



City of
Greater Geraldton
a vibrant future



CONTRACTOR SAFETY PROCEDURES

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INTRODUCTION

The City of Greater Geraldton requires **all contractors** to comply with the City's Occupational Safety and Health Policy, Safety Rules and this Contractor Information Guidelines and Checklist. All contractors must complete and be registered on the LGIS contractor induction data base for local Government Contracts before any work can commence <http://www.lgiswa.com.au/contractor-induction>

Before commencing any work, ensure you fully understand and comply with the following. Safety is for everyone's protection.

The following list of questions will assist you to ensure your contract commences in a timely and safe manner. These are the minimum standards and conditions all contractors are required to comply with. Having this all ready to present on your first day will make the process easier for all concerned. If you don't have everything you require, speak to the Councils responsible officer who will assist you.

1. Have you been provided with the Code of Conduct and do you understand how it applies to you and your workers?
2. Have you provided to Council proof of adequate insurance cover for the following:
 - Workers Compensation,
 - Motor Vehicles and Mobile Equipment,
 - Public Liability,
 - Personal Accident (Self Employed Contractors only).

If not, work may not be able to commence until adequate proof has been provided.

3. Have you been provided with a copy of the City of Greater Geraldton Occupational Safety and Health Policy and Safety Rules?

If not please contact the person you have been contracted through prior to commencing the contract.

4. Have you ensured that any task requiring a qualification or license is allocated to the person or persons who can clearly identify themselves as having such qualification or license as required to complete the task? **If not work may not be able to commence until** copies of the qualification or license has been **received**.
5. Are all of your workers are provided with personal protective equipment? Is it in good working order and do your workers know what to do about replacing it if it is not working properly? **If not work may not be able to commence work until** PPE has been **provided**.
6. Have first aid kits been provided in each of your work vehicles, if necessary, and have all of your workers been instructed in the use of items found in the first aid kits?

7. Are all your workers instructed in the use of available fire fighting equipment such as extinguishers hoses and blankets?
8. Are all your workers aware of correct road signage procedures and is adequate signage available for the work?
9. Will your work places be kept in a clean, tidy and safe condition, before and after work? Has this task been assigned to a responsible worker?
10. Are all your workers aware that they must report any accident, near miss or hazardous situations and to whom this is to be reported?
11. Is all of your equipment to be used in the performance of the contract in a safe working order and maintenance records kept where required?
12. Have you and your employees attended a COGG induction and been given a Safety Awareness Certificate (Blue Card)?
13. Are all of your workers aware of the following statement:

ANY CONTRACTOR OR THEIR EMPLOYEE, CONTRADICTING THE CITY OF GREATER GERALDTON GUIDELINES AND POLICY MAY BE REQUIRED TO LEAVE THE PREMISES OR WORKSITE AND MAY BE REFUSED RE-ENTRY. THE SAID CONTRACT MAY BECOME NULL AND VOID.

SAFETY RULES

The safety and health of all people working for the City is of primary concern. The following rules are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.
2. Report any injury or incident immediately.
3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks e.g. high visibility shirt or vest to be worn on road reserve.
4. Council and contractor vehicles, machinery, equipment and facilities are to be used only by authorised personnel with the appropriate licence or ticket whilst working on Council projects.
5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.
6. In the event of fire or other emergency, follow the instructions of the council emergency procedures.

7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type please inform your supervisor before you commence work.

Failure to observe this requirement may result in termination or suspension of the contract.

8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations. You will be responsible for any fines or penalties that may occur for breaches of the road rules.
9. Machinery, equipment, materials and tools must be secured whilst in transit.
10. Any unsafe working conditions must be reported to your supervisor.
11. All roadwork must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works.
12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.
13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.
14. Smoking is not permitted inside Council buildings, enclosed areas or Council **and contractor vehicles** while undertaking work for Council.

SAFETY PROCEDURES

Working At Heights

- Where possible, the need to work from heights should be eliminated.
- Approved height protection control measures must be implemented based on risk (safety harness, scaffolding, etc.). Relevant equipment must be provided by the Contractor.
- The Contractor must ensure that its Personnel have received appropriate training in the correct use of equipment, including fall arrest equipment.
- a **Work Method Statement** shall be provided for all risk identified areas copies are available from the City's Representative/Project Manager.

Ladders And Scaffolds

- Metal / aluminium ladders shall not be used anywhere where electrical hazards exist (voltages in excess of 50 volts AC or 120 volts DC)

- Ladders must comply with relevant Australian Standards and be in good condition. The Contractor must inspect ladders prior to use.
- The Contractor must ensure that its Personnel are trained in safe work practices in relation to ladders.
- All scaffolding used on site must comply with relevant laws and Australian Standards and all scaffolding must be assembled by trained and licensed Personnel.

Chemical Management and MSDS's

Contractors must provide up to date Material Safety Data Sheets (MSDS's) for all chemicals:

- used on site
- brought onto the site and/or stored at the site.

MSDS's are valid for five years from the date of issue **and be current**. They must include Australian emergency contact details.

Additionally, contractors must include all chemicals they store permanently on site in The City of Greater Geraldton site's Chemical Register, for example cleaning chemicals. For refurbishment or new site works, the contractor must maintain a separate Contractor Chemical Register that is available on site for the duration of these works.

A copy of the Contractor Chemical Register must be produced to an authorized officer of Council upon request.

Contractors must store chemicals in a manner and location that is:

- in a secure position where unauthorised people cannot access them
- free from the risk of falling or being knocked over
- in line with City of Greater Geraldton's storage requirements for dangerous goods and hazardous substances
- appropriately labelled

Contractors must:

- minimise the quantity of cleaning products kept at the site
- provide MSDS's for all chemicals used on site
- use control measures as outlined in the risk assessment, Work Method Statement and/or MSDS
- keep all empty or full liquid petroleum gas (LPG) cylinders secured on a cleaning equipment trolley or against a wall to prevent the cylinder from being knocked over or damaged.

