



# WHS Management System

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# PART A: WORK HEALTH AND SAFETY ARRANGEMENTS

## 1. PURPOSE

The purpose of this Plan is to establish and maintain an effective health and safety management system.

Velocity Air is committed to implementing a structured approach to workplace health and safety to achieve a consistently high standard of safety performance. This plan will assist Velocity Air in meeting its obligations in accordance with work health and safety legislation.

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

## 2. WORK HEALTH AND SAFETY (WHS) POLICY

The Statement of Commitment and the Implementation of Policy Commitment provide the overarching direction VA will follow in pursuit of workplace health and safety outcomes. These commitments are:

### Statement of Commitment

Velocity Air is committed to providing a workplace that enables all work activities to be carried out safely. We will take all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of workers, contractors, visitors, and anyone else who may be affected by our operations.

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

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

### Implementation of Policy Commitment

Velocity Air is committed to ensuring, so far as is reasonably practicable, the health and safety of its workers (employees, contractors, labour hire workers, outworkers or apprentices) while they are at work, and that the health and safety of other persons (e.g. visitors) is not put at risk from our operations. This will be achieved by:

- providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- ensuring that workplaces under the control of Velocity Air are safe, without risk to health, and have safe means of access and egress;
- routinely consulting in order to maintain effective and co-operative relationships between Velocity Air and its workers, and with other duty holders, on health and safety matters in the workplace; and
- reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.
- Velocity Air commitment to providing safe and healthy working environments for its workers includes:

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

### 3. DEFINITIONS

Terminology	Definition
Person Conducting a Business or Undertaking (PCBU), Top Management	A PCBU has the primary duty of care to ensure, so far as is reasonably practicable: the health and safety of its workers while they are at work, and that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the PCBU. Velocity Air is a PCBU.
WHS Officer	It is an officer’s duty to exercise due diligence to ensure that the PCBU complies with its health and safety obligations under the WHS Act.  The Top Management for Velocity Air will usually be WHS Officers under the WHS Act.  The Top Management may be an Officer under the WHS Act Note: A person is an Officer under the WHS Act only if they “make, or participate in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or who has the capacity to affect significantly the corporation’s financial standing”. Whether a person is an Officer or not under the WHS Act will depend on the facts of the particular situation.
Worker	Previously known as ‘employee’.  The term worker includes employees, contractors and sub-contractors and their employees, labour hire employees, outworkers, apprentices and trainees, work experience students and volunteers.
Health and Safety Representative (HSR)	A worker elected by members of their work group to represent them in health and safety matters.
Other persons	Includes any visitors

### 4. RESPONSIBILITIES

#### Velocity Air

As the duty holder, Velocity Air, being the PCBU, must:

- ensure the health and safety of its workers and others in our workplace
- ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- provide and maintain a work environment that is without risks to health and safety
- provide and maintain safe plant and structures

- provide and maintain safe systems of work
- ensure the safe use, handling and storage of plant, structures and substances
- provide adequate facilities for the welfare of workers
- provide information, training, instruction and supervision
- monitor the health of workers and the conditions of our workplaces.
- Specific duties as a PCBU also include:
  - record and notify Velocity Air of any notifiable incidents arising out of the conduct of the business or undertaking
  - ensure authorisations are in place for any high-risk work or plant
  - consult so far as reasonably practicable with other PCBUs or persons who have a duty in regard to a work health and safety matter
  - consult so far as reasonably practicable with workers, their representatives and Health and Safety Representatives on work health and safety matters.

### **The WHS Officer**

The WHS Officer, is responsible for ensuring that Velocity Air complies with any duty or obligation under the WHS Act. This is achieved by these officers exercising due diligence, which means they:

- acquire and keep an up-to-date knowledge of work health and safety matters
- gain an understanding of Velocity Air's operations and the hazards and risks involved
- ensure that appropriate resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
- ensure that information regarding incidents, hazards and risks is received, considered and responded to in a timely way
- ensure that Velocity Air has, and implements, processes for complying with its WHS duties and obligations
- verify the provision and use of the resources and processes listed above.

