

2012 International Year of Cooperatives

Shire of Denmark



Five Year Occupational Safety & Health Management Plan

2012/13 to 2016/17



Five Year Occupational Safety & Health Management Plan

Shire of Denmark

Five Year OSH Management Plan

2012/13 to 2016/17

Introduction

Through the implementation of the five year OSH Management plan, the Shire of Denmark, ensures that the management systems (processes) implemented to manage safety within the organisation are effectively managed, maintained, monitored and reviewed.

Management Plan Outcomes

Outcomes of the achievement of the objectives contained within the plan will ensure that:

- a) A safe environment is effectively maintained for shire employees, visitors and contractors.
- b) All hazards/risks are identified early and effective controls implemented and maintained.
- c) That changes to legislative requirements are identified and appropriate changes implemented.
- d) That the risk management process is effectively and efficiently managed in relation to the shires resources.

Management Targets

Council, Senior Management and the Shire of Denmark Occupational Safety and Health Committee have identified the following Management Targets to ensure the ongoing development of an organisational wide OHS culture at the Shire of Denmark.

1. Progress to achievement of Silver OHS Award from Local Government Insurance Services, within two years of adoption of this Safety Management Plan.
2. Completion of all actions contained within this five year plan.
3. Increased safety awareness demonstrated by participation in the hazard management program (Incident reporting) and close out of hazards.
4. Achievement of the following benchmark - Key Performance Indicators (KPI's) as measured against regional statistics prepared by Local Government Insurance Services.

Five Year Occupational Safety & Health Safety Management Plan

	Regional Results	Shire Results	Benchmark Levels
Lost time injury frequency rate	23.48	16.07	20
Claims frequency rate	45.43	23.21	35
Incidents/Accidents rate	9.09	4.64	7

Figures obtained for January 01 2010 to December 31 2010

Endorsement

Shire of Denmark

Five year OSH Management plan is endorsed by:

Safety Committee: _____
 Chairman OHS

Date: _____

CEO: _____
 CEO

Date: _____

Council: _____
 President

Date: _____

Five Year Occupational Safety & Health Management Plan

2012/13 to 2016/17

Plan linked to OSH Audit evaluation by LGIS

Scoring System: 0- Not in place; 1- planning commenced; 2 - draft/pilot/partial; 3 - Implemented; 4- Annually reviewed/best practice

1	OHS POLICY	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
1.1	Has the council adopted an OHS policy?	✓				Adopted 23 August 2011.	Policy P140302				1	
1.2	Does the policy statement have review date?	✓				All policies reviewed every two (2) years; <u>Next Scheduled for August 2013.</u>	Last Review 23rd August 2011 Council Item 8.4.2				1	
1.3	Is the policy appropriate to the areas and functions within the council?	✓					Endorsed by key stakeholders				1	
1.4	Are the OHS objectives clearly stated in the policy?	✓									1	
1.5	Does the policy state the councils commitment to improving OHS?	✓									1	
1.6	Has the current CEO endorsed the policy?	✓									1	
1.7	Are OHS responsibilities outlined and include all levels of management?	✓									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4	
1.8	Does the policy state that legislative responsibilities are met by the CEO, Managers, Supervisors, Employees and Contractors?	✓										1	
1.9	Does the policy state compliance with other legislation (I.e. Australian Standards)?	✓										1	
1.10	Was the policy developed and implemented through a planned process?	✓				All staff provided opportunity to comment.						1	
1.11	Is the policy communicated to all employees?	✓					OSH & INDUCTION MANUAL & NOTICEBOARDS					1	
1.12	Is access to the policy made available upon request?	✓										1	
1.13	Is the policy reviewed on a regular basis and changed as appropriate?	✓				All policies reviewed bi-annually.						1	

Totals					
0	0	0	13	0	

2	PLANNING	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
2.1 Planning identification of hazards, assessment and control of risks.												
2.1.1	Has the council implemented a purchasing procedure that details hazard identification, risk assessment and risk control of new products?	✓		DF&A 'GB'	Dec-12						1	
2.1.2	Has the council implemented a hire/lease procedure that details hazard identification, risk assessment and risk control of new products?	✓			Jun-15					1		
2.1.3	Has the council implemented a supplier Selection Criteria and developed a preferred supplier listing based on safety practices ?	✓			Dec-12						1	
2.2 Legal and other requirements												
2.2.1	Do all work procedures meet legislative requirements pertaining to OHS?	✓									1	
2.2.2	Are procedures updated to reflect changes in Australian Standards, Codes of practice and Guidance Notes?	✓				Procedures constantly monitored/reviewed for compliance and opportunity for improvement.					1	
2.2.3	Is there a process in place and a person responsible for monitoring potential changes in legislation pertaining to OHS activities?	✓				OHS Committee Chairman and Risk Management Coordinator.					1	
2.2.4	Is OHS legislation covered in training and inductions	✓					OHS & Manuals Induction.				1	
2.2.5	Does the council ensure suitably qualified or accredited persons complete work to the relevant legislative requirements?	✓									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
2.2.6	Are operator licences current and regularly monitored?	✓				All staff required to produce copy annually.						1