Manual Handling

In order to control the risks associated with manual handling the contractor should develop and implement risk assessments and operational procedures in accordance with all legislative requirements.

Risk Assessment sheets are available from the City's Responsible Officer

Plant and Equipment

In order to control the risks associated with working with plant and equipment the contractor should develop and implement risk assessments and operational procedures in accordance with all legislative requirements.

Contractors must ensure that all plant and equipment they bring onto City of Greater Geraldton sites;

- Contractor staff that use the plant or equipment are appropriately licensed and have completed relevant competency based training.
- No electric operated power tools/equipment are to be used during trading hours without permission.
- All portable electrical equipment is tested and tagged in accordance with AS3760 and any legislative requirements.
- All equipment must be operated without risk to employees or customers at any time.
- Plant and equipment must be stored, operated and maintained in accordance with legislative and Australian Standard requirements.
- Equipment must never be left unattended and must at all times be out of reach of children.
- Noise levels must be kept to a minimum.

City of Greater Geraldton plant and equipment is not to be used by contractors unless written permission has been obtained from the Responsible Person upon reviewing all relevant training and licensing requirements.

Incident management

All contractor incidents that occur on City of Greater Geraldton sites, including near misses must be reported to City of Greater Geraldton Responsible Person as soon as practical after the incident.

Contractors are required to co-operate in incident investigations as requested.

Safety Management Plans (SMP's)

Prior to the commencement of contract work, the contracting company will develop and submit to City of Greater Geraldton Responsible Officer a Health and Safety Management Plan on how the contract works will be completed without risk to anyone's health and safety. A Health and Safety Management Plan will be developed for the following high risk contracts, including projects:

- all construction projects (new sites and refurbishment)
- contracts with an estimated value of \$250,000 and over

- long term contracts (12 months and over)
- contracts with a large number of subcontractors (over 10 medium to large size subcontracting companies) and/or requiring a high frequency of site visits
- contracts that provide a service by performing **high risk*** activities
- any other contracts at the discretion of the Contract manager

***High risk** activities include but are not limited to:

- Asbestos removal
- Construction work of any kind
- Demolition
- All electrical work (excludes replacement of lamps in light fittings)
- Hot work in hazardous area
- Installation/replacement of any petrol station equipment (underground or above ground)
- Scaffolding
- Tank cleaning or testing
- Welding in hazardous areas
- Working at heights
- Transport (truck driving)
- Pruning trees under power lines
- Confined space
- Any other high risk works as defined by state legislations

There may also be other risks not listed above. These should be identified and included in the scope of works. The Health and Safety Management Plan must address all hazards within the scope of works and the known hazards list (provided).

There will be situations where a high risk activity is performed as a one-off activity rather than one of many activities within a more complex project such as construction. In this situation, City of Greater Geraldton responsible officer will decide whether a Work Method Statement is more appropriate to use than a Safety Management Plan.

Electrical Safety

- All power leads, portable electrical tools and RCDs used on City of Greater Geraldton sites must be tested and tagged in accordance with AS 3760 and legislative requirements.
- Only qualified and licensed persons are to conduct electrical work (Those with restricted electrical licences may complete work in line with the restrictions of the licence).
- Electrical leads to be positioned to ensure they will not be damaged or exposed to wet areas.
- Electrical leads must not cross the store aisle ways and must be concealed to avoid trip hazards.
- Double adaptors are not to be used on City of Greater Geraldton worksites.
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works.
- Tag out/lock out procedures apply.

Scheduling of works

Where an activity included in the scope of the contract has a high risk of exposure to the public or employees, the contractor should schedule these activities outside the site's operating hours. For 24-hour sites, the contractor must arrange to complete high-risk activities at off-peak times.

Work permits

The following work permits apply to work conducted on City of Greater Geraldton sites:

- Hot Work Permits
- Confined Space Work Permits
- Hazardous Work Permits.
- Excavation/Trenching Permit
- Any government authority permits for work on a total fire ban day.

Before contractors perform the work for which they are engaged, they must obtain the necessary work permits.

Hot Work Permits

The contractor must not commence any hot work; for example, welding or any task using an open flame, within City of Greater Geraldton sites, without completing a Hot Work Permit. The Responsible Person can provide the contractor with a copy of the Hot Work Permit to fill in. For the purpose of this permit, City of Greater Geraldton Responsible Person or delegate is the authorised City representative. The contractor must ensure that:

- all combustible materials are removed from the area as far as practically possible, or made safe within the area.
- no flammable liquids, vapours, gases or dusts are present
- extinguishers and fire hoses are present at the site
- the contractor's employees know how to use portable fire-fighting equipment
- the contractor's employees know the location of the fire alarm system and telephones
- fire retardant covers are supplied and, where possible, they cover merchandise
- clearance distances are met
- gas bottles are secured
- the area is isolated

Confined Space Work Permit

Contractors must complete a Confined Space Work Permit and comply with all the Australian Standards and State legislative requirements associated with the confined space entry, before they can begin work in a confined space. The City of Greater Geraldton Responsible Person can provide the contractor with a copy of the Confined Space Work Permit form as required however the contractor should have a Confined Space Procedure in place to be implemented. If entry is required, the employee must obtain a Confined Space Work Permit and comply with all the requirements of the AS 2865 and State legislative requirements on confined space entry.

On completion of the confined space works, the authorised person for the works must sign off the permit. For the purpose of this permit the authorised person is an appropriately trained contractor company representative.

