

OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM 2016/17



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1. Management Commitment - Accountability and responsibility

1.1 Occupational Safety and Health Policy

An Occupational Safety and Health (OSH) Policy has been developed by VenuesWest and will be reviewed annually. The policy is signed by the Chief Executive Officer and is displayed around each venue and is also available on VenuesWest's extranet, VW Connect.

1.2 The VenuesWest Executive Team

Accepts overall responsibility for providing, maintaining and promoting a safe working environment where, as far as reasonably practicable, employees are not exposed to hazards, and for providing the appropriate resources to ensure safety and health initiatives are implemented. This shall be done in consultation with employees through the Risk, Safety and Wellbeing Manager, the Risk, Safety and Wellbeing Officer and the OSH Committee.

1.3 The VenuesWest Occupational Safety and Health Committee

Is responsible for facilitating cooperation and communication between the VenuesWest Executive Team and VenuesWest employees to ensure a safe working environment for all stakeholders.

1.4 The Risk, Safety and Wellbeing Manager

Is responsible for developing, reviewing and making recommendations to the Executive Team regarding Risk, Safety and Wellbeing policy and procedures, and in considering other matters as described in the *OSH Act 1984* and the *OSH Regulations 1996*.

1.5 The Risk, Safety and Wellbeing Officer

Is responsible for developing, reviewing and making recommendations to the Risk, Safety and Wellbeing Manager regarding Risk, Safety and Wellbeing policy and procedures, and in considering other matters as described in the *OSH Act 1984* and the *OSH Regulations 1996*.

1.6 Safety and Health Representatives

Are responsible for consulting with employees on workplace OSH matters and for representing employees to facilitate Safety and Health within VenuesWest. Safety and Health Representatives functions as described in the *OSH Act 1984*, include:

- To inspect the workplace;
- Carry out investigations in respect to accidents; dangerous occurrence or risk of serious injury;
- Keep informed of safety and health information;
- Report hazards or potential hazards;
- Refer relevant matters to the OSH Committee;
- Consult and Cooperate with management on all matters relating to safety or health in the workplace; and
- Liaise with employees regarding safety and health matters.

1.7 VenuesWest Managers and Supervisors

Are responsible for ensuring that VenuesWest's OSH programs, policies and procedures are followed by all VenuesWest employees. VenuesWest managers and supervisors should keep themselves and employees, including new employee's, visitors and contractors, aware of relevant policies and procedures and discuss OSH matters with employees on a regular basis.

1.8 VenuesWest employees

Have a responsibility to take reasonable care of their own safety and health as well as the safety of others in the workplace. They must cooperate with VenuesWest on all safety and health matters, report all incidents and hazards and keep up to date with and follow the OSH policies and procedures of VenuesWest. Employees are also required to present themselves fit for work to be able to undertake their duties safely.



2. Planning

2.1 Occupational Safety and Health Objectives

Minimum OSH objectives as outlined in the Public Sector Commissioners Circular 2012-05, issued on 20th December, 2012 will be adopted and compliant with the Code of Practice: Occupational Safety and Health in the Western Australian Public Service. Specific OSH objectives have been developed and included in the Occupational Safety and Health Management System as Appendix 1.

2.2 Measurement of performance

Performance against the OSH objectives shall be reviewed and reported on a quarterly basis and actions taken to address areas where performance does not meet the OSH objectives. New OSH objectives will be identified and included in the Occupational Safety and Health Management System on an annual basis.

2.3 Auditing

VenuesWest undertakes to arrange an external audit of its Occupational Safety and Health Management System against the WorkSafe Plan every two years. In the event of VenuesWest being involved in a Worksafe investigation the audit process may be delayed however VenuesWest will commit to ensuring the Worksafe Plan audit is undertaken as soon as is reasonably practicable following the completion of the Worksafe investigation.

Results of the audit will be presented to all VenuesWest employees, the VenuesWest Board and will also be made available to stakeholders upon request. VenuesWest currently holds Silver Worksafe Plan accreditation.

