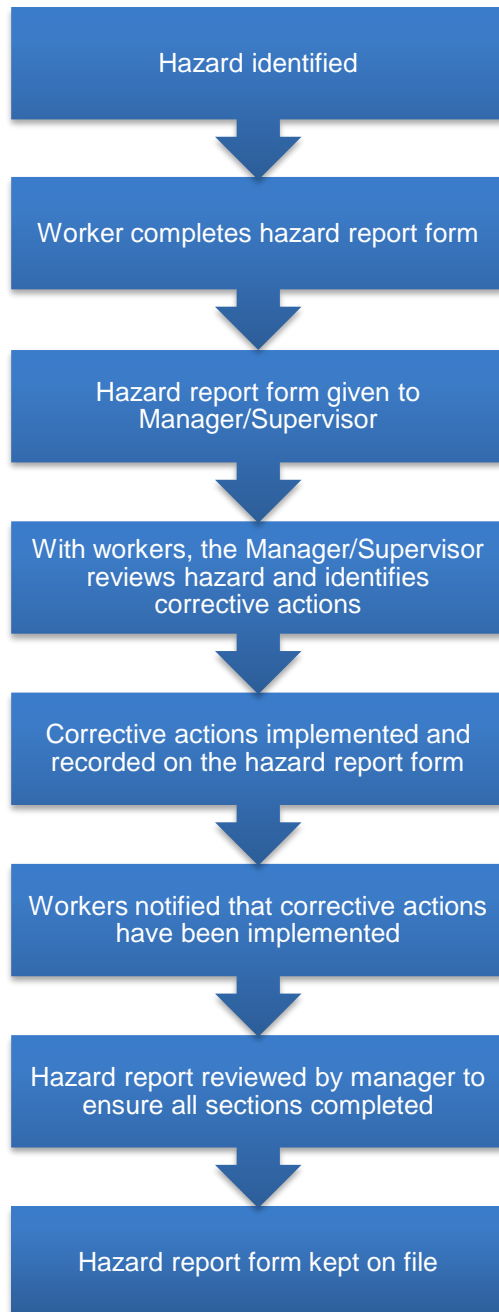
Hazard and incident reporting procedure

This procedure should be followed when a hazard is identified or there is a workplace incident.

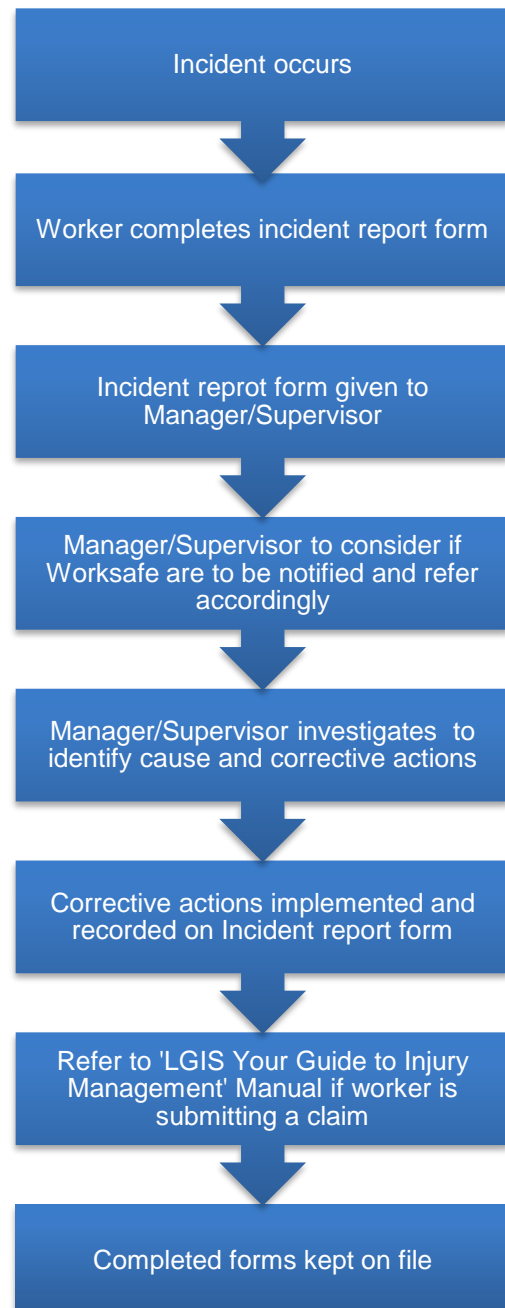
Hazard: A Hazard is a situation or thing that has the potential to cause harm to people, property or the environment.