Hazardous Works Permit

The contractor must complete a Hazardous Works Permit before commencing any of the following activities:

- roof work
- trenching and excavation work
- crane operations
- energy isolation (water, gas and electricity).

The Responsible person must approve the permit before the contractor can commence hazardous work. For the purpose of this permit, the authorised person is the contractor's supervisor or principal contractor (for construction works). Once works have been completed, the permit must be returned to City of Greater Geraldton Responsible Person

Excavation/Trenching Permit

The contractor must complete an Excavation/Trenching permit before commencing any of the following activities:

- laying of drainage in road Reserve
- Laying drainage, culverts under road
- Repairs to storm water drainage
- Laying reticulation in parks or on road reserves

The Responsible Person must approve the permit **before** the contractor can commence any excavation or trenching work

Occupational Health and Safety issues

- With all work tasks, there are legal requirements to
 - identify any hazards
 - assess any risks
 - control the risks
 - mitigate the risks
- Use a Job Safety Analysis [JSA] to formalise this process
- Create a Safety Management Plan [SMP]
- Perform all work in a safe manner
- City of Greater Geraldton requires certain forms to be completed; refer to Contractors Safety Manual for these and JSA and SMP.

Contractors Safety Management plan

The Safety Management Plan should include

- Occupational Health and Safety [OH&S] policy and structures
- Safe work practices and procedures; Danger Tags
- Job Safety Analysis and/or risk assessment procedures
- Training; including inductions for Contractors staff
- Personal Protective clothing and equipment
- Safety inspections details
- Emergency procedures
- Hazard, incident and injury reporting, recording, investigation and follow up procedures.

Elements of safety

Identify risks

- cordon off areas with barricades, tape
- be aware of emergency procedures
- protect third parties from fumes, dust ,gas, chemicals, fire and noise levels
- use appropriate signage
- wear protective clothing

Hazards to Contractors

Physical:

- work practices and safe systems to ensure safe work place
- provide information, training and supervision to employees
- consult and co-operate with employees on safety
- ensure plant is installed or erected so that it can be used safely, including scaffolding and mobile scaffolds and cranes
- provide adequate Personal Protective Equipment and clothing
- avoid tripping hazards
- work safely at heights

Asbestos:

- clearly identify with signage and cordon off
- prohibit mechanical work
- use licensed asbestos removalist

Chemical:

- handling and storage of chemicals at work
- Material safety data sheets

Electrical:

- Earth Leakage Protection on all portable electrical equipment
- appropriate tagging and testing of electrical equipment

Environmental:

- appropriate waste disposal
- do not use City of Greater Geraldton bins
- no liquids to go down drains

Hot work:

- appropriate permit is to be issued if hot work is necessary
- if fire system is activated, and Fire Brigade is called out unnecessarily, Contractor will be charged the call-out fee
- emergency evacuation

Evacuation procedures

- follow COGG procedure

Injuries

- minor injuries
- if medical assistance is required, telephone 000 or 112
- reporting procedure

Reporting Hazards

Many workplace hazards are brought to the attention of a supervisor or manager through a report being made by an employee. These must be taken seriously and either dealt with or passed to the appropriate person for prompt action. All identified hazards should be documented.

It is the responsibility of management to assess and provide control methods for the hazards that have been identified. Once hazards have been identified, assess the level of risk. This will determine the priority assigned to its elimination or control.

Risk Assessment Definition

Risk Assessment is the process of determining the 'level of risk' associated with a hazard by examining the probability of consequences occurring, and the severity of those possible consequences.

Following a risk assessment a Risk Score can be assigned which will reflect the priority for corrective action and the intensity for hazard control required.

LIKELIHOOD

CONSEQUENCES

RISK SCORE / PRIORITY

Almost Certain

Is expected to occur in most circumstances

Insignificant

No injuries, minor property damage

Extreme Risk

Immediate action required.

Likely

Will probably occur in most circumstances

Minor

First aid treatment, medium property damage

High Risk

Senior management attention needed.

Possible

Might occur at some time

Moderate

Medical treatment required,

Moderate Risk

Management responsibility must be specified.

Unlikely

Could occur at some time

High level of property damage

Low Risk

Manage through routine procedures

Rare

May occur only in exceptional circumstances

Major

Lost time injury or disease
Major property damage

Catastrophic

Death or disability
Significant property damage

Risk Matrix

Consequences Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	A	Moderate	High	High	Extreme	Extreme
Likely	B	Low	Moderate	High	High	Extreme
Possible	C	Low	Moderate	Moderate	High	High
Unlikely	D	Low	Low	Moderate	Moderate	High
Rare	E	Low	Low	Low	Low	Moderate

Risk Acceptance Criteria

RISK RANK	DESCRIPTOR	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO

This assessment shall be completed by the manager/supervisor in consultation with employees, and the OSH representative where elected, and reviewed by senior management in order to determine the risk of injury, illness, property or equipment damage occurring from the identified hazard.

Note: In some circumstances in order to complete this risk matrix, scientific testing or professional advice may be required in order to quantify the hazard. i.e. ergonomic assessment, environmental or noise assessments etc.

