



Australian Sports Sedan Association of NSW
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OCCUPATIONAL HEALTH AND SAFETY POLICY AND PROCEDURE MANUAL

Version # 3 2013

PREFACE

The health and welfare of Race Teams and the maintenance of a safe working environment is a major concern to ASSA NSW.

This manual has been produced for the guidance, protection and benefit of all Race Teams. Acceptance of these guidelines will allow tasks to be completed in a safe manner, minimising personal injuries to team members, danger to the general public and minimising damage to property and equipment.

This manual is to be read in conjunction with CAMS general OH&S and Risk Management Policy, CAMS NCR'S, Race Meeting Supplementary and Further Regulations together with race meeting Clerk of Course Driver and Team Manager briefing notes issued at the designated Drivers/Team Managers briefing.

SAFETY IS THE RESPONSIBILITY OF
EVERYONE!

OCCUPATIONAL HEALTH AND SAFETY POLICY

ASSA NSW recognizes it has a duty to provide and maintain so far as practicable a working environment that is safe and without risk to health. This policy further recognizes that the health and safety of all ASSA members and their race teams within ASSA NSW is the responsibility of everyone. In fulfilling the objectives of this policy, the committee is committed to regular consultation with members to ensure that the policy operates effectively and that the health and safety issues are resolved in an equitable manner.

This policy will be regularly reviewed in the light of legislation and committee policy changes. ASSA NSW seeks co-operation from all members and their teams in realizing our health and safety objectives and creating a safe work environment. All members and their teams will be advised of changes and arrangements will be made for their implementation.

Sean Sullivan

ASSA NSW
Event Organiser
Committee Member
OH&S Co-ordinator
2013

OBJECTIVES OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 1985

Essentially, the Act provides a framework for improving standards of workplace health and safety and reducing work related accidents and diseases.

The objectives of the Association are:

- To secure the health, safety and welfare of persons at Race Meetings;
- To protect persons at Race Meetings against risks to health or safety;
- To assist in securing safe and healthy Race Meeting environments;
- To eliminate, at the source, risks to health, safety and welfare of persons at Race Meetings;
- To provide for the involvement of Team Members and associations representing Team Members in the formulation and implementation of health and safety standards.

OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES

GENERAL TERMS OF REFERENCE

ASSA NSW

To ensure so far as practicable, that all persons involved in the Motor Racing environment are safe from injury and risk to health while at work. This includes:

- Providing and maintaining a safe Race Meetings environment and safe systems of work;
- Making and monitoring arrangements for the safe use of equipment and handling, storage and transporting of cars;
- Maintaining the Circuit Facilities in a safe healthy condition;
- Providing adequate facilities to protect the welfare of all Team Members;
- Providing information, training and supervision for all Team Members enabling them to work in a safe and healthy manner;
- Recognising that the specific provisions and objectives of this policy and procedures apply to self-employed people and volunteers who work on the sites unless precise instructions have been set out and issued;
- Recognising the need to control, at the source, all potential hazards that may exist or potentially exist within the sites.

ASSA NSW COMMITTEE RESPONSIBILITIES:

- Responsible for the effective implementation of health and safety policy.
- Must observe, implement and fulfill its responsibilities under the Acts and Regulations that govern Occupational Health and Safety in the workplace.
- Must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety responsibilities are followed.
- Must undertake regular audits of health and safety performance and resources in co-operation with those with designated and elected health and safety functions.
- Must ensure that all specific policies operating within the race team – such as fire, working at heights, dangerous goods, noise, training, first aid systems – are periodically revised and consistent with Occupational Health and Safety Regulations and committee Health and Safety objectives.
- Must provide information, training and supervision for all Team Members in the correct use of equipment, handling, storage and transportation of equipment
- Must be informed of incidents and accidents occurring to team members so that health and safety performance can be accurately gauged.

TEAM MANAGER RESPONSIBILITIES:

- Constantly review working procedures and practices.
- Informing, instructing and training all subordinates in the safe use of machinery, equipment and handling of equipment
- Investigate all accidents and injuries.
- Identify and control hazards.
- Ensure proper selection, issue, use, and maintenance of personal protective equipment according to Australian Standards.
- Ensure all machinery and equipment is well maintained.
- Ensure good housekeeping.
- Promote safety awareness by setting a good example.
- Ensure all members work in a safe manner.
- Respond to potential hazards, which may affect the health or safety of Team Members.
- Respond to proposed changes to the workplace if such changes may affect the health or safety of team members.
- Respond to proposed changes to health, safety and welfare practices, procedures and policies that are to be followed in the workplace.
- Respond immediately on receiving notification of a work related injury or illness to a team member or the occurrence of a dangerous or hazardous situation.