2.4 Use of Specialists and Consultants

Risk, Safety and Wellbeing specialists or consultants will be utilised as required or where expert advice is needed. The use of these specialists or consultants will be done in consultation with employees through the Risk, Safety and Wellbeing Manager.

2.5 Health and Wellbeing

VenuesWest is committed to the wellbeing of its employees. Each year a programme to promote health and wellbeing will be developed in consultation with employees. The details of the health and wellbeing program ('Our Health') are available on VW Connect.

2.6 Workers Compensation and Injury Management

VenuesWest will assist injured employees to return to work as quickly and safely as possible. VenuesWest will liaise with the employee, their medical professionals and other experts in injury management to facilitate an employee's return to work. The Workers Compensation policy can be found on VW Connect.

2.7 Emergency Response

Emergency Response Plans will be developed for each venue using Australian Standard 3745 – Planning for emergencies in facilities. The Emergency Response Plans shall be reviewed annually or after a crisis event by the VenuesWest Emergency Planning Committee.

As per the requirements of Australian Standard 3745 – Planning for emergencies in facilities, a full evacuation drill shall be conducted annually at each VenuesWest venue followed by a debrief of the evacuation drill with the VenuesWest Emergency Planning Committee and the fire safety consultant facilitating the training. Results from the evacuation debrief will be used to improve the Emergency Response Plans. Alarm systems including Public Address Systems will be tested on a monthly basis at each venue.

VenuesWest employees will be provided with information relating to the Emergency Response Plans at the mandatory VenuesWest safety induction. VenuesWest employees will be trained in the Emergency Response procedures following the bi-annual emergency exercises. Additional Emergency Response training will be provided on an as required basis to those employees with specific Emergency Control Organisation roles i.e. Chief Wardens.



3. Consultation

3.1 Occupational Safety and Health Committee

The VenuesWest OSH Committee has been established with representation from management and employees in accordance with the *OSH Act 1984*. The Terms of Reference have been established by the OSH Committee members and set out the OSH Committee functions and duties. The Terms of Reference are available on VW Connect and shall be reviewed on an annual basis. The OSH Committee shall meet at least every eight weeks and the minutes from the meetings will be made available on VW Connect with hard copies posted on OSH notice boards at each self-managed venue.

3.2 Safety and Health Representatives

Safety and Health Representative's will be elected in the workplace in accordance with the *OSH Act 1984*. The number of Safety and Health Representative's will be decided in consultation with the employees at the workplace. As and when new venues or facilities come under control of VenuesWest, the requirements for Safety and Health Representative's at each venue will be assessed. The Safety and Health Representative's for each venue are listed on VW Connect and the internal OSH notice boards.

3.3 Consultation on development and review of Risk, Safety and Wellbeing Policies and Procedures

The development or review of any Risk, Safety and Wellbeing related policy and/or procedures will be undertaken in consultation with the employees who are required to use the policy or procedure, Safety and Health Representative's and the OSH Committee. Policies and procedures shall be reviewed within the designated timeframes or after an incident/crisis event if the policy or procedure is relevant to the situation.

3.4 Resolution of issues

A formal procedure for the resolution of safety and health issues has been developed and is available on VW Connect. In accordance with the *OSH Act 1984*, if an employee believes that they are at risk of imminent risk of serious injury or serious harm to health they may cease work. If such circumstances arise they must immediately notify their employer and Safety and Health Representative of the situation. They must also remain at the workplace, unless authorised to leave by the employer, and undertake other suitable duties until the issue is resolved.

3.5 Access to OSH Act, Regulations, Codes of Practice etc.

All employees can access the *OSH Act 1984*, *OSH Regulations 1996*, Codes of Practice, Guidance notes etc. relevant to the workplace through the WorkSafe website at www.commerce.wa.gov.au/WorkSafe/, or by accessing VW Connect.