This may include:

- having work health and safety as a standing agenda item for each Management meeting
- integrating WHS laws into everyday business through consultation with Managers and all workers
- developing a work health and safety management system framework, which will be reviewed on a regular basis.
- ensuring that WHS risk management is incorporated into all business activities and that hazard identification, risk assessment and control is an on-going process, including:
  - development and maintenance of a WHS risk register
  - development and maintenance of WHS policies and procedures
  - ensuring an effective injury/incident reporting procedure
  - ensuring appropriate processes are in place for WHS issues relating to contractor management
  - ensuring that the procurement of any equipment considers WHS matters
  - ensuring that regular hazard inspections of the Velocity Air workplaces occur
  - ensuring that WHS is a standing agenda item at all staff meetings

- incorporating WHS updates and information into regular reporting provided to the Board by Station Managers
- ensuring that WHS issues are part of all training provided for staff, including induction
- ensuring that contractors and visitors to Velocity Air are provided with appropriate and reasonable WHS information at site entry, and
- ensuring that the work environment is a safe environment.

### **General Manager**

The Manager, (if an officer), is responsible for ensuring that Velocity Air WHS policies and procedures are implemented in the workplace and/or systems of work under their control. As an integral part of their normal duties, the General Manager will:

- consult with their workers on measures to protect their health and safety
- actively follow agreed safety practices and model positive attitudes towards health and safety matters
- arrange for their workers to be instructed in healthy and safe systems of work and procedures and supervise the practice of safe working procedures
- notify Top Management and/or WHS Officer of all incidents, hazardous situations, dangerous occurrences or immediate risks to health and safety of any workers
- ensure that all workers are informed of this policy
- undertake consultation with all managers and workers on change that may affect their health and safety
- ensure that WHS is a standing agenda item at all staff meetings
- communicate WHS matters to Top Management

### **Project & Service Managers / Operations Managers / Supervisors**

Project, Service and Operations Managers and Supervisors are responsible for providing a workplace that is, as far as reasonably practicable, safe and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

- modelling health and safety leadership
- demonstrating a commitment to good health and safety performance, by:
  - talking about safety at regular meetings
  - ensuring safe work procedures are followed
  - reporting incidents, hazards and safety concerns promptly
  - assessing task risk and not allowing an activity to continue until it can be controlled adequately
- fostering a strong work health and safety culture where worker input is valued
- Promoting and implementing the Velocity Air Work Health and Safety Management System
- actively support the identification of hazards and risks and the management of these
- understand and monitor safety performance objectives
- proactively manage other duty holders (e.g. contractors), when required.

### **Workers**

Workers must take reasonable care for their own health and safety while they are at work, and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must comply, so far as they are reasonably able, with any reasonable instruction given

by the Managers, as well as co-operating with any reasonable Velocity Air policy or procedure which relates to workplace health and safety. On a day-to-day basis, this includes:

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

It is acknowledged that, in accordance with the Act, a worker may cease, or refuse to carry out work if they had a reasonable concern the work would expose the worker to a serious risk to their health or safety. The Act requires workers who cease work to notify the relevant manager that they have ceased unsafe work as soon as practicable after doing so. It also requires workers to remain available to carry out 'suitable alternative work'. This would not however require workers to remain at any place that poses a serious risk to their health or safety.

### **Contractors**

Contractors, sub-contractors and self-employed persons are defined as "workers" under the WHS Act if they carry out work in any capacity for Velocity Air. They are required to:

- comply with the requirements of the WHS legislation
- have in place any work health and safety policies and programs required under State or Territory safety legislation
- consult with Velocity Air about safety matters and comply with policies
- work safely and to include the safety of Velocity Air staff and visitors in their safety plans.

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

### **Visitors**

Visitors and other persons to Velocity Air also have responsibilities to abide by our workplace safety rules and procedures. These responsibilities include to:

- take reasonable care for their own health and safety and for the health and safety of other persons
- comply with, so far as they are reasonably able, all reasonable safety directions provided by Velocity Air staff
- report all safety related incidents to Velocity Air staff
- ensure the adequate supervision of any accompanying children
- not enter any restricted area without authorisation or escort
- not bring or consume alcohol or illegal drugs at Velocity Air workplaces
- not wilfully or recklessly interfere with Velocity Air property.