TEAM MEMBERS RESPONSIBILITIES:

- Take care of that which they are capable for their own health and safety and of others affected by their actions at Race Meetings.
- Comply with the safety procedures and directions agreed between management and team members with nominated or elected health and safety committee members or representatives.
- Must, in accordance with agreed team procedure for accidents and incident reporting, report potential and actual hazards to their Team Manager
- Wherever possible, recommend ideas to improve safety in the work place.
- Be responsible for the safety and welfare of visitors in their area.

HEALTH AND SAFETY COMMITTEE RESPONSIBILITIES:

- Shall contain the following representatives at
 1. ASSA NSW Management Committee
 2. Team representatives as elected internally
- Meetings to be held as per the agreed calendar schedule
- Meeting to be held at the beginning of the Racing season, Midway through the Racing season and at the conclusion of the Racing Season:
- Meetings can be called on an as needed basis.
- Health and safety committee responsibilities and functions are as follows:
 - a. Formulate and disseminate policies, practices and procedures that promote health and safety in the racing environment.
 - b. Consult with managers on any proposed or actual changes in health and safety policies, practices and procedures at the work place and appropriately document them.
 - c. Assist manager in the planning of actions on occupational health and safety. This will include helping to set priorities on controlling hazards.
 - d. Act as a problem-solving group to help with the identification and control of hazards.
 - e. Help to resolve occupational health and safety issues in the work place.
 - f. Maintain documentation of health and safety meeting minutes.
 - g. Report minutes of meeting to team members

MANUAL HANDLING POLICY:

The aim of this policy is to define guidelines for the identification, assessment and risk minimization program for manual handling tasks.

Manual handling of material is the largest single cause of industrial accidents. Evidence indicates that there is also a link between manual tasks and some rheumatic complaints.

All personnel move or lift things at times, either at work or at home, sometimes without much thought to the way they set about doing it. Like other tasks there is a right way and a wrong way, an easy and difficult way, a little thought can save a lot of effort.

Because of the way the human body is constructed, most of the joints are at a severe mechanical disadvantage during lifting, especially the spine. If this is subjected to excessive strain over a period of time, it can lead to serious back problems. The kinetic method of handling places the strain on muscles and joints best suited to do the job.

BASIC PRINCIPLES

1. Position feet apart, about as wide as the hips with one foot forward to ensure balance.
2. Use full fingers and palms of hands to ensure a good grip.
3. Tuck the chin in close to the chest and avoid turning the head to the side.
4. Keep elbows to the side.
5. Straight back and lift with the leg muscles.
6. If you feel the load to be lifted is too large or too heavy, ask for assistance or use a mechanical aid/s.

Twisting the body during lifting or carrying a load twists the spine while it's under load and can tear the pad that sits between the discs, causing severe pain. Carrying loads away from the body increases the weight placed on the spine and forces the spine to curve during the lift or transportation.

Consideration should be given to using Mechanical Lifting Aids at all times opposed to manually lifting items

NO – SMOKING POLICY:

ASSA NSW recognizes that it is the team managers duty to provide a workplace that is healthy and free of contaminants, which can knowingly affect the health of its team members. Recent legal decisions and medical authorities have recognised the evidence linking smoking to serious health problems, in particular passive smoking.

No smoking is to be undertaken in pits, closed amenities areas, refueling areas, whilst refueling, in enclosed vehicle areas or vehicle loading/unloading areas. This non – smoking rule applies to visitors, who enter the site.

ALCOHOL AND ILLEGAL DRUGS:

During a Race Meeting Alcohol is not to be consumed at the circuit as per Supplementary Regulations, Further Regulations and CAMS Regulations.

Illegal drugs are not permitted as per CAMS Regulations

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT POLICY

The aim of this policy is to provide guidelines on the selection, use, fitting, maintenance and storage of personal protective equipment. The ASSA NSW committee recognizes that all hazards should be controlled at the source.

- If other controls are not possible or not completely effective;
- During maintenance or clean up;
- In emergencies.

All personal protective clothing and equipment must conform to Australian specified standards. All employees will be trained how to use, maintain and store their personal protective equipment. The Team Manager is responsible for the implementation of policies in reference to protective equipment and clothing. It is the responsibility of the team member to report any damaged protective equipment to their Team Manager so repair or replacement can take place.