4. Hazard and Risk Management

4.1 Hazard identification

There are a variety of processes utilised by VenuesWest for the identification of hazards. These include audits (internal and external), workplace inspections, patron comment forms, incident investigations, verbal reports and hazard report forms. As part of their duty of care responsibilities, all employees are required to report any hazards to their immediate supervisor or Safety and Health Representative verbally and by using the hazard report form available on the intranet or obtaining the form from their supervisor. While verbal hazards reports are acceptable, it is essential that a hazard report form is also completed and submitted to the employees' immediate supervisor or Safety and Health Representative.

Contractors are required to report hazards to the Authorised VenuesWest Delegate who has been assigned to their work or project. This may be done verbally or using the hazard report form which can be obtained from VenuesWest employees or the main reception. Visitors to and users of any VenuesWest venue can report hazards verbally to VenuesWest employees or preferably, complete a patron comment form available at reception.

Hazards will be entered into the hazard database for allocation, tracking, completion and analysis. All employees will be able to access the hazard database to view the progress on any reported hazard. When required actions have been taken to address a hazard an email is automatically sent to the person who reported the hazard informing them of the hazard status. Hazards that are inherent to any part of the operation will be entered into the appropriate hazard register, for example asbestos containing materials (ACM) must be loaded into the ACM register.



Items within the register will have a risk assessment review at least annually by the respective hazard owners. Hazard report forms are available on VW Connect.

4.2 Risk Management

The risk assessment process described in AS/NZS/ISO 31000 will also be used to treat risks identified when any new process or substance is introduced into the workplace or assessing the risk from any hazards not previously identified. VenuesWest employees have been granted access to the VenuesWest electronic risk register (CAMMS). CAMMS is VenuesWest's primary risk management tool and must be used to assist with the identification, management and mitigation of any identified strategic, operational and project risks within VenuesWest. Risks in CAMMS will be reviewed on at least an annual basis in consultation with stakeholders, or as part of the incident investigation process in the event of an incident occurring.

The VenuesWest Risk Management policy and procedure are available on VW Connect. A Risk Management plan has been developed for each venue with identified risks being treated utilising AS/NZS/ISO 31000: 2009 Risk management – Principles and Guidelines. The risk plans can be found on VW Connect.

4.2.1 Risk Management frameworks

4.2.1.1 Risk Management

International Standards	ISO 31000: Risk Management principles and guidelines
WA Government guidelines	Public Sector Commissioner's Circular: 2015-03 Risk Management and Business Continuity Planning
Reference documents and forms	<ol style="list-style-type: none">1. Risk Management policy2. Risk Management procedure3. Risk Management plans (Operational)

4.2.1.2 Business Continuity (Under review)

International Standards	ISO 22301 – Business Continuity Management
WA Government guidelines	Public Sector Commissioner's Circular: 2015-03 Risk Management and Business Continuity Planning
Reference documents and forms	<ol style="list-style-type: none">1. Business Continuity Policy2. Business Continuity procedure3. Business Continuity Management plan4. Incident Response and Business Continuity Action plans – HBF Arena and HBF Stadium5. Incident Response and Business Continuity Action plans – All other self-managed venues

4.2.1.3 IT Disaster Recovery (Under review)

International Standards	ISO/IEC 27301: 2011 Information Technology – Security Techniques – Guidelines for information and communications technology readiness for business continuity
WA Government guidelines	Public Sector Commissioner's Circular: 2015-03 Risk Management and Business Continuity Planning
Reference documents and forms	<ol style="list-style-type: none">1. IT Disaster Recovery plan

4.4 Hierarchy of controls

The Hierarchy of Control will be utilised to manage hazards once they have been assessed. The levels within the hierarchy progress range from elimination of the hazard, which is the most preferred, to use of personal protective equipment, which is the least preferred.

- **Elimination** – wherever practicable eliminate the hazard from the workplace.
- **Substitution** – where the risk cannot be eliminated the next option is to substitute a less hazardous process or substance in order to reduce the risk.
- **Engineering/Isolation** – this involves modifying the workplace or isolating the hazard from personnel.
- **Administration** – includes signage, written procedures, training and rostering.