2.3 Objectives and targets

2.3.1	Has the council established documented OHS objectives and targets, which relate to all business levels?	✓		DF&A 'GB'	Dec-12	Refer to management targets contained within this plan.						1
2.3.2	Does the council review OHS performance and provide incentives that reflect goals stated in the OHS policy?	✓		DF&A 'GB'	Dec-12	Results/statistics provided monthly.				1		
2.3.3	Are OHS targets clearly communicated throughout the council?	✓		DF&A 'GB'	Dec-12							1
2.3.4	Are these objectives and targets realistic?	✓		DF&A 'GB'	Dec-12							1
2.3.5	Are objectives and targets able to be measured?	✓		DF&A 'GB'	Dec-12							1

2.4 OHS Management Plans

2.4.1	Has an organisation OHS Management Plan been developed and implemented?	✓										1
2.4.2	Is there a periodic or an annual planning review process in place?	✓		DF&A 'GB'	Apr-13							1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
2.4.3	Is responsibility delegated to all levels of management to achieve objectives stated in the OHS Management Plan?	✓									1	
2.4.4	Is there a planned approach to meeting objectives in a timely and methodical manner?	✓									1	
2.4.5	Is the plan reviewed and amended if there is a change in the process, new products, legislation or service?		✓		Ongoing Review	Document will be reviewed on an ongoing basis in conjunction with any changes in legislation etc.					1	

Totals				
0	0	4	15	0

3	IMPLEMENTATION	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
3.1	Responsibility											
3.1.1	Is there a document for outlining OHS responsibility and authority in the organisational structure?	✓				OHS Policy P140302					1	
3.1.2	Has a competent person/s been appointed to coordinate OHS?	✓									1	
3.1.3	Are OHS responsibilities included in employment contracts and/or position descriptions?		✓	FO - Payroll 'MC'	Jun-13						1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
3.1.4	Are these responsibilities included in annual performance reviews?		✓		Jun-13							1
3.1.5	Does the appointed safety coordinator have a role in senior management OHS decision making processes?	✓										1

3.2 Management Process

3.2.1	Is the CEO and Senior Management involved in reviewing OHS performance?	✓										1
3.2.2	Is planning within the OHS committee used to prioritise and recommend control measures?	✓										1
3.2.3	Has an OHS Resolution procedure been introduced?		✓		Dec-12							1
3.2.4	Are management aware of the OHS Resolution procedure?		✓		Dec-12							1
3.2.5	Does the committee distribute minutes to all relevant parties?	✓				Staff noticeboards						1
3.2.6	Does management review or access safety statistics?	✓				Quarterly						1
3.2.7	Does management regularly attend Safety & Health Committee meetings?	✓				DF&A (Chairman) Works Supervisor Office Supervisor						1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
3.2.8	Does management place deadlines on safety items waiting to be actioned?	✓									1	
3.2.9	Does management ensure the provision of appropriate safety training within the workforce?	✓									1	
3.2.10	Does management attend or chair regular Toolbox meetings?	✓				Works Supervisor at Depot Meetings.					1	
3.2.11	Does management adhere to the consultative process?	✓									1	
3.2.12	Are risk assessments reviewed and actions documented?	✓									1	
3.2.13	Are management involved in setting OHS goals and objectives?	✓									1	
3.2.14	Are management and employees involved in accident investigations?	✓									1	
3.2.15	Are all OHS Procedures planned, based on needs assessment, objectives and targets?	✓									1	
3.2.16	Are all levels of management involved in reinforcing the OHS Procedural Manual?	✓									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
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3.3 Human Resources

3.3.1	Are human resources adequately assigned to enable OHS systems to be effectively implemented and maintained?		✓			Additional resources required to implement OHS Plan.						1
3.3.2	If an Employee Safety Representative (ESR) is elected, are they allocated enough time to fulfil this function?	✓										1
3.3.3	Is there a review process for all managers to monitor employees OHS performance?		✓	FO - Payroll 'MC'	Jun-13							1
3.3.4	Does the employer ensure contractors are aware of their OHS responsibilities and the provision of a safe working environment?		✓	DF&A 'GB'	Jul-12							1
3.3.5	Does the employer ensure casuals and volunteers are aware of their OHS responsibilities and workplace safety policies and procedures?	✓										1