ACCIDENT REPORTING AND INVESTIGATION

ASSA NSW maintains records of disease and near miss occurrences in order to identify risk and improve health and safety in the Racing environments. DINMA (DISEASE-INJURY-NEAR MISS-ACCIDENT) reports are the key elements in ASSA NSW's strategy for injury prevention and promotion of health and safety. The analysis of information provided from these reports will inform us of the major risks in the racing environments. Also the Occupation Health and Safety Regulations require employers to keep records of accidents.

If a team member is injured at work, they must fill in a Disease/Injury/Near miss/Accident (DINMA) report. These DINMA reports are for all workplace injuries, illnesses and near misses whether serious or not.

DEFINITIONS

Disease	Any illness contracted or probably contracted, whilst at work.
Injury	Any occurrence where a worker is injured, it is particularly important to report relative minor injuries if a more serious injury may have resulted.
Near Miss	Any occurrence where a worker could have been injured or contracted an illness. It is a near miss where someone slipped but did not fall. Although no one fell a full investigation and review of procedures should be carried out to ensure that this does not happen again.
Accident	Any occurrence which results or may have resulted in an injury to a team member.

PROCEDURES

The team member involved in the accident must complete a DINMA as soon as possible after the event.

The Team Manager is required to investigate the DINMA, as soon as possible and complete the relevant section. This report is then sent to the Committee who monitors and implements the required actions.

WHAT TO DO WHEN INJURY OCCURS

The following guidelines are provided to assist both team members and Team Managers to ensure the correct procedures are followed if an injury occurs in the workplace.

TEAM MEMBERS RESPONSIBILITIES:

- Advise your Team Manager and seek medical attention if required.
- As soon as practicable (preferably the day of injury) complete details of the disease/injury/near miss/accident on the DINMA report form and return it to your Team Manager.

TEAM MANAGERS RESPONSIBILITIES

- Ensure appropriate treatment of the injury is provided.
- Ensure that a DINMA is completed as soon as possible. Conduct an investigation, and ensure measures are implemented to eliminate hazards and identify control measures to minimise the risk of recurrence.
- Ensure the completed DINMA report is forwarded to the Committee

IN CASE OF AN EMERGENCY

FIRE

1. Raise alarm and assist any person in danger, **if safe to do so.**
2. Try to contain the fire with an extinguisher and shut all doors if safe to do so.
3. Contact Relevant Emergency Service Race Control and Circuit Fire Marshal
4. Advise Emergency Service of the following:
 - a. Precisely where the emergency is.
 - b. The extent and nature of problem.
 - c. Where to enter the area.
 - d. Any other relevant information.
7. Maintain contact with fellow team members and evacuate if required.
8. When evacuation is to take place all people on site are to assemble at **Marshalling Area**
9. Remain at Marshalling Area until advised otherwise.

Fire drills should be conducted periodically. All drills are to be taken seriously.

HOUSEKEEPING

Good Housekeeping is good business

Each individual is responsible for work areas or recreation area.

Good housekeeping means:

- ❖ Orderliness.
- ❖ Keeping all things in their proper place.
- ❖ Keeping walkways clear for safe movement of materials and people.
- ❖ Keeping floors and aisles clear and uncluttered to prevent slips and falls.
- ❖ Keeping your work area orderly so that, you know where everything is located and you can safely do your job as it should be done, **EFFICIENTLY AND SAFELY.**
- ❖ Keep doorways clear.
- ❖ When storing or stacking materials, watch for:
 - Fire Extinguishers,
 - Power leads,
 - Fuel containers,
 - First aid equipment,
 - Electrical Switchboards,
 - Hot Water Urns,
 - Air Hoses,
 - Tool Boxes,
 - Loose Tools,
 - Race Car Components e.g. Body Panels,
 - Billboards e.g. 'A' Frames
 - Lifting Equipment

Report problems you cannot deal with yourself to your Team Manager.

The accumulation of rubbish, dirt and scraps, is unsightly and unhygienic, equipment that is broken or badly worn, can cause accidents, leaking oil or water, cause slips and falls and dangerously stacked materials fall and injure team members or the public. If you see a potential hazard rectify it yourself or **REPORT TO THE TEAM MANAGER IMMEDIATELY.**

SPILLS

- All spills are to be cleaned up as soon as possible.
- Ensure all wet areas are indicated by signs or barriers

LADDER USE

ASSA NSW recognizes that it has a responsibility to provide and maintain a safe work environment, by providing safe systems of work, therefore as a responsible association these procedures are detailed to ensure safe use is adhered to by all Teams and individual members.

Any fall can result in an injury and falls from over 2* metres generate forces that can easily result in serious injury or death. Health & Safety Legislation defines “Specified Work” as working at 2* metres or more. You should take precautions when working at a height that may cause injury.