- **Personal Protective Equipment** – includes protective clothing, safety footwear, hats, eye protection, respirators, gloves etc. As per the *OSH Regulations 1996* the risks should first be reduced by means other than personal protective clothing and equipment.

It may be that a combination of the above control measures are required to reduce the risk to as low as reasonably practicable (ALARP). Controls will be monitored and reviewed to ensure that they are effective in reducing risk.

4.5 Incident investigation

All incidents, including near misses, must be reported and will be investigated by the Authorised VenuesWest Delegate and/or Safety and Health Representative who has been assigned the incident investigation. This will assist with the identification of the root and contributory causes of the incident or near miss. Measures can then be implemented to prevent a recurrence of the same or similar type of incident. Actions arising from the incident investigation process will be entered into the Hazard Database for monitoring and review, or if it is a maintenance issue, logged on the intranet system through MEX. The Incident Investigation procedure is available on VW Connect along with the incident report form.

4.6 Workplace inspections

Inspections of various areas within each VenuesWest venue will be undertaken at least once every six weeks to eight weeks. Inspections of the workplace will be conducted by the Safety and Health Representative's and/or other designated personnel using a workplace inspection checklist. Action items from the workplace inspections will be entered into the hazard database for allocation, monitoring and review by the Risk, Safety and Wellbeing Officer, or if it is a maintenance issue, logged on the intranet system through MEX.

5. Training

5.1 Training Needs Analysis

A Training Needs Analysis will be conducted by the VenuesWest Human Resources Coordinator and the Risk, Safety and Wellbeing Manager to identify the essential and non-essential safety related training requirements for each position within VenuesWest. Training needs will be identified from a variety of sources such as job description forms, incident investigation and hazard reports, performance reviews and change management processes.

The Training Needs Analysis will be used to assist each department within VenuesWest to budget for their training requirements and plan for employees to attend required training courses.

5.2 Induction

All VenuesWest employees, full-time, part-time and casuals will undertake an induction dependant on the nature of their employment. The induction process will provide employees with information about policies, procedures and conditions of employment/engagement and will also include a site tour to familiarise the employees with the emergency exits, procedures, equipment, amenities and prohibited areas relevant to the venue in which they will be working.

The Risk, Safety and Wellbeing Officer will undertake safety inductions for all new and existing staff while casual employees will be inducted by their supervisors on an as required basis. An induction checklist is provided to ensure consistency and accuracy of information during the induction process. The induction checklist must be completed, signed and dated by the employee completing the induction and returned to the Risk, Safety and Wellbeing Officer. A record of induction attendance will be maintained and regular audits conducted to ensure compliance.

6. Contractor Management

Currently the Corporate Services (IT branch), Portfolio Management and Venue Management directorates arrange for work to be performed by contractors as required. As such these Directorates have control of the contractor and the contractor's employees whilst they are onsite at a VenuesWest venue.

The VenuesWest Repairs and Maintenance Coordinators are responsible for scheduling, and arranging preventative maintenance and repairs at each VenuesWest venue (except nib Stadium). They are also responsible for arranging contractors to conduct work at the VenuesWest venues when appropriate. The nib Stadium Operations Manager is responsible for scheduling and arranging preventative maintenance and repairs at nib Stadium.



Specific contractor and licensee risk and OSH processes have been developed and implemented by VenuesWest and must be undertaken by all contractors or licensees prior to commencing any activity or work at a VenuesWest venue. The Authorised VenuesWest Delegate will provide all contractors and licensees with a link to a webpage on the VenuesWest website. Contractors and licensees are then required to access the information on the webpage. Contractors and submit the required information via the contact information on the webpage. All contractors must still sign in at the VenuesWest venue at which they are working.

The Corporate Services (IT branch), Portfolio Management and Venue Management directorates are responsible for ensuring all contractor safety information relating to the work such as licenses and safe work method statements are received, reviewed and filed. The Contractor Induction policy and procedures are available on VW Connect.

All contractors have a duty of care to themselves, their employees, VenuesWest and its stakeholders to ensure that all activities undertaken by the contractor or licensee are compliant with all relevant legislative or regulatory requirements.