How to Assess Risk

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk						
<p>What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened.</p> <p>Look at the descriptions and choose the most suitable Consequence.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">CONSEQUENCE</p>		<p>What is the likelihood of the consequence identified in step 1 happening? Consider this with the current controls in place.</p> <p>Look at the descriptions and choose the most suitable Likelihood.</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">LIKELIHOOD</p>		<p>A. Take Step 1 rating and select the correct column.</p> <p>B. Take Step 2 Rating and select the correct line.</p> <p>C. The calculated risk score is where the two ratings cross</p>						
Consequence		Likelihood		LIKELIHOOD						
Personal Damage		Description			Insignificant	Minor	Moderate	Major	Catastrophic	
Catastrophic	Permanent disability or death	Rare	The Event may only occur in exceptional circumstances	CONSEQUENCE	Almost Certain	Moderate	High	High	Extreme	Extreme
Major	Lost Time Injury	Unlikely	The event could occur at some time		Likely	Low	Moderate	High	High	Extreme
Moderate	Medical treatment	Possible	The event should occur at some time		Possible	Low	Moderate	Moderate	High	High
Minor	First Aid Treatment	Likely	The event will probably occur in most circumstances		Unlikely	Low	Low	Moderate	Moderate	High
Insignificant	Negligible Injuries	Almost Certain	The event is expected to occur in most circumstances		Rare	Low	Low	Low	Low	Moderate

“The way in which consequences and likelihood are expressed and the way in which they are combined to determine a level of risk should reflect the type of risk, the information available and the purpose for which the risk assessment output is to be used.”

As set out in section 5.4.3 of the AS/NZS ISO 31000:2009 Risk management— Principles and guidelines

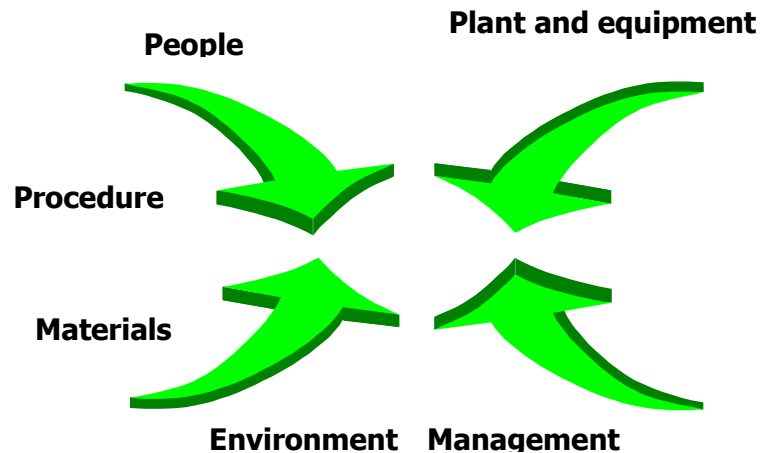
Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”.

Contractor's responsibilities

- To provide a safe workplace and procedures to protect their employees, and to ensure that no other person, such as students, staff and visitors, are exposed to hazards
- Contractors are required to ensure that their employees and sub-contractors are aware of their and City of Greater Geraldton safety, health and other requirements

Components of a System of Work



Contractor's inspections

- Contractors are required to perform their own inspections, risk assessments and job safety analysis on the tasks they were contracted to perform.
- City of Greater Geraldton will not instruct, supervise or control the work for which a Contractor has been employed to perform
- City of Greater Geraldton will inspect to ensure that the Contractor is conforming to COGG policies and procedures

Safety breaches

Should City of Greater Geraldton become aware of a safety breach they will:

- request that the Contractor take immediate action to repair the situation so that the workplace is safe
- stop works until the Contractor has repaired the breach
- remove the Contractor from the list of Preferred Contractors
- report breach to WorkSafe WA

CONTRACTORS SAFETY AGREEMENT

On behalf of the contractor named below, I do confirm that the City of Greater Geraldton has provided me with the following;

- City of Greater Geraldton’s Occupational Safety and Health Employee Manual
- City of Greater Geraldton’s Safety Procedures
- City of Greater Geraldton’s Contractor Checklist

I understand that the above mentioned documents summarise the rules and conditions under which this contract has been granted.

I do acknowledge that I and all persons employed by the Contractor are required to attend an OS&H induction and comply with the City of Greater Geraldton’s operating procedures and that failure to do so is sufficient grounds for cancelling the contract should the council choose to exercise this option.

Contractors Name: _____

Business Address: _____ P/Code: _____

Telephone Number: _____ A/Hours: _____

Please tick appropriately		YES	NO
Contractor Status:	Employer	_____	_____
	Sole Trader	_____	_____

Contractor representative’s signature:

Date: _____

City Representative/Project Manager:

Date: _____

STANDARD PPE REQUIREMENTS

SELECTION OF PERSONAL PROTECTIVE EQUIPMENT

The use of personal protective equipment is lowest in the order of control properties. These controls should not be relied on as the primary means of risk control until the options higher in the list of control priorities have been exhausted.

If personal protective equipment has been identified as one of the control measures to minimise exposure to a risk, the employer must make sure such equipment is provided.

The employer should also provide training and instruction in the use of personal protective equipment to ensure employees receive the desired level of protection from the equipment.

The selection of appropriate personal; protective equipment requires consideration of the hazards and risks of the work processes. The hazard identification and risk assessment required by the Regulations should ensure hazards and risks of the work processes are clearly identified.

If in addition to implementing control measures to eliminate or reduce the risk, it is determined there is a need for personal protection, the next step is to ensure the provision of personal protective equipment is appropriate to the hazard and the risk. (Taken from Code of Practice Personal Protective Clothing and Equipment.)

The following is a series of tables showing various situations, the risks involved and the Personal Protective Equipment that is required to protect the worker from the situation described.