When using ladders take consideration in the following areas.

1. Your footwear is free from mud, water or grease.
2. Ensure you check for any loose clothing. Ensure at all times the ladder is level or on level ground, legs are fully extended.
4. Lean ladder on solid object if not a step ladder. You take a secure grip using both hands, Use the 3 point method i.e. Three limbs must be in contact at all times.
7. Look up for obstructions i.e. overhead beams light fixtures etc.
8. When stepping down check the area for wet areas and protruding objects.
9. Don't climb beyond the second last rung whilst ascending.
10. The climbers' feet must not be placed higher than 900mm from the top of a single extension ladder, or the third tread from the top plate of a step ladder.
11. Don't climb while carrying objects.
12. Trestle ladders and ladder bracket scaffolds must not be used where there is a risk of a fall of more than 2* metres.
13. The Team member's body must always face the ladder when carrying out work.
14. Work involving restricted vision or hot work must not be performed from a ladder.
15. A ladder must not be used if two hands are needed to perform the job.

Most importantly if you think you may have difficulty with handling loads whilst on the ladder ask another person to help or to hold the ladder whilst you are carrying out your work.

* (note) each state has different legislation referring to height Vic = 2 metres, SA = 2.4 metres NSW = 1.8 metres

Appendix 1 Work Instructions

Appendix 1.1 – Vehicle Operation

Activity: Traveling To/From Worksite	
Quality Standards – Workmanship	
<ul style="list-style-type: none"> • Equipment loaded/unloaded safely • Travel to/from work site carried out safely 	
Work Instruction	
1.	Check vehicle for obvious defects e.g. Tyres, lights, brakes, reversing warning buzzer, engine oil level, water level, windscreen fluid level, and wiper blades.
2.	Wear appropriate clothing eg boots, safety gear.
3.	Load vehicle with equipment necessary for the days work schedule. For large and/or heavy items use insitu truck crane as per manufacturers instructions.
4.	All stored equipment is to be secured either in bins or lashed down with appropriate tie downs.
5.	All race cars are to be secured with ratchet straps secured by floor mounted clamps and tie webbing to be placed over the centre of the tyre.
6.	When loading equipment and/or cars ensure that the area around the rear of the truck is clear of unauthorized personnel.
7.	Whilst cars are in the air when being lifted/loaded into the back of the truck ensure persons are not physically under the car.
8.	Check that the first aid kit is on the vehicle and is correctly supplied.
9.	From UBD's/interstate road maps determine the best route to be taken to work site.

10.	On arrival at destination park vehicle on safe, level surface if possible. If surface is not level face vehicle down grade to maximize safety when unloading/loading equipment. At race circuits obey directions of circuit personnel and park vehicle in designated area.
11.	Secure rear loading doors when open.
12.	Lock rear platform using the two support beams;.
13.	Unload cars, securing area as per items 6. & 7. of this instruction.
14.	Check site for tripping hazards such as protruding objects.
15.	Securing rear steps to truck floor using locating bolts. Fit hand rails.
16.	Return to Depot.

11.	Power tools are not to be used for above shoulder work.]
12.	For 'on-site' use do not permit onlookers to approach too closely.
13.	To ensure the tools are not a tripping hazard do not leave tools unattended on the ground.
14.	Stop using the power tool immediately if there is any unusual noise, any burning smell or any electrical shock or sparks.

Appendix 1.3 - Waste Disposal

Activity: Disposal of Wastes – Liquid and Solid

Quality Standards – Workmanship

- To protect the environment
- To minimise wastage by re-use or recycling of items where possible
- To dispose of other wastes in an approved manner

Work Instruction

Solid wastes include packaging materials, used/obsolete/damaged machinery parts, spray containers and contaminated absorbent material from spillages. Liquid wastes include oils and fuel.

Off Factory Work Sites

1. On completion of work at each site collect any rubbish cleared from site prior to commencement and during work and place in container on vehicle or waste disposal containers at the site.
2. Place all containers on vehicle for return to factory ensuring that wastes will not fall of, or blow from the vehicle.
3. Return waste to factory and /or site disposal designated containers for correct disposal.

Factory

1. All liquid wastes are to be collected in approved containers.
2. Transfer liquid wastes to the appropriate recycling or disposal containers ready for collection by the contractor Darmarg P/1 EPA No EP 29762.
3. No liquid wastes are to be disposed of into storm drains or sewers.
4. Collect solid wastes from the work area and place in the appropriate container for re-use, recycling or disposal.