3.4 Financial Resources

3.4.1	Is there provision in the budget, for adequate safety equipment?	✓				Determined annually in adoption of budget.						1
3.4.2	Are funds specifically allocated towards improving high risk areas or controls?	✓										1
3.4.3	Are funds allocated to cover substitute equipment that is deemed "safer" or to address risk reduction strategies or issues arising through the safety committee?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
3.5	Technology											
3.5.1	Do staff have access to Intranet or Internet for updates on safety information or issues?	◀										1
3.5.2	Is technology used to improve safety performance?	◀										1
3.5.3	Are employees involved in decision making in the purchase of new machines or technology?	◀										1

Totals				
0	0	2	30	0

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
4	TRAINING											
4.1	Planning											
4.1.1	Is there a systematic and planned approach to training?		◀	DF&A 'GB'	Jun-13							1
4.1.2	Has the council implemented a training policy, plan and procedure?		◀	DF&A 'GB'	Jun-13							1
4.1.3	Is there an allocated training coordinator?	◀			Jun-13	HR / Risk Management Officer.						1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
4.1.4	Does the procedure outline the selected training officer(s) responsibilities?		✓	DF&A 'GB'	Jun-13					1		
4.1.5	Is appropriate training provided for all managers as well as operational employees regarding their OSH roles and responsibilities?	✓									1	
4.1.6	Where it is a requirement for plant operators to hold a certain licence or competency, does the council ensure such qualifications are obtained?	✓									1	
4.1.7	Is there a skills training register which is monitored to ensure currency of certification?		✓	Works/Svc 'BM'	Jun-13					1		
4.1.8	Are contractors, visitors, and volunteers also included in the Training Plan where relevant?		✓	DF&A 'GB'	Jun-13						1	
4.1.9	Is the training plan annually reviewed?		✓	DF&A 'GB'	Jun-14						1	
4.1.10	Are legislative changes communicated to the relevant employees?	✓									1	
4.1.11	Are risks associated with tasks formally communicated to employees?	✓									1	
4.1.12	Are employees aware of how they can request training, ie, performance reviews or training request forms?	✓				Information relayed at induction					1	
4.1.13	Does the council keep record of all training evaluation forms?	✓				Records kept on Personnel Files	Personnel Files					1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4	
4.1.14	Are skills and task related experience requirements identified in all position descriptions?	✓										1	
4.1.15	Is there a training needs analysis register to ensure currency requirements regarding OHS related issues?		✓		Jun-13					1			
4.1.16	Are employees consulted with to determine their training needs, ie, through performance appraisals?	✓					Training needs are documented on appraisal forms.					1	

4.2 Implementation and Evaluation

4.2.1	Do the training courses have clear objectives that meet the needs of individuals attending the course?	✓										1	
4.2.2	Does the employer ensure the training provider has the appropriate certification, competency knowledge or skill?	✓										1	
4.2.3	Are training courses evaluated?	✓										1	
4.2.4	Do supervisors assess an employees skill/knowledge following training?	✓										1	
4.2.5	Are the Policies and Procedures formally communicated to employees including management?	✓										1	
4.2.6	Does the council have OHS orientation and an induction process for all employees, casuals, contractors and volunteers?	✓					Employees Personnel files have copy of induction checklist.					1	

Totals				
0	0	7	15	0

5	CONSULTATION, COMMUNICATION AND REPORTING	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
5.1	Procedural Consultation											
5.1.1	Are employees involved in the development, implementation and review of the councils OHS policies and Procedures?	✓					Memos sent out to all staff for comment.					1
5.1.2	Are employees consulted when there is a potential change to the workplace or work process?	✓										1
5.1.3	Are employee safety representatives (ESR) elected following the requirements of legislation?	✓										1
5.1.4	Are employees able to identify their nominated ESR?	✓										1
5.1.5	Are employees aware of who to consult regarding OHS issues?	✓										1
5.1.6	Are employees aware of the OHS organisational structure?	✓										1
5.1.7	Are employees aware of your documented OHS resolution procedure?		✓			Resolution Procedure not yet in place.						1
5.1.8	Has a copy of the procedure been made accessible to employees?	✓					Memo to all staff					1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
5.1.9	Have members of the OHS Committee received appropriate training in Policy/Procedural development?	✓										1