## **5. CONSULTATION AND COMMUNICATION ARRANGEMENTS**

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

- ask questions relating to WHS
- bring up safety concerns



- make recommendations regarding WHS
- give regular feedback
- become involved in evaluation of safety issues
- participate in any WHS related problem-solving process.

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

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

### **Health and Safety Representatives (HSR)**

HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSRs must undertake approved training to exercise their powers, and may:

- consult with workers on a regular basis
- inspect a work area as required
- participate in workplace accident and incident investigations as required
- participate in any change management discussions that may affect the health and safety of workers
- provide advice to managers on the welfare of workers in their work group.

HSRs cannot exercise their powers under the Act unless they are trained. HSRs are not liable for acts or omissions that are undertaken in good faith. HSRs are not entitled to personal or medical information about a worker without their consent unless that information is of a general form that does not identify workers specifically.

### **Health and Safety Committee**

Health and Safety Committees provide the forum for the constructive discussion of measures to assure health and safety in the workplace. At Velocity Air, the Health and Safety Committee will meet monthly and:

- facilitate co-operation between the PCBU and workers in the instigation, development and implementation of WHS policies and procedures
- assist in developing standards, rules and procedures relating to health and safety
- consult with workers regarding their WHS concerns
- consult with management regarding worker WHS concerns including change that may influence WHS more broadly
- ensure the conduct of regular workplace inspections.

Minutes of the latest Health and Safety Committee meeting will be made available for all workers to review.

## **6. TRAINING**

The Top Management / WHS Officer will conduct a training needs analysis and arrange for appropriate WHS training to be undertaken by workers as required.

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

In tasks with a high potential for injury, a separate documented assessment of a person's competency may be undertaken.



As a guide, competency assessments should be signed and dated by the assessor/assessee and contain the following elements:

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

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

## **7. WHS RISK ASSESSMENT**

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

- Control measures for WHS hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:
- elimination (removal of the hazard)
- substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one which is not hazardous)
- isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- engineering (e.g. guarding on machinery)
- administrative (e.g. provision of training, policies and procedures, signage)
- personal protective equipment (e.g. use of hearing , eye protection, high visibility vests).

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

## **8. RIGHT OF ENTRY**

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

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

Otherwise, a permit holder is required to give at least 24 hours' notice (and no more than 14 days) to Velocity Air before entering a workplace to consult on WHS matters or provide advice on those matters to relevant workers.

Velocity Air must not, without reasonable excuse, refuse or unduly delay a permit holder's entry into a workplace or obstruct them from exercising their rights under the WHS Act.

The permit holder must not intentionally and unreasonably delay, hinder or obstruct any person or disrupt any work at a workplace or otherwise act in an improper manner.

## **9. WHS ISSUE RESOLUTION**

Wherever possible, any WHS concerns will be resolved through consultation between workers, their representatives and/or their manager. If the concern cannot be resolved, then it can be referred to WHS Officer for resolution. Ultimately any issue remaining unresolved may be referred to Top Management. Where the issue remains unresolved the default procedure for issue resolution set out in the WHS Regulations must be followed.

If reasonable efforts have been made to resolve an issue and it remains unresolved, any party to the issue can ask Top Management to appoint an inspector to assist in resolving the matter.

## **10. AUTHORITATIVE SOURCES**

> *Work Health and Safety Act 2011*

> *Work Health and Safety Regulation 2017*

> Approved Work Health and Safety Codes of Practice

Additional information on these sources may be found at [www.velocityair.com.au](http://www.velocityair.com.au)

# PART B: GENERAL WHS INFORMATION

## 1. EMERGENCY PROCEDURES

An emergency procedure has been developed and this plan, together with a list of emergency contacts, is displayed in the following locations:

- administration /reception area
- Project and service office area
- kitchen/lunch room
- hallway
- outside male & female toilets

The Emergency Contacts List is included in the Emergency Procedure Guide, see **Attachment 1**. All fire emergency equipment, such as horns, sirens and fire extinguishers, will be tested by an approved provider every 12 months as per base building mandatory programme.

