Tenterfield Shire Council

Health and Safety Management Plan

Adopted: 19 December 2012
Resolution: 545/12

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1.   Introduction

This Health and Safety Management Plan (HSMP) describes the management of Health and Safety for the Tenterfield Shire Council. Key strategies of the Council are described in Policies which are included as appendices to this document.

The HSMP addresses the key requirements of:
- the NSW Work Health and Safety Act 2011 (the Act);
- The NSW Work Health and Safety Regulations 2011 (the Regulations)
- Tenterfield Shire Council's (TSCs) Health and Safety Policy (the Policy) attached at Appendix A.

1.1   Management systems

This Health and Safety Plan forms part of the Tenterfield Shire Council 's integrated planning and reporting system.

1.2   Policy statements

Tenterfield Shire Council's operations are undertaken in accordance with our policies. These policies can be viewed at www.tenterfield.nsw.gov.au and include several policies referenced by, and relevant to this plan including the Drug and Alcohol Policy and Smoke Free Workplace Policy included as appendices B and C respectively.

1.3   Roles and responsibilities

Key Roles

Role Description	Contact
General Manager	6736 6030
Director of Engineering Services	6736 6020
Director Environmental Services	6736 6010
Director Corporate Services and Community Sustainability	6736 6031
Deputy Director Engineering Services and Works Engineer	6736 6121
Services Manager	6736 6022
Gangers	0402 210 101
	0427 799 052
Health and Safety Officer	6736 6122

1.3.1   Responsibilities

__General Manager__
- The overall Health and Safety of Tenterfield Shire Council
- Ensuring the Health and Safety Management Plan is developed and implemented
- Monitoring the effectiveness of the Health and Safety Management Plan

Directors
- Develop and manage a work environment that prioritises and supports safe work practices
- Support the implementation and development of the Council Health and Safety Policy
- Ensure compliance with the Plan and Regulations, including reporting
- Develop, maintain and implement an effective Health and Safety Plan including supporting procedures, work method statements and associated documentation.
- Organize regular staff meetings to communicate Health and Safety priorities and risk management strategies

Managers
- Ensure compliance with the Plan and Regulations, including reporting
- Translate the Health and Safety Policy, Plan, Procedures and Risk Assessments into effective actions and tools for ensuring a safe work place
- Conduct fortnightly toolbox meetings and communicate of identified risks and management strategies
- Development of risk management strategies to deal with identified operational risks, notably specific risks relating to any high-risk construction activities
- Ensure all appropriate actions are taken to implement the Health and Safety
- Policy, Health and Safety Management Plan and legislative requirements within their areas of responsibility

Gangers
- Provide and maintain first aid supplies and personal protection equipment to all field staff
- Manage completion of daily risk assessments and work method statements/safe operating procedures
- Develop risk management strategies to deal with everyday operational risks
- Coordinate crews and daily prestart/toolbox meetings for crews
- Report on health and safety events and identified risks

Workplace Health and Safety Officer (WHSO)
- Advise Council on all matters of work health and safety
- Facilitate the development and implementation of Council's work health and safety and risk management strategies, including developing, monitoring and reviewing the Health and Safety Management Plan, effectively manage Council's insurance portfolio and implement risk management strategies to reduce Council's risk exposure across all functions
- Assist with the management of Council's Workers Compensation claims, injury management and return-to- work programs

All Staff and Volunteers
- Be responsible for your own personal safety including utilization of supplied PPE
- Arrive ready for work at the specified time, free from the effects of drugs, alcohol and fatigue
- Identify and help manage risks to yourself and fellow employees
- Look out for your fellow employees!

Contractors, Subcontractors and Suppliers
- Comply with all safe working procedures in accordance with instructions
- Ensure that they have safe systems of work
- Take reasonable care of themselves and others who may be affected by their actions

1.4 Organisational chart

Refer Appendix D - Tenterfield Shire Council Organisation Structure

2. Planning

2.1 Identification of requirements

The HSMP is used by the management team to ensure that all requirements are identified and effectively managed including:
- Stakeholder requirements;
- Tenterfield Shire Council management requirements;
- Statutory and legislative requirements.

Identified stakeholders include:
- Employees;
- Contractors and subcontractors;
- The Public.