5.2 Ongoing Consultation

5.2.1	Is an OHS Committee meeting held, at minimum, every three months?	✓					Meetings held every two months.					1
5.2.2	If the CEO is unable to attend the committee, is a proxy appointed with similar authority?	✓					Director of Finance and Administration.					1
5.2.3	Does the CEO or senior management attend committee meetings at least four times a year?	✓					Director of Finance and Administration Chairs the meeting.					1
5.2.4	Do the members of the committee comprise of no more than 50% management?	✓										1
5.2.5	Are employee safety representatives actively involved in OHS management?	✓										1
5.2.6	Are all employees aware of what functions the ESR plays when representing employees?	✓										1
5.2.7	Does the consultative process allow the ESR to accompany an inspector whilst on site (employers have no choice however the employer is required to attempt to contact OHS Reps and advise them that an inspector is on site)?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
5.2.8	Are toolbox meetings, staff meetings and any other meeting pertaining to OHS held on a regular basis?	✓									1	
5.2.9	Is employee feedback from safety meetings considered and acted upon?	✓									1	

5.3 Consultation is planned

5.3.1	Is there a systematic approach to OHS consultation, ie, scheduled as part of the Safety & Health Management Plan?	✓		DF&A 'GB'	Jun-13						1	
5.3.2	Does consultation within the Workplace form part of the performance review?	✓		DF&A 'GB'	Jun-13						1	
5.3.3	Is OHS consultation reviewed annually?	✓		DF&A 'GB'	Jun-13						1	

5.4 Consultation regarding hazard management

5.4.1	Do employees have responsibilities outlined in the hazard management procedure?	✓									1	
5.4.2	Are risk assessment or hazard identification report forms completed by employees?	✓									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
5.4.3	Do risk assessment or hazard identification reports indicate that consultation was made with the immediate supervisor or the safety representative?	✓					All Forms are signed by the Supervisor/Manager as Management of the hazard report by the Supervisor/Manager is a requirement.					1

5.5 Communication

5.5.1	Is there a feedback process to workers in response to reported hazards and risks?	✓					OSH Co-ordinator will advise outcome of hazard management.					1
5.5.2	Does the Safety & Health Management Plan include objectives that cover communication and consultation, hazard management and training?	✓										1
5.5.3	Does the council have a procedure that outlines how OHS information is communicated to and from employees and contractors?	✓		DF&A 'GB'	Jun-13							1

5.6 Reporting

5.6.1	Does the council have procedures for OHS reporting requirements?	✓					OSH reporting is via OSH Committee then to Council via Director of Finance & Administration.					1
5.6.2	Are accidents/incidents reported in a formal and timely manner?	✓										1
5.6.3	Are hazards reported in a formal and timely manner?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4	
5.6.4	Are risks reported in a formal and timely manner?	✓										1	
5.6.5	Are corrective action items reviewed?	✓										1	
5.6.6	Are the legislative reporting requirements adhered to?	✓										1	
5.6.7	Are the legislative reporting requirements included in procedures?		✓	DF&A 'GB'	Dec-13							1	
5.6.8	Is the reporting mechanism effectively communicated throughout the workforce?		✓	DF&A 'GB'	Dec-13							1	
5.6.9	Are reporting mechanisms reviewed for their effectiveness?		✓	DF&A 'GB'	Dec-13							1	
5.6.10	Are reporting outcomes measured through KPI's or PPI's?		✓	DF&A 'GB'	Dec-13							1	

Totals				
0	0	2	35	0

6	DOCUMENTATION	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
6.1.1	Is all safety related information made available through the provision of printed or electronic copies and available for each department?	✓									1	
6.1.2	Where applicable, does the information provide reference to all other related documents?	✓									1	
6.1.3	Is all documentation effectively implemented, accessed and utilised by employees?	✓									1	
6.1.4	Is there a procedure for document control?		✓	FO - Payroll 'MC'	Jun-13					1		
6.1.5	Is documentation periodically reviewed and updated as required?	✓								1		
6.1.6	Is documentation updated by a suitably qualified and competent person?	✓								1		
6.1.7	Are current versions in circulation?	✓									1	
6.1.8	Are obsolete versions managed or taken out of circulation?	✓									1	
6.1.9	Are all safety related documents available at each location?	✓									1	
6.1.10	Is documentation easily found if archived?	✓									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
6.1.11	Is a register kept of all archived documentation?	✓										1

Totals				
0	0	2	9	0

7	HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF RISKS	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
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7.1 General Hazard Identification