- | | |
|----|---|
| 5. | Where any solid waste is to be disposed of, either by the race team or sub-contractors, disposal shall be to an approved site only. |
|----|---|

Note: All liquid wastes and all solid waste materials are collected by contractors and are disposed of at approved disposal sites.

Appendix 1.4 - Hazardous Substances Handling

Activity: Handling of Hazardous Substances

Quality Standards – Workmanship

- Hazardous substances are stored in a safe manner.
- Hazardous materials are handled and used in a safe manner.
- Hazardous substances are disposed of in a safe manner in accordance with relevant legislation.
- * Refer to Supplementary and Further regs for specific race track requirements.

Work Instruction

Check that spill kit for chemicals is in vehicle prior to leaving depot.

NOTE: HAZARDOUS MATERIALS ARE MAINLY FUEL AND OILS.

1. All substances are stored and handled in accordance with relevant codes and legislation.
2. Material Safety Data sheets are displayed in a prominent position.
3. Hazard signs are displayed where appropriate.
4. All substances are clearly identified.
5. Do not handle hazardous materials if training has not been received.
6. Ensure fire extinguisher is readily available in case of emergency.
7. Wear appropriate safety clothing, goggles, facemask, and gloves, when handling hazardous substances.
8. In the event of a spillage in the field immediately soak up the excess with the absorbent material to limit soakage into the ground.

Appendix 1.5 – Supervisor

Activity: Supervisor

Quality Standards – Workmanship

- Work carried out in professional manner
- Meets specification

Work Instruction

Machinery is to be operated as detailed in Supplementary and Further Regs and at the factory only between the hours of 7.00 am to 9.00 pm weekdays and 9.00 am to 8.00 pm on weekends as per local council regulations.

1. Organisation of daily.
2. Audit day sheets.
3. Audit OHS System is carried out correct.
4. Liaise with suppliers.
5. Review written polices and procedures applicable to qualifications.
6. Raise system improvement notices and suggest associated corrective and preventive measures.
7. Identify training requirements.
8. Liaise with customers, and make decisions based on experience and customer feed back.
9. Non- conformance reports are investigated and appropriate corrective action taken.
10. All plant and equipment is regularly serviced and maintained to ensure it complies with safety and environmental requirements.

Has Authority To:

1.	Purchase goods.
2.	Hire personal & retrench as required.
In the event of absence, the responsibilities of this position are delegated to:	
1.	Director

Appendix 1.6 – Mechanic, Race Engineer, Support/Pit Crew

Activity: Mechanic, Race Engineer, and Support/Pit Crew.

Quality Standards – Workmanship

- To service and maintain all race cars and associated machinery.

Work Instruction

Machinery is to be operated as detailed in Supplementary and Further Regs and at the factory only between the hours of 7.00 am to 9.00 pm weekdays and 9.00 am to 8.00 pm on weekends unless otherwise specified in contract documents.

- | | |
|----|--|
| 1. | Perform services and maintenance on equipment as required by the race team as per manufacturers instructions and team race procedures. Be aware of the heat sink from high temperatures occurring in brakes, engine/gearbox, exhaust and radiators. Burns may occur if these components are handled incorrectly. Wear appropriate protective clothing. |
| 2. | Liaise with suppliers. |
| 3. | Coordinate race car set up and adjustments at the circuit during race meetings and testing after driver debrief and or incidents on the circuit. |
| 4. | Obey all instructions as contained in the Supplementary and Further regulations for the race meeting. Obey the instructions of the officials in pit lane and the support paddock. Wear appropriate clothing as detailed in Supplementary and/or Further regulations for that race meeting.

<i>Note: Special care must be taken when around race cars and support vehicles in pit lane as this is an especially dangerous area of the race circuit for race team pit crew.</i> |
| 5. | Test equipment and tools. |
| 6. | All plant and equipment is regularly serviced and maintained to ensure it complies with safety and environmental requirements. |
| 7. | Record all maintenance and servicing on machinery. |

Has Authority To:

- | | |
|----|---------------------|
| 1. | Purchase all parts. |
|----|---------------------|

In the event of absence, the responsibilities of this position are delegated to:

- | | |
|---|--|
| 1 | Staff members as designated by the director. |
|---|--|

Appendix 1.7 - Oil Spill Cleanup

Activity: Oil Spill Cleanup

Quality Standards – Workmanship

- Work carried out in a safe and efficient manner
- Meets manufacturers recommended usage
- Petroleum substances are neutralised using bioremediation agent
- To protect the environment

Work Instruction

Check that oil spill kit is in vehicle prior to leaving depot.