Falls from Heights

Falling Persons		
Area of Exposure	Risks	Protection
Head	Falling objects	Safety helmets
	Moving objects	Bump hats
Eyes	Falling fragments	Safety goggles, face shield
Hands	Falling objects	Safety gloves
Feet	Heavy falling & rolling objects	Safety footwear
	Light objects	Protective shoes
Whole body	Falls from one level to another	Fall injury prevention system
	Falls from slippery surfaces	Slip resistant shoes

Prevention of Flying, Protruding and Sharp Objects

Non-mechanical penetration or impact injuries		
Area of exposure	Risks	Protection
Head	Cutting, flying protruding objects, sharp objects	Safety helmets, protective headgear
Eyes	Protruding, flying objects	Eye protectors, face shields
Hands	Cutting, flying, protruding objects, sharp objects	Gloves
Feet	Cutting, flying, protruding objects, sharp objects	Safety shoes
Whole body	Cutting, flying, protruding objects, sharp objects	Protective clothing

Prevention of Crush Injuries

Being crushed or caught in or between moving parts of machinery and equipment		
Area of exposure	Risks	Protection
Head/hair	Moving, swing parts of machinery	Safety helmet, hair net
Eyes	Projects debris, off-cuts	Safety goggles, face shields
Hands	Crushing	Machinery guards are an effective means of preventing crushing of hands by machines in general and presses in particular
Feet	Moving, swings parts of machinery	Safety shoes
	Crushing	Safety shoes
Whole body	Collisions, crushing	Seat belts, ROPS, reflective coats

Hazardous Substances

Hazardous substances		
Area of exposure	Risks	Protection
Head	Splashes, burns to face	Face shield
Hands	Burns, dermatitis, absorption into the body tissue and blood, defatting	Impervious safety gloves
Skin/body	Over spray Mist	Overalls and elbow length gauntlet gloves, MSDS
Eyes	Chemical splashing or powder from decanting	Goggles, face shield, MSDS
Respiratory System	Chemical spills, damaged chemical gas lines	Self Contained Breathing Apparatus, respirator MSDS
Feet	Crushing injury	Safety footwear, impervious footwear , MSDS
	Burns, absorption into body tissue and blood defatting	Impervious , hazardous chemical suit

Prevention of Burns and Scolds

Burns Scolds, Spills or splashes		
Area of exposure	Risks	Protection
Head	Burns , scolding, splashing, contact with heat	Face masks, fire protective clothing, protective footwear
Eyes	Splashes, sparks, burns	Eye protectors, protective eyewear
Hands	Burns, scolding, splashes, contact with heat, spills	Protective gloves
Feet	Burns, scolding, splashes, contact with heat, spills	Protective footwear, gaiters
Whole body	Burns, scolding, splashes, contact with heat, spills	Respiratory equipment, fire protective clothing including aprons

Prevention of Radiation Hazards

Radiation Hazards		
Area of exposure	Risks	Protection
Head	Cancer, skin burns	Face shields, protective headwear (wide brims)
Eyes	Optical radiation, glare, corneal damage, cataracts	Eye filters, protective eyewear
Hands	Cancer skin burns	Protective gloves
Feet	Cancer skin burns	Protective footwear
Whole body	Cancer skin burns	Shields, aprons, protective clothing, sun screen lotions

Prevention of Noise Injuries

Noise		
Area of exposure	Risks	Protection
Ears	Over exposure to noise (hearing damage, loss)	Personal hearing protectors

Prevention of Electrical Injuries

Electricity		
Area of exposure	Risks	Protection
Head	Burns, electric shock	Protective headwear
Eyes	Sparks, glare	Eye protectors
Hands	Burns, electric shock	Safety gloves
Feet	Burns, electric shock	Protective footwear
Whole body	Burns, electric shock	Protective clothing

Prevention of Vibration Injuries

Vibration		
Area of exposure	Risks	Protection
Hands	Raynaud’s Syndrome (from continuous vibration)	Protective gloves (Anti-vibration)
Whole body	Spine disorders, gastrointestinal disturbances, circulation, muscle and joint disorders	Redesign of work process, equipment, work practices

AUSTRALIAN STANDARDS APPLICABLE TO LOCAL GOVERNMENT

(Not definitive)

- | | |
|--|--|
| 1. AS/NZS 1200:200 | Pressure equipment |
| 2. AS/NZS 1269
AS/NZS 1269.1:1998
AS/NZS 1269.3:1998 | Occupational Noise Management
Measurement and assessment of noise emission and exposure.
Hearing protector program |
| 3. AS 1319-1994 | Safety signs for the occupational environment |
| 4. AS/NZS 1337:1992 | Eye protectors for industrial applications |
| 5. AS/NZS 1338:1992 | Filters for eye protectors |
| 6. AS 1418
AS 1418.10-1996 | Cranes (including hoists and winches)
Elevated Work Platforms
(See Regulations for variations) |
| 7. AS/NZS 1576 | Scaffolding (See Regulations for variations) |
| 8. AS 1636-1996 | Agricultural wheeled tractors – Roll-over protective structures. Criteria and tests |
| 9. AS 1674
AS 1674.1-1997
AS 1964.2-1990 | Safety in welding and allied processes
Fire precautions
Electrical |
| 10. AS/NZS 1715:1994 | Selection, use and maintenance of respiratory protective devices |
| 11. AS/NZS 1716:1994 | Respiratory protective devices |
| 12. AS 1735 | Lifts, escalators and moving walks (Known as SAA Lift Code) |
| 13. AS/NZS 1801:1997 | Occupational protective helmets |
| 14. AS/NZS 1892 | Portable Ladders |
| 15. AS 2030 | The verification, filling, inspection, testing and maintenance of cylinders for storage and transport of compressed gases. |
| 16. AS/NZS 2161 | Occupational protective gloves |

17.AS/NZS 2210	Occupational protective footwear
18.AS/NZS 2211	Laser safety
19.AS 2294-1997	Earth –moving machinery – Protective structures
20.AS 2375-1980	Guide to the selection, care and use of clothing for protection against heat and fire.
21.AS 2397 – 1993	Safe use of lasers in the building construction industry
22.AS 2550.7 – 1996	Builder’s hoists and associated equipment
23.AS 2550.10 – 1994	Elevated Work Platforms
24.AS 2550.13 -1997	Building Maintenance Units
25.AS2601 2001	Demolition Structures
26.AS/NZS 2604:1998	Sunscreen products – Evaluation and Classification
27.AS/NZS 2865:2001	Safe Working in a Confined Space
28.AS/NZS 3000:2000	Electrical installations – Buildings, structures and premises (known as Wiring Rules)
29.AS/NZS 3012:1995	Electrical Installations – Construction and demolition sites
30.AS 3765-1990	Clothing for protection against hazardous chemicals