7.1.1	Has the council implemented a procedure to ensure hazards are identified, risks are assessed and controlled?	✓		FO - Payroll 'MC'	Jun-13							1
7.1.2	Does the procedure include a requirement for the evaluation of hazard identification, risk assessment and risk controls?	✓			Jun-13							1
7.1.3	Is the procedure reviewed and updated as required?	✓			Jun-13							1
7.1.4	Are all employees aware of the hazard management process?	✓				Staff training undertaken at time of implementing Register.						1
7.1.5	Is a hazard register kept and maintained?	✓					Register stored electronically Link: " L:\Org Wide Reference Documents, Forms, Photos etc\HR & OSH Folder\HazardManRegister ".					1
7.1.6	Are hazards assessed for all potential circumstances that may give rise to an accident, injury or disease?	✓					Reviewed at OSH meetings by OSH Committee.					1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.1.7	Are all accidents/incidents investigated to reveal and control associated hazards?	✓										1
7.1.8	Does the hazard assessment include the examination of how the work is organised, managed and performed ie JSAs?		✓	Works/Svc 'BM'	Jun-13					1		
7.1.9	Is the correct method for performing tasks enforced?	✓									1	
7.1.10	Is a hazard assessment conducted when there are changes in how the work is organised, managed or performed?		✓	Works/Svc 'BM'	Jun-13					1		
7.1.11	Does the hazard assessment consider the design, installation, materials, workplaces, plant and equipment?		✓	Works/Svc 'BM'	Jun-13						1	
7.1.12	Does the hazard assessment consider handling and disposal of materials?		✓	Works/Svc 'BM'	Jun-13						1	
7.1.13	Does the hazard assessment consider the purchasing of goods and services?		✓	Works/Svc 'BM'	Jun-13							1

7.2 General Hazards Management

7.2.1	Are hazards pertaining to employees, visitors, contractors, customers, members of the public, outputs (ie waste) identified and practicable control measures put in place?		✓	DF&A + Works/Svc	Dec-12						1	
7.2.2	Has the council adopted a hazard reporting system, hazard register, complaint register and accident reporting structure that allows feedback from employees, contractors, public and customers?	✓					* Hazard Report Forms * Complaint Forms * Engineering Service Request Forms				1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.2.3	Is a risk assessment completed on matters pertaining to any changes within the work environment to determine any Hazards?		✓	DF&A + FO - Payroll	Jun-12					1		
7.2.4	Are hazards discussed and evaluated at Safety Committee meetings?	✓										1

7.3 Hazard Management

7.3.1	Is a purchase, hire/lease agreement enforced to prevent hiring or purchasing plant or equipment that does not conform with relevant statutory requirements?		✓	DOIS + Works/Svc	Jun-13					1		
7.3.2	Are risk assessments completed on all new equipment, plant, chemicals as part of change management?		✓	DOIS + Works/Svc	Dec-12					1		
7.3.3	Are MSDS supplied with all chemicals?	✓										1
7.3.4	Are the MSDS's current?	✓										1
7.3.5	Are MSDS's kept in an accessible place within the work environment?	✓					All worksites have files for MSDS Forms.					1
7.3.6	Is there a MSDS register in place?	✓										1
7.3.7	Are high toxicity chemicals substituted with chemicals of lesser toxicity?	✓					Reviewed when purchasing.					1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4	
7.3.8	Are hazardous substances labelled appropriately?	✓										1	
7.3.9	Are chemicals appropriately transported, stored, handled and disposed of in accordance with manufacturing requirements?	✓										1	
7.3.10	If there is risk of chemical exposure to an employee, is a monitoring and recording system in place as per the specifications of legislation?		✓		Jun-13						1		
7.3.11	Does the hazard assessment consider the contracting or subcontracting of plant, equipment, services and labour?		✓	Works/Svc 'BM'	Dec-12						1		
7.3.12	Does the hazard assessment include contract specification and responsibilities to and by contractors to comply with legislation?		✓	Works/Svc 'BM'	Dec-12						1		
7.3.13	Are hazards assessed in the inspection, maintenance, testing and repair of materials, workplaces, plant and equipment?		✓	Works/Svc 'BM'	Dec-12						1		

7.4 Risk Assessment

7.4.1	Is there a formal risk assessment process in place?		✓	Works/Svc + DF&A + FO - Payroll	Dec-13						1		
7.4.2	Are risk assessments conducted on all identified hazards?		✓	Works/Svc + DF&A + FO - Payroll	Jun-14						1		

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.4.3	Are employees aware of how to analyse risk?		☒	Works/Svc + FO - Payroll	Dec-13					1		
7.4.4	Are risks prioritised within a risk register?		☒	Works/Svc + FO - Payroll							1	
7.4.5	Are risk assessments conducted by a competent person on all hazardous, new or changed work activities?		☒	Works/Svc + FO - Payroll							1	
7.4.6	Once such hazards are assessed, is a JSA implemented and appropriate control measures determined?		☒	Works/Svc + FO - Payroll	Jun-14						1	
7.4.7	Is there a formal risk assessment procedure and risk identification checklist that is regularly utilised?		☒	Works/Svc + FO - Payroll						1		

7.5 Risk controls are in place

7.5.1	Is there a formal process in place to determine appropriate and practicable risk controls?		☒	DF&A + FO - Payroll	Dec-13					1		
7.5.2	Are all departments involved in risk reduction practices?		☒	DF&A + FO - Payroll	Jun-13					1		
7.5.3	Are all departments involved in assessing present risk controls to determine their effectiveness?		☒	DF&A + FO - Payroll	Jun-13					1		
7.5.4	Is the Hierarchy of controls used to address risks and implement controls within a reasonable timeframe?		☒	DF&A + FO - Payroll	Jun-13					1		