- | | |
|----|--|
| 1. | Immediately leakage/spill is detected switch off equipment. |
| 2. | Wear appropriate safety gear – eye and hand protection. |
| 3. | Identify leakage source and perform temporary repairs – only if safe to do so. |
| 4. | Use Enretech “socks” or “pillows” to control spread, block storm water drains, to prevent further run-off. |
| 5. | Spread Enretech-1 over affected area as per manufacturers instructions. |
| 6. | Contact Pirtek representative to organise repairs on site. |
| 7. | Clean affected area of equipment before removing from site. |
| 8. | Record spillage on daily equipment log. |
| 9. | Leave site clean and tidy. |

A HAZARD IDENTIFICATION CHECKLIST FOR TEAMS

This checklist is designed to get you started on the identification of hazards in your area. It gives you suggestions for possible headings and questions you may ask. However, it is not comprehensive. Use this sheet to help you develop a checklist that is suited to the needs of your area.

1. Job design

- Consider all the tasks required to produce an outcome from each area.
- Has each job been designed to provide a variety of tasks throughout the day in terms of physical and mental workload?
- Are highly repetitive tasks performed??
- Do tasks require constant sitting or standing for more than 2 hours at any one time?
- Are tasks that require a high level of concentration performed for more than 2 hours at any one time?
- Are team members trained to vary tasks and postures throughout the day?
- How are individuals given feedback regarding their work performance?

2. Manual handling

- Are there objects that require pushing, pulling, lifting, lowering, carrying, holding or moving and do these actions require considerable physical effort or force to complete?
- Are there large, awkward or heavy objects to be handled?
- Are these objects handled more than once every 5 minutes?
- Is handling required more than 5 times per hour over a day?
- Is handling performed below mid-thigh height or above shoulder height?

3. Lighting

- Is there sufficient lighting for the performance of tasks?
- Are employees able to control incoming natural light?
- Is artificial lighting causing reflections from work surfaces or shadows over the task?
- Do employees find they have tired, sore or irritated eyes at the end of a day?

4. Noise

- Is noise a problem in the workplace?
- Is it difficult to hear a normal voice within a 1 metre distance?
- Are there distracting or disruptive noises in the area?
- How well do screens or partitions control noise?

5. Indoor air quality

- Are there problems or complaints about temperature, draughts, odours or lack of fresh air?
- Do team members suffer from dry, irritated eyes at the end of the day?
- Does the area seem stuffy?
- Do team members find the temperature cold, hot or fluctuating?

6. Area layout

- Is there sufficient space for tasks to be carried out?
- Is there sufficient space for the equipment and the operator?
- Is there sufficient space for walkways through an area ?
- Is there sufficient space for light, intermediate and busy foot traffic?
- Is there sufficient circulation space around each work area?
- Are there separate areas for tasks that require dedicated space?

7. Workstations

- Are workstations adequately designed for the tasks being performed?
- Is there sufficient space at the work-station
- Is there easy access to equipment?
- Is there adequate and safe height adjustability of work surfaces?
- Are workstations and equipment set up to reduce awkward postures?
- Do standing workstations meet the needs of the users?
- Are standing workstations suitable for a range of users?
- Is there sufficient width and depth for the tasks being carried out?
- Is there provision for sitting at this workstation where short periods of Continuous work is required?
- Is there suitable seating provided at a standing workstation?
- Is there a need for foot rests?

8. Storage

- Is there sufficient general storage space for the area?
- Is there sufficient storage space at each workstation?
- Is storage space suitably designed to be within easy reach (that is, between shoulder and mid-thigh height)?
- Is there sufficient space around storage areas to enable easy and safe access?

9. Hand tools

- Are suitable, safe and adequate hand tools supplied for the work required?
- Are sharp implements housed or stored so as to minimise the risk of injury?

10. Hazardous substances

- Is there concern regarding hazardous substances such as paint, glues fuels etc?
- List the likely hazardous substances in your area
- Have hazards been identified, qualified and controlled?
- Are there noticeable fumes in the air?
- Do any work processes use or generate dust, smoke, fumes or gases?
- Are there any hazards in the work area known to be toxic, corrosive, inflammable or explosive?
- Are MSDS and written safe work procedures readily accessible?
- Are there adequate ventilation and house-keeping practices?
- Has appropriate training been provided to all staff ?

INSPECTED BY:.....

DATE OF INSPECTION:.....

TO:.....

DINMA REPORT: -DISEASE/INJURY/NEARMISS/ACCIDENT

TEAM MEMBER

DETAILS

Name.....Date of Birth.....
Home Address.....
Home Telephone.....Mobile Ph.....
Reported to.....Date.....Time.....