Incident: An incident is any unplanned event which has resulted in Injury, property damage or has the potential to cause harm.

Hazard reporting



Incident reporting



When to report Injuries and Diseases to WorkSafe WA

It is the responsibility of the local government representative to notify WorkSafe WA of any work-related deaths, serious injuries or disease.

What to notify

Work related deaths, to both employees and non-employees must be reported to WorkSafe without delay.

Certain types of injuries and diseases must also be reported to Work Safe without delay. The types of injuries that must be reported are:

- a fracture of the skull, spine or pelvis
- a fracture of any bone in the arm (other than in the wrists or hand) or in the leg (other than a bone in the ankle or foot)
- an amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint
- the loss of sight of an eye; and
- any injury other than the above which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred

Types of diseases that must be reported are:

- infectious diseases: tuberculosis, viral hepatitis, Legionnaires' disease and HIV, where these diseases are contracted during work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection; and
- occupational zoonoses: Q fever, anthrax, leptospiroses and brucellosis, where these diseases are contracted during work involving the handling of, or contact with, animals, animal hides, skins, wool, hair, carcasses or animal waste products

When to notify

Notifications must be done without delay

How to notify

Call **1800 678 198** to report a workplace related death, serious life threatening incident or disease. Other injuries and diseases can be notified by completing the appropriate notification forms available from the WorkSafe website. Completed forms are accepted in person or by writing, fax, telephone or email.

Incident Investigation Procedure

Scope

This procedure applies to all Shire workplaces.

Purpose

This procedure describes the methods by which incidents and hazards are to be investigated and actions to remedy identified contributing factors are to be implemented.

General Responsibilities

Following the report of an incident including an injury, near miss or hazard, an investigation must occur within 24 hours of the reported incident, where practicable. The investigation is the tool to determine the causal factors which will assist in the mitigation of associated risks.

The depth of the investigation may vary in magnitude depending upon the circumstances surrounding the event. For instance, if the incident resulted, or had the capacity to result, in a high risk (fatality, permanent disability, multiple injuries, disease, or major property / equipment damage) then a comprehensive investigation would be carried out by senior management.

Some investigations may require the assistance of external experts, including the involvement of relevant regulatory authorities. The departmental Safety and Health Representative shall be present should WorkSafe WA be present at an investigation.

Other less serious incidents (medium and low level risk) would not necessitate the need for a large scale investigation. However, the investigation should be completed within 24 hours of receiving the Incident Report form.

Extreme and High Level Investigation

Incident/Hazard Report

All sections of the Incident and Hazard Report Form must be completed. The first part is to be completed by the reporting person; the second part is to be completed by the Manager/Supervisor. If two or more people were involved in the incident a separate form must be completed for each person.

The report is to be circulated to and signed by the employee (reporting person), Manager and Safety Representative, the suggested corrective action must be considered and correlated with the causal factors contributing to the incident. If the suggested corrective action is altered, this must be communicated to the Manager/Supervisor.

Investigation Team

For an **extreme or high level investigation** the following people should be considered as part of the investigation team:

- Manager/Supervisor
- Safety and Health Representative
- Employees or others with relevant knowledge; and/or
- External safety/technical experts
- Investigation Process

For any incident, the investigation team should:

- Act as soon as possible
- For fatal or serious injuries contact WorkSafe WA as soon as possible
- Attend the scene before physical evidence is disturbed to preserve the site for regulatory authorities (including WorkSafe WA, Police or DFES); and
- Not remove anything from the scene and enquire if anything has been moved
- Following this initial action the investigation team should begin gathering evidence including:
- Where relevant, identify, label and keep all evidence such as, tools, defective equipment, fragments, chemical samples etc
- Take photos where relevant
- Interview witnesses separately
- Review previous incidents, workers' compensation claims or similar past events
- Review all potentially useful information including, design specifications, operating manuals/logs, purchasing records, previous reports, procedures, equipment manuals, Job Safety Analyses/Safe Work Method Statements, records of training and instruction etc
- After gathering the evidence the investigation team should develop a timeline of events and analyse the evidence to determine the contributing factors that resulted in the incident

Reporting

A report should be developed that includes all relevant information including the conclusions and recommendations for preventing a re-occurrence.