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.5.5	Does the council obtain professional advice when implementing control mechanisms requiring compliance with the Australian Standards?	✓									1	
7.5.6	Is safety signage appropriately fixed in accordance with the relevant legislative requirements of Australian Standards?	✓									1	
7.5.7	Are isolated areas secure to ensure no unauthorised access is possible?	✓									1	
7.5.8	Is the Hierarchy of controls included in hazard management procedures and are people trained in it?		✓	FO - Payroll 'MC'	Dec-13						1	
7.5.9	Are control mechanisms documented?		✓	FO - Payroll 'MC'	Dec-13						1	

7.6 Evaluation of Risk Control Procedures

7.6.1	Is the hazard identification, risk assessment and risk control process evaluated for its effectiveness?		✓	DF&A + FO - Payroll	Dec-14						1	
7.6.2	Are all evaluations documented?		✓	DF&A + FO - Payroll	Dec-14						1	
7.6.3	Is the hazard and risk procedure updated to reflect changes?		✓	DF&A + FO - Payroll	Dec-14					1		
7.6.4	Are present risk controls assessed to ensure their integrity and are further controls implemented to improve any deficiencies?		✓	DF&A + FO - Payroll	Dec-14					1		

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.6.5	Are employees involved in evaluating controls and offering feedback on the relevance of controls?		☒	DF&A + FO - Payroll	Dec-14							1
7.6.6	Are controls maintained and any damage to the controls reported and repaired?		☒	DF&A + FO - Payroll	Dec-14							1
7.6.7	Are control mechanisms reviewed and evaluated for their effectiveness?		☒	DF&A + FO - Payroll	Dec-14							1

7.7 Risk Controls Measurement

7.7.1	Is there a process for ineffective controls to be corrected within a reasonable timeframe?		☒	DF&A + FO - Payroll	Dec-14							1
7.7.2	Is there a documented reporting structure in place with dates and timelines regarding the level of risk?		☒	DF&A + FO - Payroll	Dec-14							1
7.7.3	Is there a process in place to highlight a hazard if a control measure cannot be applied straight away?		☒	DF&A + FO - Payroll	Dec-14							1

7.8 Management of Contractors Health and Safety

7.8.1	Is there a process in place to ensure that contractors meet minimum safety requirements?		☒	DF&A + Works/Svc							1	
7.8.2	Does the principal employer ensure the provision of a safe place of work when appointing contractors?		☒	DF&A + Works/Svc								1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.8.3	Are contractors provided with a contractor policy/procedure?		☹	DF&A + Works/Svc						1		
7.8.4	Is the tender documentation or any other information provided by the contractor assessed for compliance to the safety requirements?		☹	DF&A + Works/Svc							1	
7.8.5	Are safety requirements met in tender documentation and insurance documentation?		☹	DF&A + Works/Svc		Dec-12						1
7.8.6	Does the council ensure contractors competency?		☹	DF&A 'GB'								1
7.8.7	Do contractors follow the councils visitor policy when entering council/work sites?		☹	DF&A 'GB'								1
7.8.8	Are contractors made aware of their responsibilities with regard to safety whilst on council premises?		☹	DF&A + Works/Svc								1
7.8.9	Are contractors aware of likely disciplinary action if safety requirements are not met?		☹	DF&A + Works/Svc								1
7.8.10	Is there a reporting mechanism in place to enable contractors to report to the correct authority?		☹	DF&A + Works/Svc								1
7.8.11	Is there a "preferred contractors list" stipulating suitable contractors who meet the councils safety requirements?		☹	DF&A + Works/Svc						1		
7.8.12	Is the safety performance of contractors monitored through inspections, incident reports, and injury statistics?		☹	DF&A + Works/Svc							1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.9	Visitor Health and Safety											
7.9.1	Is there a visitor policy/procedure in place?		✓		Dec-14					1		
7.9.2	Is there a visitor log and tagging system in place to ensure external persons to the council are accounted for and supervised?		✓		Dec-14					1		
7.9.3	Are contractors and visitors instructed on the councils evacuation procedure?	✓									1	
7.9.4	Is there a procedure in place to ensure contractors and visitors wear appropriate PPE as required?		✓		Dec-12					1		
7.9.5	Is there a procedure in place, to assess any possible exposure to hazards for visitors?		✓		Dec-14					1		
7.9.6	Has the council assessed any new hazards visitor/s may bring to the council?		✓		Dec-14					1		
7.9.7	Are employees also aware of their responsibilities with regard to the visitor procedure?		✓		Dec-14					1		
7.10	Employees with Special Needs											
7.10.1	Is there a formal procedure in place that identifies persons with any pre-existing medical condition, disease, disability or low literacy skills?	✓					Pre-employment medicals & employment of rehabilitated staff through G.S. Personnel					1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
7.10.2	Is there a process to ensure that the necessary adjustments are made to the work environment?	✓					Reviewed on an as needs basis.				1	
7.10.3	Is there an Employee Equal Opportunity Program/Policy in place?	✓									1	