Requirements for the HSMP are identified using;
- Legislation as identified in the Introduction of this document
- Policies of the Tenterfield Shire Council
- Feedback from the Health and Safety Committee

2.2 Objectives and targets

KPI	Target
Lost Time Injuries (LTI)	0
Medical Treatment Injuries (MTI)	0
Incidents Reported	100%
Prestart Meetings	Daily
Health and Safety Audit Inspections	2 per year
Toolbox Meetings (outdoor staff)	1 per fortnight
Departmental Staff Meetings	Monthly
MANEX Meetings Organisational (Indoor)	Weekly Bi-annual

2.3 Obligations and legal requirements

Tenterfield Shire Council, our subcontractors and suppliers will comply with local, state and federal legislation applicable to our work. Identified legislation is referenced in the Introduction to this HSMP and communicated to our personnel through inductions, toolbox meetings, procedures and policies. Relevant legislation is publicly available through the Internet or upon request to a Director.

3. Health and Safety Committee

Tenterfield Shire Council has appointed a Health and Safety Committee (the Committee) in accordance with clauses 75 and 76 of the Act.

In accordance with the Act:
- The constitution of the Committee is agreed between TSC and our workforce;
- The health and safety representative is a member of the Committee;
- At least half of the members of the Committee must be workers who are not nominated by the General Manager.

The Health and Safety Committee meets bi-monthly. Where suggestions for amendments to the HSMP are made by the Committee, the decision to amend the HSMP is made by the General Manager or delegate. Where a decision is made not to amend the HSMP following a recommendation of the Committee, the reasons for this decision will be presented at the Committee meeting following the decision.

4. Risk Management

4.1 At offices and non-construction workplaces

Tenterfield Shire Council shall provide a safe and healthy work environment for all employees and visitors in offices and non-construction workplaces by applying risk management techniques to ensure all workplace hazards have been identified, assessed and controlled. Examples of how risk management shall be achieved include:
- Risks are identified using our standard risk assessment form
- Potential hazards are identified and discussed at staff meetings
- Carrying out hazard identification, risk assessment and implementation of controls
- New employee inductions shall include relevant information and instruction on Workplace Health and Safety requirements
- All employee Position Descriptions to include the statement "All duties are to be carried out in accordance with the NSW Work Health and Safety Act and Regulations 2011 (the Regulations), and in accordance with Council's Health and Safety Policy"
- Emergency Evacuation Plans to be displayed in all Council buildings
- Fire extinguishers, fire blankets and first aid kits are available in all workplaces
- Risk management training is to be provided to all staff at the bi-annual meeting
- All workplaces shall restrict access to unauthorised persons and shall provide controlled access of all contractors and visitors

4.2 Construction sites

Tenterfield Shire Council engages in high risk construction work in accordance with clause 291 of the Regulations and also acts as a Principal Contractor in accordance with clause 293. We identify risks for Construction Sites using our standard risk assessment form, and manage these risks mainly through the development of Safe Work Method Statements. Other techniques for managing risk include inductions, prestart meetings, subcontractor Health and Safety Management Plans and project planning documentation (for significant projects).

4.2.1 Risk Assessments and Safe Work Method Statements

Risks and hazards are primarily identified in the works planning stage. Additional hazards may be identified during works by the workforce or management as a result of changed conditions or work methods, or observation. Risks are assessed using the potential consequence vs. the likelihood of that consequence. These two factors are used to determine the risk rating for each risk and determine the appropriate control measures.

Prior to commencing any new work, the works manager and/or ganger must review the operation and identify how any significant risk is managed and decide whether new SWMSs are required, or if the site/work requires re-communication of existing SWMSs to the workforce. Risk assessments are completed as part of the pre-start meeting process.

At the time of this Plan's development, Council has a legacy system of Safe Operating Procedures which describe work activities at a high level and direct users to individual Work Method Statements. This system will remain in service and will gradually be replaced by a single document per process system of Safe Work Method Statements in accordance with the template at Appendix G which is in line with the recommended Workcover template. Safe Work Method Statements are published in electronic format on the Council's Public drive, and are circulated in hard copy to Gangers as required or when updated.

Where a new activity type which has not previously been assessed is commenced, or site specific risks are evident, a new risk assessment must be conducted. Where this process identifies new risks, the appropriate mechanism for eliminating or managing the risk must be completed and documented. A copy of the standard Risk Assessment Form is included at Appendix F.

4.2.2 Site Safety Rules

Minimum site safety rules for the difference TSC work sites are attached at APPENDIX H of this Plan. Every TSC employee, subcontractor, supplier and visitor must abide by the identified site safety rules. A copy of the relevant rules will be given to employees during induction to the site and displayed at the works depots, offices and other council work places.

4.2.3 Public Access and Adjacent Work Areas

All construction or maintenance sites will be clearly signed identifying the site as a work site through either standard road signs or specific site signage. All works must be planned to either manage public access/thoroughfare, or exclude it.