Accident/Incident/Hazard Report Form - (Reg. No _____)

Report Type: Accident Audit Hazard Incident Inspection Public Staff Worksafe Other
 Injury reportable to WorkSafe (Fatality, Fracture, > 10 days off work)

Date & Time of Accident Date: / / Time: AM PM **Witnesses:** Attach Statements

Date & Time Reported Date: / / Time: AM PM **Reported To:** Title

Person Involved: Name: Date of Birth: / / Occupation: F/Time P/Time Casual Volunteer
 Subcontractor: Equipment Type: Number: Registration Number:

Description of Property Damage:

Estimated Cost (Property Damage Only): Nil <1,000 1,000-10,000 10,000-50,000 50,000-150,000 >150,000

Injury Details

Part of Body: Head/Face Arm/Wrist (Left/Right) Hand/Finger(Left/Right) Eye (Left/Right) Neck/Shoulder Internal
 Leg/Knee (Left/Right) Back/Trunk Foot/Toe (Left/Right) **Treatment:** First Aid Doctor Hospital

Type of Injury: Fracture Amputation Concussion Multiple Dislocation Contusion/Bruising Poison/Allergy
 Strain/Sprain Laceration Abrasion Burn Foreign Body in eye Other

Accident Details - Please provide a description of the identified risk (what has or could happen) (include names of any chemicals used)

Hazard Agencies (Only one X required, in one box)

Machinery & Fixed Plant	Circular & other powered saws <input type="checkbox"/>	Cutting, slicing & sawing Machinery <input type="checkbox"/>	Concrete cutting saws <input type="checkbox"/>	Batteries <input type="checkbox"/>
	Printing Machinery <input type="checkbox"/>	Heat exchangers (radiators) <input type="checkbox"/>	Refrigeration plant/equipment <input type="checkbox"/>	Mulchers <input type="checkbox"/>
	Storage tanks/areas <input type="checkbox"/>			
Mobile Plant & Transport	Scrapping Plant (graders/dozers) <input type="checkbox"/>	Digging Plant (Excavators/Backhoes) <input type="checkbox"/>	Loading Plant (fend loader, F/Lift) <input type="checkbox"/>	Road Rollers/Compactors <input type="checkbox"/>
	Trucks, semi trailers, Lorries <input type="checkbox"/>	Compressors, pumps, pneumatic tools <input type="checkbox"/>	Cement mixers, Wheelbarrows <input type="checkbox"/>	Quad bikes Etc <input type="checkbox"/>
	Tractors, agricultural or otherwise <input type="checkbox"/>	Ride on movers, Powered mowers <input type="checkbox"/>	Cars, wagons, vans, utilities <input type="checkbox"/>	
Powered Equipment Tools Etc	Abrasive, cutting powered tools <input type="checkbox"/>	Electric drills, grinders etc. <input type="checkbox"/>	Heat guns, soldering irons etc. <input type="checkbox"/>	Jugs, kettles urns <input type="checkbox"/>
	Arc welding equipment <input type="checkbox"/>	Oxy Acetylene equipment <input type="checkbox"/>	Kitchen food preparation appliances <input type="checkbox"/>	Post hole diggers, Augers <input type="checkbox"/>
	Brush cutters/Whipper snippers <input type="checkbox"/>	Electronic office equip, etc. <input type="checkbox"/>	Communication equipment <input type="checkbox"/>	Chainsaws <input type="checkbox"/>
Non-Powered Handtools, Appliances	Knives, Cutlery & Scissors <input type="checkbox"/>	Handsaws <input type="checkbox"/>	Chisels, awls, screwdrivers <input type="checkbox"/>	Hypodermic Syringes <input type="checkbox"/>
	Shovels, pickaxes, mattocks <input type="checkbox"/>	Hammers, mallets <input type="checkbox"/>	Pliers, pincers, tweezers, forceps <input type="checkbox"/>	Brooms, Mops <input type="checkbox"/>
	Wrenches, spanners, sockets <input type="checkbox"/>	Files, Rasps <input type="checkbox"/>	Ladders <input type="checkbox"/>	Refuse or Waste bins <input type="checkbox"/>
	Crowbars, pinch bars, Jemmies <input type="checkbox"/>	Playground/Sportsground equipment <input type="checkbox"/>		
Chemicals & Chemical Products	Chlorine <input type="checkbox"/>	Industrial Gases & Fumes <input type="checkbox"/>	Acids <input type="checkbox"/>	Paint, Varnish <input type="checkbox"/>
	Bases & Alkalis <input type="checkbox"/>	Hydrocarbon Fuels (petrol, oil etc.) <input type="checkbox"/>	Bitumen, asphalt, tar, pitch <input type="checkbox"/>	Detergents <input type="checkbox"/>
	Radioactive materials <input type="checkbox"/>	Diesel Fuel/exhaust fumes <input type="checkbox"/>	Carbon monoxide <input type="checkbox"/>	
	Plant treatment chemicals <input type="checkbox"/>	Herbicides, Biocides, Poisons <input type="checkbox"/>		
Materials & Substances	Cement & Lime (dry product) <input type="checkbox"/>	Wet Concrete <input type="checkbox"/>	Rocks, stones, boulders <input type="checkbox"/>	Asbestos <input type="checkbox"/>
	Bricks, Tiles & concrete <input type="checkbox"/>	Tree felled for processing/clearing <input type="checkbox"/>	Stationary & paper products <input type="checkbox"/>	Broken glass <input type="checkbox"/>
	Hazardous dust & Fibers <input type="checkbox"/>	Waste water, sewage etc <input type="checkbox"/>	Air (Gasses) under pressure <input type="checkbox"/>	Beverages <input type="checkbox"/>
	Fire, flame & smoke <input type="checkbox"/>	Liquid under pressure <input type="checkbox"/>	Heavy Metals (mercury, cadmium) <input type="checkbox"/>	
Environmental	Inclement weather (water, wind) <input type="checkbox"/>	Sun (UV exposure etc.) <input type="checkbox"/>	Holes in the ground <input type="checkbox"/>	Fencing <input type="checkbox"/>
	Wet/oily/icy traffic surfaces <input type="checkbox"/>	Buildings & other structures <input type="checkbox"/>	Openings in floors, walls & ceilings <input type="checkbox"/>	Steps & Stairways <input type="checkbox"/>
	Wet, oily, icy internal floor areas <input type="checkbox"/>	Hazardous Internal, traffic/floor areas <input type="checkbox"/>	Internal cond. (Temp, light, Air) <input type="checkbox"/>	Vegetation <input type="checkbox"/>
Animal, Human & Biological	Cows, steers, Cattle, Bulls. <input type="checkbox"/>	Sheep <input type="checkbox"/>	Dogs <input type="checkbox"/>	Cats <input type="checkbox"/>
	Spiders & other Arachnids <input type="checkbox"/>	Other four legged animals Kangaroos <input type="checkbox"/>	Snakes & other reptiles <input type="checkbox"/>	Poultry <input type="checkbox"/>
	Carcass <input type="checkbox"/>	Conditions of affected person <input type="checkbox"/>	Other person <input type="checkbox"/>	Insects <input type="checkbox"/>
	Fatigue <input type="checkbox"/>	Biological Agencies <input type="checkbox"/>		
Other & Unspecified	No physical agencies <input type="checkbox"/>	Other agencies <input type="checkbox"/>	Agency not apparent <input type="checkbox"/>	Agency not known <input type="checkbox"/>