TEAM MEMBER'S DETAILS

Timework commenced.....Time due to finish.....
Experience in tasks (years).....(months).....
Team members Role.....
Task at time of injury.....
Location of incident.....

TRAINING UNDERTAKEN

Induction..... Task specific..... OH&S.....
Other (please specify).

DESCRIPTION OF DISEASE/INJURY/NEARMISS/ACCIDENT

.....
.....
.....
.....

WITNESS

1. Name.....Ph No.
2. Name.....Ph No.

DINMA REPORT: -DISEASE/INJURY/NEARMISS/ACCIDENT

TEAM MANAGER

HAZARD IDENTIFICATION (a hazard is anything that has the potential to cause harm)

Describe the hazards identified as the main causes of tis DINMA:

.....
.....
.....
.....

Has this hazard been previously identified?

In your opinion what action should be taken to alleviate/remove the hazard?

.....
.....
.....

What is the chance of such injury, illness or disease recurring?

Extremely high.....High.....Possible.....Unlikely.....

RISK MANAGEMENT

What action is recommended to prevent a recurrence of DINMA?

(Please indicate time frame, estimated cost, completion date and person responsible)

.....
.....
.....

What assistance/support/advice did the person involved receive following DINMA?

.....
.....

INVESTIGATION BY

Name..Signature.....

Date

SAFETY INDUCTION CHECKLIST

Note: The person conducting the induction must explain each point of this checklist to new Team members. (i.e. Do not simply give the checklist to the new Team Member to review on their own.)

Name of Team Member:

Commencement Date:

Department: Position:

Name of Person Conducting Induction:

Date:/...../.....

General

- Give the Team Member a copy of the handbook.
- Explain the site security arrangements.
- Outline the relevant requirements of the smoking, alcohol and drug policy.

Emergency Procedures

- Cover evacuation procedure, designated assembly point for new Team Members, work area, evacuation etc.
- Instruct the new Team Member e to always leave emergency exits, passageways and pedestrian crossings unobstructed.

Personal Protective Equipment (PPE)

- Ensure that the new Team Member has been issued with relevant items of PPE (e.g. footwear, hearing protection, safety glasses, work clothing).
- Explain PPE requirements applicable to work area.

Accident, Injuries and Illness

- All minor accidents and near-misses must be reported in the Minor Incident Book and DINMA to be filled out.
- Show new Team Member the Incident Book.
- Explain First-aid treatment for all injuries and illnesses sustained on site however minor.
- All injuries or illnesses requiring medical examination must be reported to the Team Manager.

Equipment Safety

- Machine guards etc. must not be tampered with and must be in position when the machine is running.

Manual Handling

- Demonstrate correct lifting techniques (size up load, back straight, good grip, use leg muscles, move feet rather than twisting) and explain what items are team lifted.

Signature of Inductee:

Date:/...../.....

HAZARD CHECKLIST

If "yes" is the answer to a question in the checklist, the plant, parts of the plant and/or the situation associated with the hazard should be written in the space provided.

<p>A. ENTANGLEMENT Can anyone's hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant, or materials in motion?</p>	
<p>B. CRUSHING Can anyone be crushed due to:</p> <ul style="list-style-type: none"> a. material falling off the plant? b. uncontrolled or unexpected movement of the plant or its load? c. lack of capacity for the plant to be slowed, stopped or immobilised? d. the plant tipping or rolling over? e. parts of the plant collapsing? f. coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair? g. being thrown off or under the plant? h. being trapped between the plant and materials or fixed structures? i. other factors not mentioned? 	
<p>C. CUTTING, STABBING AND PUNCTURING Can anyone be cut, stabbed or punctured due to:</p> <ul style="list-style-type: none"> a. coming in contact with sharp or flying objects? b. coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair of the plant? c. the plant, parts of the plant or work pieces disintegrating? d. work pieces being ejected? e. the mobility of the plant? f. uncontrolled or unexpected movement of the plant? g. other factors not mentioned? 	