## 2. HAZARD/INJURY/INCIDENT REPORTING

**How to Report a Hazard or Injury or Incident:**

- All managers and workers including contractors are required to complete an incident form if a hazard/injury/incident occurs, and:
- Advise the WHS Officer and Top Management of the incident or injury or hazard
- For recording purposes complete a Hazard/Injury/Incident Report Form
- Complete the relevant sections of the form giving details of the incident. The form should be completed even when an injury has not occurred, that is, in the event of a near miss
- All hard copy forms should be signed by the relevant parties
- The WHS Officer or their delegate must record all injuries on the injury register
- Internal reporting of any hazard/injury/incident should occur is separate from reporting of notifiable incidents to SafeWork NSW.

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

## 3. REPORTING OF NOTIFIABLE INCIDENTS

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

> by phone—Contact SafeWork NSW on **13 10 50**

**Definition of "notifiable incident":** 'Notifiable incidents' include the following:

- **the death of a person**
- **a serious injury or illness of a person**

Serious injury or illness includes immediate treatment as an in-patient in a hospital; immediate treatment for certain serious injuries; or medical treatment within 48 hours of exposure to a substance

- **a dangerous incident**

A 'dangerous incident' means any 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 caused by incidents such as uncontrolled escape, spillage or leakage of a substance, an uncontrolled implosion, explosion, fire; or uncontrolled escape of gas or steam.

#### HAZARD/INCIDENT/INJURY REPORTING—SUMMARY FOR THE WHS OFFICER

- Ensure that the manager or worker has completed a hazard/incident/injury form.
- Review the incident with the manager or worker to determine if any actions need to be taken to eliminate or minimise the risk of the incident or hazard recurring.
- Complete the injury register.
- If the incident results in a death, serious injury or illness or a dangerous incident, notify SafeWork NSW IMMEDIATELY. – SafeWork NSW - Tel: 13 10 50

## 4. FIRST AID

### Definitions:

- **First aid** is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers.
- **First aid officer** is a person who has successfully completed a nationally accredited training course or an equivalent level of training that has given them the competencies required to administer first aid.

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

- The appointment and training of First Aid Officers (FAO)
- The provision of first aid kits within the workplace
- Clear signage with the name of the FAO and the location of the first aid kits
- The provision of a suitable first aid kit in all Velocity Air vehicles.

It is the FAO's responsibility to ensure that the contents of all first aid kits are maintained

First Aid Officer Training:

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

### First Aid Officer Responsibilities:

- The FAO is approved to render first aid assistance in the workplace.
- The FAO should ensure that they do not administer first aid services beyond their level of training.
- A record of any first aid treatment given should be kept by the FAO and reported to the WHS Officer on a regular basis to assist with reviewing first aid arrangements.

Contact details for Velocity Air FAOs are displayed on all noticeboards.

### FIRST AID—SUMMARY FOR THE WHS Officer

- Ensure that a First Aid Officer (FAO) has been appointed and trained.
- Keep a copy of the FAO's qualifications.
- Ensure that a first aid kit is provided and maintained by the FAO.
- Advise all managers and workers of the name of the FAO and the location of the kit.
- Place a sign on the wall where the kit is located.
- *First Aid in the Workplace Code of Practice*  
[https://www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0015/52152/First-aid-in-the-workplace-COP.pdf](https://www.safework.nsw.gov.au/_data/assets/pdf_file/0015/52152/First-aid-in-the-workplace-COP.pdf)

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## **5. WHS TRAINING AND INDUCTION**

### **Training**

Velocity Air is committed to providing appropriate training to ensure workers have the skills and knowledge necessary to fulfil their WHS obligations. WHS training is a fundamental requirement for Velocity Air to achieve a safe workplace. The WHS training needs for Velocity Air will be determined in consultation with managers and workers, as well as through review of the WHS Risk Management Plan.

### **Documentation for Training**

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

### **WHS Induction**

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

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

### **Procedure**

The WHS Officer must ensure a WHS induction is provided on the new team leader or worker's first day. If the WHS Officer is not available, he or she should organise for a replacement to conduct the induction. The WHS Officer must:

- use the attached WHS Induction Checklist (**Attachment 3**) to ensure that all WHS issues are covered

- on completion of the induction, sign the checklist and ensure that the new worker also signs
- file a copy of the induction checklist on the worker's file
- provide the new worker with access to this WHS Management Plan and the WHS Policies and Procedures Manual.