Hazard Mechanism (Only one X required, in one box)

Falls, Trips & Slips	Fall from height less than 2 metre <input type="checkbox"/>	Fall from height more than 2 metre <input type="checkbox"/>	Stepping, kneeling /sitting on object <input type="checkbox"/>	Falls on the same level <input type="checkbox"/>
Being Hit by Moving Object	Hit by falling object <input type="checkbox"/>	Trapped by stationary/moving objects <input type="checkbox"/>	Hit by an animal <input type="checkbox"/>	Bitten by an animal <input type="checkbox"/>
	Accidentally hit by person <input type="checkbox"/>	Trapped by moving machinery/equip. <input type="checkbox"/>	Assaulted by a person/s <input type="checkbox"/>	Hit by moving objects <input type="checkbox"/>
	Exposure to mechanical vibration <input type="checkbox"/>			
Hitting Objects	Hitting stationary object <input type="checkbox"/>	Hitting moving object <input type="checkbox"/>	Rubbing & chaffing (tools/clothing) <input type="checkbox"/>	
Body Stressing (Muscular stress)	Lifting, carrying or putting down object <input type="checkbox"/>	Other than lifting, carrying object <input type="checkbox"/>	No objects being handled <input type="checkbox"/>	Repetitive movement low muscle load <input type="checkbox"/>

Heat, Radiation, Electricity	Contact with hot objects <input type="checkbox"/>	Contact with cold objects <input type="checkbox"/>	Exposure to environmental heat <input type="checkbox"/>	Contact with electricity <input type="checkbox"/>
	Exposure to environmental cold <input type="checkbox"/>	Exposure to non-ionizing radiation <input type="checkbox"/>		
Sound & Pressure	Exposure to single, sudden sound <input type="checkbox"/>	Long term exposure to sound <input type="checkbox"/>	Other variations in pressure (barometric) <input type="checkbox"/>	
Chemicals & Other Substances	Single contact with chemical/substance <input type="checkbox"/>	Long term contact, chemical/substance <input type="checkbox"/>	Insect, spider bites & stings <input type="checkbox"/>	
	Poisonous part of plant/marine life <input type="checkbox"/>	Other contact with chemical/substance <input type="checkbox"/>	Loss of containment/Spillage <input type="checkbox"/>	
Biological Factors	Contact/exposure to biological factors non-human origin <input type="checkbox"/>	Contact/exposure to biological factors human origin <input type="checkbox"/>		
Mental Stress	Exposure to a traumatic event <input type="checkbox"/>	workplace/occupational Violence <input type="checkbox"/>	Work pressure <input type="checkbox"/>	
	Other mental stress factors <input type="checkbox"/>	Work related harassment/bullying <input type="checkbox"/>	Other harassment <input type="checkbox"/>	
Other & Unspecified	Slide or Cave-in <input type="checkbox"/>	Vehicle Accident/incident <input type="checkbox"/>	Other/unspecified <input type="checkbox"/>	

How long has the employee worked in this area What Relevant training has been provided

Was there a Safe Working Procedure Y N IF NO, should one be provided Y N Was the task performed in variance to the SWP Y N

If YES describe the variance, and why used:

Was any of the involved plant/equipment damaged, unguarded, due for service etc. Yes No

Were there any other factors involved?.....