Medium Level Investigation

The Incident/Hazard Report Form should be completed as for an Extreme/High Level incident.

A medium level investigation should be investigated by the Supervisor/Manager and gather as much information as is relevant for the type of incident.

Low Level Investigation

The Incident/Hazard Report Form should be completed as for an Extreme/High/Medium Level incident.

A low level investigation should be investigated by the Supervisor and gather as much information as is relevant for the type of incident.

Timeframes

- Submission of Incident Report within 24 hrs
- Completion of investigation by relevant personnel within 10 working days
- Completion of review by Manager within 15 working days; and
- Feedback given to those involved regarding risk mitigation undertaken within 5 working days of management review

Specific Responsibilities

Management

Responsibilities

- Responsible for the overall safe and environmentally considerate operation of work activities
- Ensures provision of adequate and suitable resources, including technological, human, financial and specialised skills in order that an effective OSH management system may be implemented, maintained, reviewed and continually improved
- Responsible for ensuring that all aspects of legislative and Shire requirements are complied with
- Ensures that the necessary notifications, reporting and recording associated with injury and disease are completed within specified timeframes
- Monitors OSH performance and ensures participation in relevant OSH programs
- Corrects practices or situations which are not aligned with organisational safe working practices
- Monitors OSH performance and ensures participation in relevant OSH programs

Frontline Supervisors

Responsibilities

- Responsible for the safety and health of those in the work team and those who may be impacted by the teams activities
- Ensures that the necessary notifications, reporting and recording associated with injury and disease are completed within specified timeframes
- Ensure that safe work method statements, work procedures and other hazard identification, risk assessment and control activities are diligently completed in order to identify and consider all likely hazards
- Through effective supervision, ensure that work is conducted in accordance with the agreed safe method of work
- Ensure that team members are aware of any hazardous materials associated with the job and are able to access the MSDS for each
- Ensure non-assigned and new personnel in the area are aware of, and are protected from hazards
- Investigate all injuries / incidents that occur in their area of responsibility and report the facts using the appropriate incident reporting tools. Ensure that corrective action has been implemented
- Provides feedback to interested parties on risk control methods utilised to address reported hazards

All Personnel on Site

Responsibilities

- Takes reasonable care for their own health and safety and those who may be impacted by their activities, acts or omissions.
- Comply with Shire instructions given for their safety or that of other persons.
- Use all protective equipment and clothing they have been provided with in accordance with the manner they have been instructed to use it.
- Will not misuse or damage any equipment provided in the interest of health and safety.
- To immediately report any situation that constitutes a hazard or instance of injury or harm to health that arises in the course of their work.
- To co-operate with the efforts of the Shire to provide a safe and healthy place of work.

References:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- AS/NZS ISO 31000 (2009): Risk Management, Principles and Guidelines

Appendix 1 - OSH Plan 2021

This plan sets our vision and key focus areas for 2021 and applies to all parts of our business. Endorsed by our Executive Group, it is key in our OSH strategy and will be reviewed through the Executive and OSH committee to ensure we remain on track.

Our vision is to provide a workplace free from injury and illness. In achieving this, in 2021 our key focus areas are leadership, manual tasks, training and contractor management.

Objective – what we want to achieve	Performance Measure – how we will measure our success	Target – what will satisfy us
Focus area 1 Leadership To ensure that all Managers and Supervisors demonstrate active leadership in safety	Safety KPI's in performance review	Included in all management performance reviews
	Safety as an agenda item at management meetings	100% of meetings
	Workplace inspections involving management representative	At least 4 times/year
	OSH Committee attendance by Executive representative	100% of all meetings
Focus area 2 Manual tasks To increase risk reduction strategies associated with manual tasks	Manual tasks assessments	2 per month
	Manual task training	100% of 'at risk' workers
Focus area 3 Training To ensure that the Shire has identified the training needs of our workers	Training procedure	
	Training needs analysis	
	Training Plan	
Focus Area 4 Contractor management To ensure the Shire has contractor management practices in place	Contractor management procedure	
	Contractor Pre-qualification questionnaires	100% for all high and medium risk jobs
	Contractor inductions	All contractors inducted.

Endorsed:

Chief Executive Officer

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Date:

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Document Control History

Version	Date	Revision Author	Description
1.0	10/06/2021	CG	Reviewed and Implemented

Distribution list

Date	Location