### Detailed WHS Induction for Contractors

For contractors (e.g. trade persons) the requirements for induction will depend on the work to be undertaken and the duration of their stay at the workplace. At a minimum, contractors should be advised of emergency procedures and location of facilities. Refer to **Attachment 1**.

All WHS training provided to managers, workers and contractors should be recorded in the WHS Training Register (**Attachment 6**) which details all professional development and training undertaken by Velocity Air managers and workers.

## 6. RISK MANAGEMENT AND THE RISK REGISTER

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

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

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies used by Velocity Air include:

- regular hazard inspections of the Velocity Air environment
- a comprehensive risk register detailing all WHS risks associated with the operation and activities of the Velocity Air
- documented WHS policies and procedures
- risk assessments of newly purchased equipment
- risk assessments for any change to work processes
- hazard, injury, incident reporting procedures
- incident investigations (at the direction of the Station Manager)
- WHS job safety analysis for specific Velocity Air activities including:
  - mustering
  - branding and tagging
  - fence tensioning
  - changing split rim tyres
  - windmill maintenance/working at heights
  - refuelling.

### Definitions:

- **WHS Hazard:** Anything which has the potential to cause injury or illness.
- **WHS Risk:** A WHS risk is the chance of someone becoming injured or ill as a result of a workplace hazard. This significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.
- **WHS Risk Control:** WHS risk control is action taken to eliminate or reduce the likelihood that exposure to a hazard will result in injury or illness to people or damage to property and the environment.

### The Risk Management Process

WHS risk management should be undertaken for all activities where there is the potential for harm including:

- > before activities commence;
- > before the introduction of new equipment, procedures or processes;
- > when equipment, procedures or processes are modified.

### Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include, but may not be limited to using tools, hazardous chemicals, dealing with people, lifting/moving items and mustering.

### Step 2: Assess the Risk

Assessing the risk from a hazard determines its significance. Firstly, consider the consequences should something happen; will it cause a serious injury, illness or death or a minor injury. Secondly, consider how likely is this to occur—very likely, not likely at all or somewhere in between? Some of the things to think about include:

- how often is the task undertaken
- how frequently are people near the hazard
- how many people are near the hazard at a particular time
- has an incident happened before
- have there been any 'near misses'

Use the table below to determine how significant the risk is.

Where a manager, worker, contractor, or visitor to the workplace identifies a hazard, Velocity Air requires that it is eliminated or reduced in consultation with the relevant stakeholders.

- Step 1: identify the Consequences—or how severely could it hurt someone
- Step 2: identify the Likelihood—or how likely is it for an injury to occur
- Step 3 & 4: identify the Risk Priority Score—to prioritise your actions
- Step 5: apply the hierarchy of hazard control
- Step 6: identify who, how and when the effectiveness of controls will be checked and reviewed



STEP 1 – CONSEQUENCES How severely could it hurt someone? Or How ill could it make someone?		STEP 2 - LIKELYHOOD			
		Very likely could happen frequently	Likely, could happen occasionally	Unlikely, could happen but rare	Very unlikely, could happen, probably never will
		L1	L2	L3	L4
Kill or cause permanent disability or ill health	C1	Very High (1)	Very High (1)	High Risk (2)	Substantial Risk (3)
Long term illness or serious injury	C2	Very High (1)	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)
Medical attention and several days off work	C3	High Risk (2)	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)
First aid needed	C4	Substantial Risk (3)	Moderate Risk (4)	Acceptable Risk (5)	Acceptable Risk (5)

### STEP 3: RISK PRIORITY SCORE IDENTIFIES THE NECESSARY ACTION AND RESPONSE

STEP 3 – RISK PRIORITY SCORE	STEP 4 – ACTION AND RESPONSE
1 = Very High Risk	Stop the activity – immediate action is required to ensure safety – safety measures applied must be cleared by the WHS Officer before any activity recommence.
2 = High Risk	
3 = Substantial Risk	Be aware – action required as soon as possible to prevent injury or illness. Report these risks to the responsible Manager during immediately.
4 = Moderate Risk	
5 = Acceptable Risk	Do something when possible. Manage by routine procedures
6 = Low Risk	These risks should be recorded, monitored and controlled by the responsible Manager