4.2.4 Safety Procedures

Identified risks may also be managed through written procedures. Safety procedures function as policy documents for Operational level management principles, as opposed to Council Policies which are enacted by a vote of Council. Safety procedures are published in electronic format on the Council's Public drive, and are circulated in hard copy to Gangers as required or when updated

4.2.5 Monitoring & Reviewing the Effectiveness of Controls

The effectiveness of risk management tools will be reviewed using
- Feedback from the Committee
- Audits and Inspections
- Analysis of hazard and incident reports
- Feedback from personnel, suppliers and subcontractors

4.2.6   Working Alone

The specific case where employees are working alone in rural areas is a risk that warrants specific mention in this Plan. In such cases, the employee will advise their supervisor when they will be leaving to commence work, what their destination is, and when they should be expected to return. Where there is an extended duration of working alone, employees will arrange to contact their supervisor at agreed intervals by mobile phone, or where there is no coverage, a satellite phone will be made available.

5.   Emergency Preparedness and Response

5.1   First Aid and Medical Treatment

TSC will have a First Aid representative. The first aid officer's name, mobile no. and picture will be communicated at staff / toolbox meetings and posted on the wall in the appropriate office / depot.

Emergency service providers, local medical practitioners and hospitals and their phone numbers are listed at the site office and the Emergency Response Plan.

5.2   Emergency Response and Recovery

An Emergency Response Plan forms an appendix to this plan. The emergency response plan is tested through drills or other means in accordance with legislative requirements.

First aid supplies and fire extinguishers are supplied by TSC and inspected for compliance by;

- First Aid – "Accidental Health and Safety" – Phone 0401 132 060
- Fire Extinguishers – Phone 1300 369 309

6.   Training & Competency

6.1   Staff Training

Where it is identified that personnel onsite require additional training to undertake current or anticipated responsibilities, the manager, ganger or individual will identify an appropriate method of skill improvement and agreement will be made between the appropriate Director and the individual for its implementation.

Where the nature of the training is longer term or multi-stepped, a training plan may be drafted.

6.2   Workplace Competency Assessments

Competency and qualifications for prescribed activities will be recorded during inductions. This includes plant tickets, trade tickets and licenses.
Workplace competency performance will be assessed annually as part of staff performance reviews.

6.3   Induction Training

Each employee will have an induction in accordance with Council's "New Employee Induction" Policy No. 399/12. Refer Appendix H.

7. Provision and collection of information to employees, contractors and subcontractors

7.1 Communication

The primary means for information transfer is through regular meetings as described below:
- Meetings of the Committee
- Toolbox Meetings –Held fortnightly with all works personnel (Engineering);
- Works Project Meetings (major tendered projects) – Held with relevant TSC and subcontractor personnel as agreed on a case by case basis;
- Department Meetings – Held weekly or fortnightly with each director and their direct reports as required;
- MANEX meetings – Held weekly with the general manager and all directors;
- Council Meetings – Held monthly with all councillors, general manager and directors.

Health and Safety Documentation
Key health and safety documentation such as policies and the HSMP are publicly available through the Tenterfield Shire Council website. Additional risk management documentation including SWMSs and Risk Assessments are available from TSC's internal computer network and are distributed through meetings.
Key health and safety issues may also be communicated through memorandums or notices on the noticeboard at relevant work places.

8. Document and record management

8.1 Standard documentation

Council uses the Customer Relationship Management (CRM) Document Management System.
Council records are kept in accordance with NSW State Records requirements including "Keyword for Councils" Activity Index and GDA 39 Disposal Schedule.

8.2 Records management

The Records Officer is responsible for ensuring suitable records are kept and maintained for TSC.

There is no State Records prescribed filing system for electronic or hard copy documentation, however it is required that records be easily located and legible. Council workplace health and safety documents are easily located using the CRM Activity Index and using the keyword "human resources".
WHS documents relating to Council employees are also kept on Personnel files and are the responsibility of the Human Resource Manager.

When documents are archived, the contents of each archive and how they can be retrieved must be documented. All documents must legally be retained for periods determined in accordance with the GDA Disposal Schedule. Disposal will be through shredding and recycling.

9. Inspections and monitoring

9.1 Health Monitoring

Fitness for work

All personnel onsite including subcontractors and other trades are expected to be fit for work at the start of, and throughout each day. Employees must be free from the effects of drugs, alcohol and fatigue. Where an employee is ill or carrying an injury the relevant supervisor must be notified as soon as practical whether the employee is absent from work or in attendance.