Type of Risk	Environment <input type="checkbox"/>	Finance <input type="checkbox"/>	OH & Safety <input type="checkbox"/>	Legislative <input type="checkbox"/>	Operational <input type="checkbox"/>	Public Safety <input type="checkbox"/>	Security <input type="checkbox"/>	Human Resources <input type="checkbox"/>
Work Area / Location	Admin <input type="checkbox"/>	Airport <input type="checkbox"/>	Camping Area <input type="checkbox"/>	Gravel Pit <input type="checkbox"/>	Caravan Park <input type="checkbox"/>	Cemeteries <input type="checkbox"/>	Health Clinic <input type="checkbox"/>	
	Depot <input type="checkbox"/>	Library <input type="checkbox"/>	Public building <input type="checkbox"/>	Rec. Centre <input type="checkbox"/>	Parks Reserves <input type="checkbox"/>	Swimming pool <input type="checkbox"/>		
	Salesyard <input type="checkbox"/>	Tele centre <input type="checkbox"/>	Transfer station <input type="checkbox"/>	Refuse Tip <input type="checkbox"/>	Playgrounds <input type="checkbox"/>	Roads, Road reserve <input type="checkbox"/>		
Work Group	Admin Staff <input type="checkbox"/>	Building Maintenance <input type="checkbox"/>	Cleaners <input type="checkbox"/>	Contractors <input type="checkbox"/>	Environmental <input type="checkbox"/>			
	Gardeners <input type="checkbox"/>	Health Staff <input type="checkbox"/>	Librarians <input type="checkbox"/>	Mechanic <input type="checkbox"/>	Outdoor Crew <input type="checkbox"/>	Pool Staff <input type="checkbox"/>		
	Rangers <input type="checkbox"/>	Security <input type="checkbox"/>	Salesyard Staff <input type="checkbox"/>	Rec. Centre Staff <input type="checkbox"/>	Public <input type="checkbox"/>	Volunteers <input type="checkbox"/>		

Level of Risk – Please identify level of consequence & likelihood					
Likelihood	Consequence				
	Insignificant Negligible injuries & Work impact	Minor First Aid injuries/ minor Work disruption	Moderate Medical Type Injuries, /some work disruption	Major LTI injuries & work disruption	Catastrophic Fatality, Permanent disability/work ceases
Rare-(Less than one in twenty years)	LOW	LOW	MODERATE	HIGH	HIGH
Unlikely-(At least once in ten years)	LOW	LOW	MODERATE	HIGH	
Possible-(At least once in five years)	LOW	MODERATE	HIGH		
Likely-(At least once each year)	MODERATE	HIGH	HIGH		
Almost Certain-(More than once/ year)	HIGH	HIGH			

Corrective Actions					
Elimination	Cease work process <input type="checkbox"/>	Modify work process <input type="checkbox"/>	Upgrade equipment <input type="checkbox"/>	Work rotation <input type="checkbox"/>	Disciplinary process <input type="checkbox"/>
Substitution	Replacement <input type="checkbox"/>	Relocation <input type="checkbox"/>	Work environment review <input type="checkbox"/>	Repair/Maintenance <input type="checkbox"/>	
Isolation	Barricading <input type="checkbox"/>	Guarding <input type="checkbox"/>	Tag out/Lock out <input type="checkbox"/>	RCD protection <input type="checkbox"/>	Fencing <input type="checkbox"/>
	Security/Locks <input type="checkbox"/>	Designated areas <input type="checkbox"/>			
Engineering	Colour coding system <input type="checkbox"/>	Redesign <input type="checkbox"/>	Re-manufacture <input type="checkbox"/>	Guards <input type="checkbox"/>	Fences <input type="checkbox"/>
	Emergency stop switches <input type="checkbox"/>				
Admin	License <input type="checkbox"/>	Policies <input type="checkbox"/>	Audit <input type="checkbox"/>	Training <input type="checkbox"/>	Designated Area <input type="checkbox"/>
	Procedures <input type="checkbox"/>	Disciplinary Process <input type="checkbox"/>	Supervision <input type="checkbox"/>		
	MSDS's <input type="checkbox"/>	Signage <input type="checkbox"/>	JSA's <input type="checkbox"/>	Induction <input type="checkbox"/>	Re-induction <input type="checkbox"/>
	Inspection <input type="checkbox"/>	Manage Contractors <input type="checkbox"/>	Colour Code <input type="checkbox"/>		
PPE	Helmets <input type="checkbox"/>	Sunscreen <input type="checkbox"/>	Overalls <input type="checkbox"/>	Dust Masks <input type="checkbox"/>	Face shields <input type="checkbox"/>
	Gloves <input type="checkbox"/>	Safety glasses <input type="checkbox"/>	Safety boots <input type="checkbox"/>		
	SCBA <input type="checkbox"/>	Hats <input type="checkbox"/>	Sun Glasses <input type="checkbox"/>	High visibility Clothing <input type="checkbox"/>	Chainsaw Chaps <input type="checkbox"/>
	Sun Glasses <input type="checkbox"/>	Ear protection <input type="checkbox"/>			

Please provide a description of the hazard management (what has been done, or will be completed)

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Manager / Supervisor Responsible	Admin <input type="checkbox"/>	Depot <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Pool <input type="checkbox"/>	Compliance <input type="checkbox"/>	Corporate <input type="checkbox"/>	Health <input type="checkbox"/>
	Salesyard <input type="checkbox"/>	Works <input type="checkbox"/>	CEO <input type="checkbox"/>	DCEO <input type="checkbox"/>	Finance <input type="checkbox"/>	Bus Development <input type="checkbox"/>	Community <input type="checkbox"/>

Signatures **Manager:** _____ **Employee:** _____ **Safety Rep:** _____

Action Completion Date: _____ **Action Review & Close Date:** _____

Insurance Claim details: Was the accident reported to police Y N If Yes which station? Number: _____

Third Part Details: Name: _____ Address: _____

Vehicle : Make/model: _____ Registration: _____ Damage: _____