### STEP 4: CONTROL THE HAZARDS

Control the hazards—the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

#### Hierarchy of control strategies (in order of preference):

- > eliminate the hazard; remove the equipment from use, dispose of unwanted chemicals
- > substitute; use a non-hazardous chemical, use a different machine that can do the same task
- > isolation; contain noisy machinery within a booth
- > engineering controls; design equipment differently, providing lifting devices to minimise manual handling

- > administrative processes; task variation, job rotation, training
- > personal protective equipment; gloves, hearing protection, eye protection

## **STEP 5: REVIEW THE PROCESS**

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

### **Documentation for Risk Assessment**

The documentation required for a WHS risk assessment will depend on the operation or activity being assessed. The appropriate WHS Risk Assessment Form must be used when undertaking a risk assessment of the various activities of the Velocity Air.

The WHS Risk Assessment Form and procedure for conducting an assessment is at **Attachment 7**.

### **The WHS Risk Management Plan**

The risk assessment data collected from identifying, assessing and controlling risks should be documented on the Risk Management Plan for Velocity Air. The risk management plan holds a list of Velocity Air key risks that need to be monitored and managed. The risk management plan is to be managed by the WHS Officer who should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

The WHS Officer is responsible for overseeing the Risk Management Plan, and for ensuring that effective control measures are implemented and that risks are monitored and reviewed on a regular basis.

## **7. WORKPLACE HAZARD INSPECTIONS**

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

In order to ensure a safe and healthy workplace, the WHS Officer and/or nominated manager/s should undertake WHS hazard inspections of the workplace regularly and at any other times as required. The hazard inspection should be undertaken by following the principles of WHS risk management and using the attached information and checklists (**Attachments 8**).

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

In addition to these regular inspections, all managers should also conduct weekly hazard inspections of their work sites in conjunction with HSRs. Any hazards noted during these inspections should immediately be reported to the Station Manager and appropriate remedial action taken.

All hazard inspection documentation should be filed by the WHS Officer.

## 8. PURCHASING

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

## 9. WHS RECORD KEEPING

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

## 10. DOCUMENTS TO BE DISPLAYED

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

## 11. IMPORTANT CONTACT NUMBERS

- Velocity Air Pty Ltd
- Telephone: 02 9418 7700
- Email: info@velocityair.com.au
- Postal Address: Suite 8, 1 Chaplin Drive, Lane Cove West NSW 2066
- After Hours Emergencies: In the event of a major incident an on call inspector can be contacted on: 02 9418 7700

# PART C: SPECIFIC WHS REQUIREMENTS

## 1. ASBESTOS

It is highly likely that the premises to be occupied by Velocity Air were built before 31 December 2003 and therefore, there is a requirement for Velocity Air to comply with these measures outlined including an asbestos management plan and asbestos register. Do not repair or conduct work on any building without first checking the asbestos register. A sample register is included at **Attachment 9**.

## 2. INAPPROPRIATE BEHAVIOUR

Bullying, harassment, discrimination and violence of any form will not be tolerated at Velocity Air. Velocity Air undertakes to investigate all complaints formally made. Velocity Air will take action to resolve the complaint. If the complaint is found to be valid, action may include any combination of the following:

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

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

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

## 3. CONTRACTORS

Velocity Air is committed to ensuring that all workers under its control, including contractors and sub-contractors have a safe and healthy environment in which to perform their duties.

Contractors are likely to be workers employed by Velocity Air to undertake a specific task; the delivery/pickup of goods, tradespeople undertaking repair or maintenance work within the Velocity Air workplace. In order to achieve this objective, it is recognised that contractors need to be:

- suitably experienced to perform the tasks
- in possession of all necessary licenses, permits, registrations and insurance required to perform the works safely and in compliance with appropriate regulations
- notified of any potential hazards associated with the location or use of the area where the works are to be carried out
- made aware of Velocity Air Emergency Procedures
- if reasonable, and if the work will involve high risk tasks, have completed the Detailed WHS Induction Checklist for Contractors (**Attachment 4**).