6.1 Contractor Management processes

6.1.1 Contractor Induction (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Reference documents and forms	1. Contractor Induction policy 2. Contractor Induction procedure

6.1.2 Visitor Management (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Reference documents and forms	1. Visitor Management procedure

7. OSH Procedures

7.1.1 Emergency Response

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS 3745 – Planning for emergencies in facilities
Reference documents and forms	1. Emergency Management procedure 2. Emergency Response Plans – all venues 3. Emergency Planning Committee Terms of Reference

7.1.2 First Aid (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Codes of Practice	First aid facilities and services workplace amenities and facilities personal protective clothing and equipment
Reference documents and forms	1. First Aid procedure 2. First Aid report form

7.1.3 Fitness for Work (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Codes of Practice	Working Hours 2006
Guidance notes	Managing the risk of fatigue in the workplace 2013 Alcohol and other drugs at the workplace 2008

Reference documents and forms	<ol style="list-style-type: none"> 1. Fit for Work Policy 2. Fit for Work procedure
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7.1.4 Hazardous Manual Tasks

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Codes of Practice	Manual Tasks – 2010
Reference documents and forms	<ol style="list-style-type: none"> 1. Hazardous Manual Tasks procedure

7.1.5 Health and Wellbeing (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Reference documents and forms	<ol style="list-style-type: none"> 1. Health and Wellbeing procedure 2. Health and Wellbeing guidelines 3. Corporate Health plan

7.1.6 Incident and Hazard Reporting

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS/NZS 4801:2001 Occupational health and safety management systems
Codes of Practice	Occupational Safety and Health in the WA Public Sector
WA Government guidelines	Public Sector Commissioners Circular 2012-05
Reference documents and forms	<ol style="list-style-type: none"> 1. Incident and Hazard Reporting procedure 2. Incident report form 3. Hazard report form 4. Witness report form 5. Hazard Checklists

7.1.7 OSH

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
International Standards	ISO 45001 – Occupational Health and Safety Management Systems
Australian Standards	AS/NZS 4801:2001 Occupational health and safety management systems
Codes of Practice	Occupational Safety and Health in the WA Public Sector
WA Government guidelines	Public Sector Commissioners Circular 2012-05
Reference documents and forms	<ol style="list-style-type: none"> 1. OSH Policy 2. Safety Management System document

7.1.8 OSH Consultation

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS/NZS 4801:2001 Occupational health and safety management systems
Codes of Practice	Occupational Safety and Health in the WA Public Sector
WA Government guidelines	Public Sector Commissioners Circular 2012-05
Reference documents and forms	<ol style="list-style-type: none"> 1. OSH Consultation procedure



7.1.9 OSH Issue Resolution

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS/NZS 4801:2001 Occupational health and safety management systems
Reference documents and forms	1. OSH Issue Resolution procedure

7.1.10 OSH Training and Induction

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS/NZS 4801:2001 Occupational health and safety management systems
Code of Practice	Occupational Safety and Health in the WA Public Sector
WA Government guidelines	Public Sector Commissioners Circular 2012-05
Reference documents and forms	1. OSH Training and Induction 2. Safety Induction form

7.1.11 OSH Workplace Incident Investigation

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Reference documents and forms	1. Workplace Incident and Investigation procedure

7.1.12 Workers Compensation and Injury Management (Under review)

Legislation	<i>Workers Compensation and Injury Management Act 1981 WA</i>
Codes of Practice	Occupational Safety and Health in the WA Public Sector
WA Government guidelines	Public Sector Commissioners Circular 2012-05
Reference documents and forms	1. Workers Compensation policy 2. Workers Compensation procedure

7.2 Safe work procedures

Safe work procedures will be developed by an external consultant, the RSW Manager and the RSW Officer in consultation with Portfolio Management and/or Venue Management employees and shall be reviewed biennially or, if relevant, as part of the investigation process in the event of an incident.