<p>D. SHEARING Can anyone's body parts be sheared between two parts of the plant, or between a part of the plant and a work piece or structure?</p>	
<p>E. FRICTION Can anyone be burnt due to contact with moving parts or surfaces of the plant, or material handled by the plant?</p>	
<p>F. STRIKING Can anyone be struck by moving objects due to:</p> <ul style="list-style-type: none"> a. uncontrolled or unexpected movement of the plant or material handled by the plant? b. the plant, parts of the plant or work pieces disintegrating? c. work pieces being ejected? d. mobility of the plant? e. other factors not mentioned? 	
<p>G. HIGHPRESSURE FLUID Can anyone come into contact with fluids under high pressure, due to plant failure or misuse of the plant?</p>	
<p>H. ELECTRICAL Can anyone be injured by electrical shock or burnt due to:</p> <ul style="list-style-type: none"> a. the plant contacting live electrical conductors? b. the plant working in close proximity to electrical conductors? c. overload of electrical circuits? d. damaged or poorly maintained electrical leads and cables? e. damaged electrical switches? f. water near electrical equipment? g. lack of isolation procedures? h. other factors not mentioned? 	
<p>I. EXPLOSION Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances, triggered by the operation of the plant or by material handled by the plant?</p>	

J. SLIPPING, TRIPPING AND FALLING

Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to:

- a. uneven or slippery work surfaces?
- b. poor housekeeping, eg. swarf in the vicinity of the plant, spillage not cleaned up?
- c. obstacles being placed in the vicinity of the plant?
- d. other factors not mentioned?

Can anyone fall from a height due to:

- a. lack of a proper work platform?
- b. lack of proper stairs or ladders?
- c. lack of guardrails or other suitable edge protection?
- d. unprotected holes, penetrations or gaps?
- e. poor floor or walking surfaces, such as the lack of a slip-resistant surface?
- f. steep walking surfaces?
- g. collapse of the supporting structure?
- h. other factors not mentioned?

K. ERGONOMIC

Can anyone to be injured due to:

- a. poorly designed seating?
- b. repetitive body movement?
- c. constrained body posture or the need for excessive effort?
- d. design deficiency causing mental or psychological stress?
- e. inadequate or poorly placed lighting?
- f. lack of consideration given to human error or human behaviour?
- g. mismatch of the plant with human traits and natural limitations?
- h. other factors not mentioned?

(For more information on hazards associated with manual handling, refer to the Code of Practice for Manual Handling.)

L. SUFFOCATION

Can anyone be suffocated due to lack of oxygen, or atmospheric contamination?

<p>M. HIGH TEMPERATURE OR FIRE a. Can anyone come into contact with objects at high temperatures? a. Can anyone be injured by fire?</p>	
<p>N. TEMPERATURE (THERMAL COMFORT) Can anyone suffer ill-health due to exposure to high or low temperatures?</p>	
<p>O. OTHER HAZARDS Can anyone be injured or suffer ill-health from exposure to:</p> <p>a. chemicals? (For more information on hazards associated with chemicals, refer to the Codes of Practice for Hazardous Substances and Storage & Handling of Dangerous Goods)</p> <p>b. toxic gases or vapours? c. fumes? d. dust? e. noise? (For more information on hazards associated with noise, refer to the Code of Practice for Noise)</p> <p>f. vibration? g. radiation? h. other factors not mentioned?</p>	

Once hazards have been identified they then need to be given a severity rating from 1 to 3 and used in the risk control plan to help establish priorities then also to plan a hierarchy of control.

- 1 Potential to cause death or injury to 1 or more people
- 2 Potential to cause injury
- 3 Potential to cause an injury treatable with 1st Aid

Hierarchy of Control

- 1. Elimination of the hazard
- 2. Substitution for a lessor hazard
- 3. Engineering Control
- 4. Policy and Procedures
- 5. Use of Personal Protective Equipment (PPE)

**RISK CONTROL PLAN
Risk Control Plan Form**

Area covered by the Plan:

Date prepared:

Prepared by:

(Employer)

(Health and safety representative)

Who was consulted in preparing this plan? (work groups, individuals):

Work plan

<i>Action</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Status</i>
Put effective consultation arrangements in place <ul style="list-style-type: none"> • HSRs elected and trained • OHS committee established 			
Identify who is responsible for different jobs in developing the RCP, particularly overall management and coordination			
Set up working arrangements, namely: <ul style="list-style-type: none"> • How the plan will be prepared (eg by work area or by hazard) • Identify priority hazards and priority work areas • Provide training and other resources • Communication 			
Decide a plan of action for risk control that includes timetables for: <ul style="list-style-type: none"> • Identifying specific hazards; • Assessing risks; • Introducing risk controls as soon as possible. • Reviewing progress with the Risk Control Plan 			

Signed by:

Senior responsible manager

Health and safety representative

Action Table

Hazard Number	What has to be done to control the risks? (from Risk control actions)	Who will do it?	How will they do it?	Resources needed to do it	Who is responsible for making sure it is done?	By when?	Review date
Short term							
Reviewed by:				Progress review date (within two weeks):			
Medium term							
Reviewed by:				Progress review date (within three months):			
Long term:							
Reviewed by:				Progress review date: (within 12 months):			