All contractors must abide by Velocity Air WHS requirements which will be advised to them before engagement.

## 4. DANGEROUS GOODS AND HAZARDOUS SUBSTANCES

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

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

A hazardous substances register will be developed to record any substances purchased or used by Velocity Air (see **Attachment 10**). This will be reviewed on a regular basis.

## 5. ELECTRICAL SAFETY

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

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

Regular inspection and testing of in-service electrical equipment by a competent person is a way to ensure this safety duty is met. The WHS legislation requires that electrical equipment is inspected and tested in accordance with *Australian Standard 3760: 2010 In-service safety inspection and testing of electrical equipment*. Only authorised electrical personnel are to perform installation, inspection, testing and labelling activities.

### 1. Testing Frequency:

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

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

Generally the following should be followed:

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

### 2. Residual Current Devices:

The fitting of Residual Current Devices (RCD) on certain equipment can considerably reduce the risk of electrocution. An RCD (also known as a safety switch) works by detecting a current leakage. When

RCD detects this current leakage, it turns the power off almost immediately. Whilst an electric shock may still be received, the duration will be shortened reducing the risk of serious injury.

### **3. Unsafe Equipment:**

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

## **6. CONFINED SPACES**

All confined spaces have signs with access strictly controlled. Entry requires the issue of a confined spaces permit on each occasion. No employee or contractor will be issued a permit to work in any confined space on the property unless they are trained and supervised. When working in a confined space a trained bystander must be present at all times. A register of identified confined spaces and entry permits is maintained at the office.

## **7. FALLS FROM HEIGHT**

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

- Overhead fuel, water tanks and windmills
- Buildings and roofs
- High machinery; cherry pickers, trucks and trailers.

Velocity Air will ensure that:

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

Contractors will ensure that they:

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

## **8. MANUAL HANDLING**

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

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

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

Examples of manual handling tasks in the environment include:

- lifting and moving equipment
- mustering
- fencing
- general repairs

#### **Preventing Manual Handling injuries**

- decide what changes can be made to reduce the risks of injury. If possible, select permanent changes (such as workplace layout, tools and equipment)
- avoid double handling of items
- provide mechanical aids (hoists)
- redesign the task (such as rotating workers)
- identify changes that are possible immediately, and those that may take time to implement
- document your risk control decisions for each task assessed, and set timelines for changes
- trial the changes in consultation with workers before making them permanent
- provide training if new equipment is introduced.

#### **When loading/unloading vehicles**

- use lift equipment wherever practicable, otherwise
- prepare by stretching and warming up, especially after prolonged sitting in the vehicle
- slide the item as close as possible to you before lifting
- keep you back straight and bend your knees when lifting
- put loads down in the same manner in which they were picked up
- where possible store frequently used items at a suitable height; between waist and shoulder height, which reduces the need for forward bending when lifting, and
- whenever possible use trolleys for moving larger and heavy items

## **9. PLANT AND EQUIPMENT**

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

#### **Risk Management**

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

#### **Maintenance and repair**

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

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



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

Once identified, the unsafe or malfunctioning plant/equipment should be reported to the appropriate manager in order for repair to be organised. Plant/equipment which has been identified as unsafe should be disconnected from the power supply and clearly labelled as unsafe and not be used. If possible the plant/equipment should be moved to a location where it is not accessible.

### **Record Keeping**

Records of inspection, testing and monitoring are required to be maintained by Velocity Air. As a minimum, records should include details of inspections, maintenance, repair, calibration and alteration of plant.

## **9. PERSONAL PROTECTIVE EQUIPMENT**

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

might include:

- respirators and masks
- foot protection (safety shoes and boots)
- body protection (high visibility clothing, long sleeves, wide brimmed hats, gloves)
- helmets
- any substance used to protect health, for example, sunscreen.

If required, workers are obliged to use PPE when required and when reasonably practicable. Other requirements include:

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

## **10. SLIPS, TRIPS AND FALLS**

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

### **Prevention**

Reduce the risk of injury by following these guidelines:

- avoid walking on slippery floors
- keep floors free of water and grease
- clean floors regularly
- post warning signs around spills or wet floors

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

## 11. DRUGS AND ALCOHOL

Velocity Air maintains the right to refuse work to any worker or contractor who, in the opinion of management, is in an unfit state to perform their work in a safe manner.