7.2.1 Asbestos Management (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Codes of Practice	1. National code of practice for the management and control of asbestos in workplaces [[NOHSC:2018(2005)]] 2. National code of practice for the safe removal of asbestos 2nd edition [NOHSC:2002(2005)]
WA Government guidelines	Asbestos Management Guide for Agencies 2010
Reference documents and forms	1. Asbestos Containing Material procedure 2. Asbestos Management fact sheet 3. Asbestos register 4. Permit to Work – Asbestos 5. Asbestos Containing Material SWMS

7.2.2 Confined Space Entry

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS/NZS 2865: Safe working in a confined space
Reference documents and forms	<ol style="list-style-type: none"> 1. Confined Space Entry procedure 2. Confined Space Entry instructions 3. Permit to Work - Confined Space Entry 4. Confined Space Entry identification and risk assessment form 5. Confined Space Entry register 6. Confined Space Entry training register 7. Confined Space Entry SWMS

7.2.3 Rigging and Dogging (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS 2550.10: Cranes, hoists and winches – Safe use.
WA Government guidelines	<ol style="list-style-type: none"> 1. National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC:1006 (2001)] 2. National Standard for Licensing Persons Performing High Risk Work 2006 [replaces NOHSC:1006 (2001)] 3. National Guidelines for Occupational Health and Safety Competency Standards for the Operation of Load shifting Equipment and other types of specified equipment [NOHSC: 7019 (1992)]
Reference documents and forms	<ol style="list-style-type: none"> 1. Rigging and Dogging procedure 2. Planned Maintenance Schedule checklist 3. Rescue plan 4. High Risk Work License register 5. Rigging and Dogging SWMS

7.2.4 Electrical safety

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	<ol style="list-style-type: none"> 1. AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment. 2. AS/NZS 5762 In-service safety inspection and testing – Repaired electrical equipment.
Codes of Practice	Managing Electrical Risks in the Workplace
WA Government guidelines	Department of Commerce WorkSafe WA - Guide to testing and tagging portable electrical equipment and residual current devices at workplaces (2014)
Reference documents and forms	<ol style="list-style-type: none"> 1. Electrical Safety procedure 2. Portable Appliance Tester fact sheet

7.2.5 Elevated Work Platforms

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Australian Standards	AS 2550.10: Cranes, hoists and winches – Safe use. Part 10: Mobile elevating work platforms
WA Government guidelines	WorkSafe WA Guidance Note - Safe movement of vehicles at workplaces 2014
Codes of Practice	Prevention of falls in the workplace 2004

Reference documents and forms	<ol style="list-style-type: none"> 1. Elevated Work Platform procedure 2. Elevated Work Platform pre-start 3. Elevated Work Platform authority to operate form 4. Elevated Work Platform biannual inspection form 5. Elevated Work Platform SWMS
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7.2.6 Hazardous substances (Under review)

Legislation	<i>Dangerous Goods Act 2004</i>
International Standards	ISO13.300: Protection against dangerous goods
Australian Standards	Atmospheric Contaminants in the Occupational Environment [NOHSC:1003(1995)]
Codes of Practice	Labelling of Workplace Substances. [NOHSC: 2012 (1994)].
Reference documents and forms	<ol style="list-style-type: none"> 1. Dangerous Goods and Hazardous Substances procedure 2. Dangerous Goods and Hazardous Substances registers

A copy of the Safety Data Sheet (SDS) for each chemical on site will be obtained and kept in a readily accessible place for access by personnel who may use the chemicals. The supervisor or manager of the area in which the chemical is used is responsible for maintaining the chemical register for that area and ensuring the SDS for each chemical is current.