TSC reserve the right to stand down any employee suspected of being under the influence of drugs or alcohol, or affected by fatigue. Refer Appendix B – Drug and Alcohol Policy

9.2 Workplace Rehabilitation

Where a worker is absent due to injury they are not to recommence without;
- A medical certificate stating their fitness for work
- An approved rehabilitation plan agreed with Workcover (where required)

9.3 Workplace Inspections

At least two workplace audit inspections will be conducted annually by the WHSO to ensure compliance with the Health and Safety Plan and identify opportunities for improvement. Regular health and safety inspections will also be conducted by Responsible Officers to review risk identification and verify compliance.

Where works are changing from routine operations, at least one SWMS will be reviewed per month to ensure it aligns with the activity as it is executed and that all risks are identified.

10. Event reporting, investigation & system improvement

10.1 Improvement Notices

Where an opportunity for improvement of general operations or TSCs system is identified, it is recorded in the Health and Safety Committee Minutes. Improvements may be identified by TSC employees, Councilors or the community. Improvement notices may be raised in response to complaints as a method of documenting the resolution process.

10.2 Event Reporting

Any incident on site will result in the raising of an Improvement Notice. The relevant TSC Director will investigate the incident to identify the cause, and implement control measures to prevent reoccurrence. The incident, its resolution and control measures will be communicated to the work force at staff, pre-start or toolbox meetings. Refer Section 10.4 for Notifiable Events and Statutory Reporting.

10.3 Corrective & Preventive Actions

Corrective or preventive actions may be identified through
- compliance audits and inspections
- incident analysis / investigation

- run of works observations

Where a corrective action is identified it is managed through the improvement notice process.

10.4   Notifiable Events / Statutory Reporting

Where injuries or incidents occur that require notification (as defined by legislation) the relevant TSC Director is responsible for ensuring notification of the relevant statutory authority, and worker's representatives immediately after becoming aware that a notifiable incident has occurred.

A notifiable incident includes;
- the death of a person;
- a serious injury or illness of a person;
- a dangerous incident.

Serious injury or illness is where a person requires;
- immediate treatment as an in-patient in a hospital;
- immediate treatment for the amputation of any part of his or her body, a serious head injury, a serious eye injury, a serious burn, the separation of his or her skin from an underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function, serious lacerations;
- medical treatment within 48 hours of exposure to a substance.

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
- an uncontrolled escape, spillage or leakage of a substance; implosion, explosion or fire; escape of gas, steam, or a pressurised substance.
- electric shock;
- the fall or release from a height of any plant, substance or thing;
- the collapse, overturning, failure or malfunction of, or damage to any plant that is required to be authorised for use in accordance with the regulations;
- the collapse or partial collapse of a structure;
- the collapse or failure of an excavation or of any shoring supporting an excavation;
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel;
- any other event prescribed by the regulations.

The person with management or control of the workplace where a notifiable incident has occurred will ensure that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs, except to assist an injured person or ensure the site is safe.

Records must be kept for each notifiable incident for at least 5 years from the day that notice of the incident is given to the regulator.

10.5   Performance Management

Good performance is recognised and encouraged as part of the staff, pre-start and toolbox meetings. Individuals or crews are to be commended for meeting or exceeding KPIs or program goals.

Non-compliance with Health and Safety policies of Council will be managed in accordance with performance management strategies as defined by the Local Government Act 1993 and the Disciplinary Procedures contained in Clause 32 of the Local Government (State) Award 2010 .

11. Review and continuous improvement

11.1 Improvement to operations

Each director is responsible for ensuring ongoing operations are in accordance with best practice and that opportunities for improvement in productivity, employee satisfaction and customer service are identified and implemented. Feedback from customers and employees can be sought from many sources including staff / toolbox meetings and at community forums.

Where opportunities for improvement are identified or required, strategies will be developed by the appropriate department and communicated through changes to procedures and policies and/or staff / toolbox meetings, or where appropriate discussions with individuals or teams.

11.2 Compliance audits

TSC verifies system compliance through programmed audits of operations. These audits review the planning and management documentation for compliance with TSCs policies and procedures. Results of compliance audits are reported at the next MANEX meeting and actions recorded as part of the minutes.

11.3 Management system reviews

Management system reviews are undertaken annually across all operations. The findings of these reviews, other audits, improvement notices and NCRs are compiled and reported to the management team at MANEX.

Where appropriate, changes to the management system will be implemented with proposed changes recorded as part of the MANEX meeting minutes.

12. Attachments

Appendix A – Health and Safety Policy
Appendix B – Drugs, Alcohol & Medication in the Workplace Policy
Appendix C – Smoking in the Workplace Policy
Appendix D – Tenterfield Shire Council Organisation Structure
Appendix E – Emergency Management/Evacuation Plan
Appendix F – Risk Assessment Form Template
Appendix G – Safe Work Method Statement Template
Appendix H – Induction
Appendix I – Site Safety Rules