Totals				
0	0	38	40	0

8	EMERGENCY PREPAREDNESS AND RESPONSE	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
8.1	Emergency Procedures											
8.1.1	Is there an emergency building procedure in place?	✓		FO - Payroll + CESM	Dec-12						1	
8.1.2	Does the procedure state the frequency of evacuation drills?	✓		FO - Payroll + CESM	Dec-12					1		
8.1.3	Are all wardens trained in emergency response?	✓		FO - Payroll + CESM	Dec-12						1	
8.1.4	Are responsibilities of the active emergency team clear and well known amongst the workforce?	✓		FO - Payroll + CESM	Dec-12						1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
8.1.5	Have selected personnel received accredited training in the use of fire extinguishers?	✓										1
8.1.6	Are drills conducted at regular intervals?		✓	FO - Payroll + CESM	Dec-12					1		
8.1.7	Do drills involve all building inhabitants?	✓									1	
8.1.8	Is first aid training provided to employees?	✓									1	
8.1.9	Are exit signs clearly identified?	✓									1	
8.1.10	Are exit ways unobstructed?	✓									1	
8.1.11	Is the emergency procedure and evacuation map clearly and prominently displayed through out the council?	✓									1	
8.1.12	Is emergency equipment such as fire extinguishers, alarms, smoke detectors, PPE and signage inspected and tested regularly?	✓									1	
8.1.13	Do the emergency control officers (ECO) have a clear understanding of how to evacuate persons with special needs?		✓	FO - Payroll + CESM	Dec-12						1	
8.1.14	Are employees aware of their marshal points?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
8.1.15	Are employees aware of their muster point location?	✓										
8.1.16	Are all employees aware of their departmental chief warden and area wardens?	✓									1	
8.1.17	Are all evacuation drills evaluated for their effectiveness?		✓	FO - Payroll + CESM	Dec-12					1		
8.1.18	Does the evacuation procedure undergo an annual review?		✓	FO - Payroll + CESM	Dec-12					1		
8.1.19	Is there a critical incident recovery or crisis management plan in place?	✓									1	
8.1.20	Is there an employee assistance program available should the need arise?	✓										1

Totals				
0	0	6	14	0

9	Measurement and Evaluation	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
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9.1 OHS Procedures

9.1.1	Are all the OHS procedures documented and clearly understood amongst the workforce?		✓	FO - Payroll	Jun-13							1
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		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
9.1.2	Are procedural objectives and timeframes met?		✓	FO - Payroll	Jun-13						1	
9.1.3	Has the council established if further procedures are needed to improve OHS?		✓								1	
9.1.4	Are all procedures reviewed on a periodic basis?	✓										1
9.1.5	Are procedures reviewed when a work process, plant, equipment, location etc is changed?		✓	DF&A + FO - Payroll	Jun-15						1	
9.1.6	Are the changes measured for their effectiveness?		✓	DF&A + FO - Payroll	Jun-15						1	
9.1.7	Is the OHS management plan reviewed on a systematic basis?	✓				Once adopted, to be reviewed annually.						1
9.1.8	Is the work environment evaluated? (ie., air quality, ergonomics, fume measurements/atmospheric contaminants, noise monitoring etc)	✓										1
9.1.9	Is equipment regularly serviced, maintained and records kept as appropriate?	✓				Further record keeping details required.						1
9.1.10	Are inspections recorded and reviewed?		✓									1
9.1.11	Are employees trained in inspection methods?		✓									1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
9.1.12	Do procedures indicate inspection requirements?		✓	DF&A + FO - Payroll	Jun-15							1
9.1.13	Is monitoring of the work environment recorded to ensure conformance?		✓	DF&A + FO - Payroll	Jun-15							1
9.1.14	Do the procedures meet the council's overall objectives and targets in ensuring a safe place of work?		✓	DF&A + FO - Payroll	Jun-15							1
9.1.15	Do the procedures and processes comply with legislative requirements?		✓	DF&A + FO - Payroll	Jun-15							1
9.1.16	Is all corrective/preventative action evaluated for its effectiveness?		✓	DF&A + FO - Payroll	Jun-15							1