To assist in these requirements, Velocity Air workers, contractors and visitors shall observe that:

- No alcohol may be consumed or permitted on property at any time unless expressly authorised by management and only when work is completed for the day
- No illegal drugs shall be consumed or permitted on property at any time or under any circumstance
- If, in the opinion of management, a worker is unfit to work safely, they will be sent/taken home
- Workers who are taking prescription medication that may affect their safety at work (that cause drowsiness), are to inform management of the circumstances so that appropriate duties may be assigned.

Velocity Air encourages all employees not to smoke. Please do not smoke in any vehicle, tractor or building.

## 12. UV RADIATION

Ultraviolet radiation (UV) exposure can cause sunburn, skin and eye damage and skin cancer. UV protective clothing, hats, sunglasses and SPF 30 sunblock will be provided as PPE and are required to be worn for outdoor tasks.

## 13. VEHICLES

### Alcohol and Drugs

Velocity Air managers and workers must not drive a personal or Velocity Air vehicle on work related business in circumstances where that member would breach applicable road transport law by driving under the influence of alcohol or drugs.

### Licences

Velocity Air managers and workers who are required to drive a vehicle on work related business must hold a current valid driver's licence of the appropriate class and notify the Station Manager if the

licence is suspended or revoked. A copy of the current driver's licence must be provided to the Station Manager or their delegate to be retained on file.

### **Mobile Phones**

The use of a hand-held mobile telephone while driving is a safety risk and is against the law. Velocity Air managers and workers are not to use a hand-held mobile telephone while driving a motor vehicle or other motorised equipment at a Velocity Air workplace.

### **Seat Belts**

It is a legal and Velocity Air requirement that seat belts are worn at all times in a moving vehicle. The driver is responsible for ensuring that all passengers wear a seat belt when the vehicle is in motion on a public road or at a Velocity Air workplace.

### **Smoking**

Smoking in any Velocity Air vehicle by either drivers or passengers is prohibited.

### **Load Restraint in Vehicles**

- > All equipment in vehicles must be restrained firmly in order to avoid the risk of the items becoming airborne and causing missile injuries in the case of a vehicle collision
- > The tension in the load restraining straps should be checked regularly during the journey
- > Distribute the load evenly within the vehicle
- > Ensure no loose items are within the passenger area as they may become projectiles in the event of an accident.

Do not exceed load/weight capacity of the vehicle.

## **14. WORKING ALONE**

The risk of injury or harm for people who work alone may be increased because of difficulty contacting emergency services when they are required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal, exposure to the elements, or by becoming stranded without food or water.

The consequences of an incident arising when working alone may be very serious so Velocity Air managers and workers shall implement the following for each alone work task:

- a telephone call to office / supervisor on arrival and departure at a remote work site
- development and approval of trip itineraries for extended trips and adherence to the itinerary
- pre-trip agreement on departure and arrival times and accommodation arrangements
- for travel in remote areas an emergency location beacon should be carried in the vehicle
- pre-arranged phone calls at scheduled times
- appropriate first aid kit
- sufficient water for emergency purposes.

## PART D: FORMS AND CHECKLISTS

Part	Item	Link (Press link to view document)
Attachment 1	Emergency Procedure	<a href="#">LINK</a>
Attachment 2	Injury Report Form	<a href="#">LINK</a>
Attachment 3	WHS Induction Checklist	<a href="#">LINK</a>
Attachment 4	Site Induction Checklist	<a href="#">LINK</a>
Attachment 5	Sign-in Sign-Out Form	<a href="#">LINK</a>
Attachment 6	Training Register	<a href="#">LINK</a>
Attachment 7	WHS Risk Assessment Form	<a href="#">LINK</a>
Attachment 8	Emergency Procedure	<a href="#">LINK</a>
Attachment 9	Asbestos Register	<a href="#">LINK</a>
Attachment 10	Hazard Register	<a href="#">LINK</a>
Attachment 11	WHS Policy	<a href="#">LINK</a>