7.2.7 Hot Works (Under review)

Legislation	<i>Dangerous Goods Act 2004</i>
International Standards	ISO13.300: Protection against dangerous goods
Australian Standards	AS1674.1-1997, Safety in Welding & Allied Processes AS1674.2-2007, Safety in Welding & Allied Processes AS 2865 – 2009 Confined spaces AS1940-2004: The storage and handling of flammable and combustible liquids
Reference documents and forms	<ol style="list-style-type: none"> 1. Hot Works procedure 2. Permit to Work - Hot Works 3. Hot Works SWMS

7.2.8 Noise Management (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
International Standards	ISO 11690-1:1996 Acoustics -- Recommended practice for the design of low-noise workplaces containing machinery -- Part 1: Noise control strategies
Australian Standards	AS/NZS 1269.3:2005 (R2016) - Occupational noise management
Codes of Practice	Managing noise at workplaces 2002
Reference documents and forms	<ol style="list-style-type: none"> 1. Noise Management procedure 2. Noise Management SWMS

7.2.9 Working Alone (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
WA Government guidelines	Guidance note – Working Alone 2006
Reference documents and forms	<ol style="list-style-type: none"> 1. Working Alone procedure 2. Working Alone risk assessment

7.2.10 Working at Heights (Under review)

Legislation	<i>OSH Act 1984 WA</i> <i>OSH Regulations 1996 WA</i>
Codes of Practice	Prevention of falls in the workplace 2004

Reference documents and forms	<ol style="list-style-type: none"> 1. Working at Heights procedure 2. Working at Heights fact sheet 3. Working at Heights SWMS 4. Working at Heights Authorization register
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7.3 Related HR Policies and procedures

- Alcohol and Drugs Policy
- Employee Assistance Program – OPTUM
- Training and Development Policy
- VenuesWest Code of Conduct

7.4 Forms

- First Aid, Hazard and Incident report forms
- Witness statements
- Safe Work Method Statements

7.5 Manuals

All directorates have developed specific operations manuals to assist with daily operational tasks. The operations manuals will be reviewed on an as needs basis by the relevant branch supervisors or managers.



Appendix 1 - Occupational Safety and Health Objectives – 2016/17

	Objective	Responsible Person/s	Target 16/17	Q1, 16/17	Q2, 16/17	Q3, 16/17	Q4, 16/17	Total 16/17	Total 15/16
1*	Targets for 2016/17 - Government Circular requirements for 2014-2016 Annual Report:								
	Number of fatalities	All employees	Zero						0
	LTI/D incidence rate (Zero or 10% improvement on previous three years (2.17 in 2015/16).	All employees	1.35%						2.17%
	LTI severity rate (Zero or 10% improvement on previous three years (0% in 2015/16)	All employees	0%						0%
	% of injured workers return to work within 26 weeks	Injured employees	>80%						
	% of Managers trained in OSH & injury management	HR Coordinator & RSW Officer	>80%						81.96%
2	Annual self-assessment against WorkSafe Plan (Continuous improvement)	RSW Manager, RSW officer	100%						100%
3	Review of emergency procedures against AS 3745 – including 6 and 12 monthly exercises	RSW Manager and Officer,	100%						100%
4	All workplace inspections completed within the required timeframe	RSW Officer, S&H Reps	100%						60%
5	OSH Committee meetings held every two months	RSW Officer	100%						100%
6	All incident investigations completed within specified time frames prescribed in the incident investigation procedure	S&H Reps and Coordinators	100%						75%
7	All OSH representatives attended accredited training course	RSW officer & HR Team	100%						90%
8	% of hazard reports closed out within three months	RSW Manager and Officer	50%						75%
9	OSH procedures reviewed by required due date	RSW Manager and Officer, OHS reps, OHSC	100%						New item
10	Senior Management Team member attendance at each OSH Committee meeting	RSW Officer, RSW Manager	100%						New item

Governance

Date of approval: April, 2017
Date of operation: July, 2016
Date to be reviewed: July, 2017
Directorate: Corporate Services
Document Owner: Risk, Safety and Wellbeing

Approval

Director Corporate Services



Date: 05/04/2017

STEVE PAUL

Authorisation

Risk, Safety and Wellbeing Manager



Date: 05/04/2017

JOHN SAWKA

On signing this procedure, the Delegates confirm:

- Compliance with the delegated level of authority
- Appropriate governance and approval processes have been undertaken and approved
- Publication of the Document