9.2 Health Surveillance

9.2.1	Does the council ensure that health surveillance is conducted as specified under legislation?		✓		Jun-15							
9.2.2	Is a system in place to ensure regular monitoring and recording of health results?		✓									1
9.2.3	Are health surveillance records made available at the employees request?		✓									1
9.2.4	Are health surveillance records kept for the period specified under legislation?		✓									1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
9.2.5	Are health surveillance records maintained?		◀									
9.2.6	Are health surveillance records kept confidential?		◀								1	
											1	

Totals				
0	0	9	13	0

10	MANAGEMENT SYSTEMS	COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
10.1a	Injuries and diseases are reported											
10.1a.1	Is there an accident/incident procedure in place for the reporting of near miss, damage, medical treated injuries, lost time injuries and diseases?	◀									1	
10.1a.2	Is there an incident investigation procedure in place?	◀									1	
10.1a.3	Does the procedure outline who is required to complete the investigation according to its risk rating?		◀	FO - Payroll	Jun-13						1	
10.1a.4	Is there a first aid procedure and register in place?	◀									1	

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
10.1b	Injuries and diseases are investigated											
10.1b.1	Is the manager/supervisor involved in any serious or high risk incident investigations?	✓										1
10.1b.2	Is the implementation of corrective/preventative action completed within a reasonable timeframe?	✓										1
10.1b.3	Is the accident/incident report distributed to all responsible parties?		✓	FO - Payroll	Jun-12							1
10.1b.4	Has training in investigation techniques been provided to the relevant personnel?		✓		Jun-13					1		
10.1b.5	Does the investigation Report include a section for corrective/preventative action following the hierarchy of controls?	✓										1
10.1b.6	Does the accident/incident procedure include the investigation of first aid injuries and near miss incidents?	✓										1
10.1b.7	Does the accident/incident report form include a section for remedial action/control mechanisms following the hierarchy of controls?	✓										1
10.1b.8	Is senior management, the safety coordinator and technical experts involved in high risk rating or complex investigations?		✓	DF&A 'GB'	Jun-13							1
10.1b.9	Are recommendations supplied and implemented to prevent the accident recurring?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
10.1b.10	Are procedures updated accordingly if required to be changed as a result of an investigation?	✓										
10.1b.11	Are investigations conducted on all accidents/incidents?		✓	FO - Payroll	Jun-13						1	
10.1b.12	Are employee safety representatives involved in investigations?	✓										1

10.2 Records and Records Management

10.2.1	Is there a procedure in place to ensure safety documentation is established, implemented, maintained and distributed accordingly?		✓	FO - Payroll	Jun-13						1	
10.2.2	Is there a procedure in place to ensure audit documentation and reviews are also disseminated appropriately?		✓	FO - Payroll	Jul-13						1	
10.2.3	Are distribution records maintained?		✓		Aug-13							1
10.2.4	Are documents controlled?	✓										1
10.2.5	Are these records maintained?	✓										1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
10.3	OHS Audits											
10.3.1	Has the council established an OHS audit program?	✓					In conjunction with LGIS.					1
10.3.2	Is the audit program updated and maintained?	✓										1
10.3.3	Is a competent person (whether internal or external to the council) commissioned to conduct an audit on the councils present safety system at annual intervals?	✓										1
10.3.4	Are audit findings presented to management, the OHS committee and employees?	✓										1
10.3.5	Are audit findings addressed in a timely manner?	✓										1
10.3.6	Is the audit planned according to the OHS importance of an activity and previous audit results?	✓										1
10.3.7	Does the audit conform with AS/NZS 4801 and legislative requirements?	✓									1	
10.4	Management Review											
10.4.1	Are senior management involved in an annual planned and systematic review of the OHS system?	✓			Dec-13	Further discussion required.						1

		COMPLETED	NOT COMPLETED	STAFF MEMBER RESPONSIBLE	If Not Completed SCHEDULED COMPLETION DATE	COMMENT	EVIDENCE	0	1	2	3	4
10.4.2	Does senior management meet at the scheduled intervals and discuss OHS issues?		✓		Dec-13							1
10.4.3	Is an agenda prepared?		✓		Dec-13					1		
10.4.4	Is the review documented?		✓		Dec-13					1		
10.4.5	Does the review evaluate OHS performance indicators?		✓		Dec-13					1		
10.4.6	Does the review evaluate audit findings?		✓		Dec-13					1		
10.4.7	Does the review evaluate effectiveness of present systems?		✓								1	
10.4.8	Does the review evaluate future changes to the work environment?		✓							1		
10.4.9	Does the review consider practical solutions to system failures and non conformance?		✓								1	
10.4.10	Does the review evaluate the effectiveness of previous corrective/preventative controls?	?	✓									1

Totals				
0	0	8	30	0