

YARRIAMBIACK SHIRE COUNCIL

OCCUPATIONAL HEALTH AND SAFETY AND WELLBEING

GUIDELINES



Chief Executive Officer Approved Policy and Guidelines


Adopted:	CEO Approved Date	CEO Name	CEO Signature
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Guideline –Personal Protective Equipment / Clothing

Objective

Yarriambiack Shire Council is committed where practicable, to reducing risks in the first instance by means other than protective clothing and equipment (PPE & C). Where the provision of PPE & C is deemed appropriate, the Yarriambiack Shire Council (YSC) is committed to ensuring that all personal protective clothing or equipment complies with the requirements of the appropriate standards.

This guideline covers requirements for the selection, maintenance, training and use of any PPE & C which is used to protect individuals from actual or potential hazards.

Responsibility

Occupational Health and Safety Officer and Line Managers are responsible for:

- a) Ordering PPE&C.
- b) Issuing PPE&C at the Depots, Workshops and Corporate Office.
- c) Recording the issuing of PPE&C on the register.
- d) Disposing of ill fitting, redundant PPE&C.
- e) Ensuring the correct wearing of all PPE&C.
- f) Ensuring compliance with this Guideline.
- g) Communicating this Guideline to ensure it is effectively implemented.
- h) Denying requests for the provision or replacement of PPE&C where it is deemed inappropriate or is not required.

Health and Safety Representatives are responsible for:

- a) Encouraging employees in their designated work group to promptly notify all health and safety issues or concerns relating to PPE&C to their Line Manager.
- b) Monitor the ongoing use and effectiveness of PPE&C controls.

Employees, Contractors and Volunteers are responsible for:

- a) Cooperating with all measures introduced by Council to minimise risks to health, safety and wellbeing.
- b) Replacing PPE&C once it no longer is fit for purpose or is not representing Council in a professional manner (e.g. faded, stained or torn garments).
- c) Obtaining authorisation prior to ordering or reordering any PPE&C.
- d) Reporting correct size and quantity of PPE&C items to be purchased.
- e) Correctly using and maintaining PPE&C issued by Council.
- f) Raising issues or concerns in relation to PPE&C with their Line Manager on a Hazard Reporting Form.
- g) Only wearing PPE&C supplied by Council.

Method

Outdoor Works / Field Staff Uniform

The Council will provide an annual subsidy for uniform purchases for Outdoor Works and Field staff under the following guidelines:

- a) All items in the uniform will be monogrammed with the corporate logo in accordance with the style guide.
- b) Refer to the [Guideline – Staff Uniform](#) in the Human Resource Policy and Guideline Manual for further reference on approved items and claiming the uniform subsidy.

Wearing of Clothing

All Outdoor employees are required to wear the uniform every working day. Employees are not permitted to wear garments from a previous employer uniform issue that is logoed.

Employees who are noted not wearing the clothing stipulated shall be directed to change into the correct clothing. Failure to comply will result in the incident being reported by the Line Manager who shall initiate appropriate action.

Care of Clothing

Laundry and dry cleaning will be at the employee's own expense. Employees should at all times endeavour to present a professional image to customers and the general public by maintaining their uniform in a neat and tidy manner.

Where uniform is considered extremely dirty (due to undertaking Council duties) and is not suitable to be laundered in a domestic washing machine, the Council will pay to have the uniform laundered.

Cessation of Employment

All items of uniform bearing the Council's logo and all PPE&C must be returned to the council on termination of employment.

Personal Protective Equipment/Clothing

Personal Protective Equipment (PPE) is the equipment worn by workers to reduce their exposure to hazards. PPE includes items such as:

- a) Eye protection (e.g. goggles, glasses).
- b) Hearing protection (e.g. ear plugs, ear muffs).
- c) Respiratory protection (e.g. respirators, face masks).
- d) Foot protection (e.g. safety boots).
- e) Head protection (e.g. hard hats, broad brimmed hats).
- f) Body protection (e.g. aprons, long sleeve pants and long sleeve tops).
- g) Fall injury prevention (harnesses, lanyards etc.)
- h) Hand protection (e.g. fabric, leather, rubber and disposable gloves).

All PPE&C issued by Council remains the property of Council. Whilst employed with Council it is the individual's responsibility to maintain all PPE&C in good working order.

The success of PPE&C is dependent on the equipment being chosen correctly, fitting correctly and being worn at all times when required.

The issue of PPE should not preclude other control mechanisms to eliminate, substitute or change of work practice to control workplace hazards being implemented.

Selection and Use

- a) The Council shall provide all protective equipment and PPE clothing relevant to the work situation as provided by industrial agreement, regulation and/or best practice.
- b) Generally, PPE&C shall only be used if hazards cannot be eliminated, and personnel cannot be kept away from the source of hazard.
- c) The Line Manager is responsible for ensuring that specified PPE&C is supplied as required to perform work duties. A PPE&C register will be located at depots. It is the responsibility of the Line Manager to record the PPE&C allocations on the register.
- d) All PPE&C must conform to legislative requirements and Australian Standards where applicable.
- e) The selection of PPE&C to be used shall take into consideration the specific circumstances of various locations and tasks (e.g. footwear for slippery surfaces).

- f) Safe Work Method Statements (SWMS) and Job Safety Analysis (JSA) should be prepared to define the PPE&C to be worn for each work activity. These instructions shall be readily available to all relevant staff.
- g) All employees shall be responsible for the wearing of PPE&C where specified and they shall ensure the equipment is cleaned and maintained and in good working order.
- h) Any changes or modifications to process, work conditions, material uses and technology shall be assessed and if required, corresponding changes shall be made to PPE&C used by personnel who may be affected by the modification.
- i) Visitors and contractors shall comply with the same PPE&C requirements as applied to YSC staff.
- j) No items of PPE&C issued shall be modified from the manufacturer's original specifications.

Maintenance

- a) The Occupational Health and Safety Officer will conduct random inspections of PPE&C to ensure items such as safety boots and shoes are well maintained and not damaged, or items are worn correctly in accordance with manufacturer instructions. Records of the inspections and issues shall be kept. Personnel must not use PPE&C which is not in good working order or to the manufacturer's original specifications.
- b) Where through normal daily use, any particular item of PPE&C is deemed to be no longer fitting for its intended purposes, such as hi vis clothing fading, tears and rips, accidental breakage or scratching, the items of PPE&C will be replaced by Council.
- c) Where the personal protective equipment is issued to a Depot the Line Manager in charge will be responsible for the issue, maintenance and replacement of such equipment.

Training

All personnel shall be given training and instruction in the correct use of PPE&C and in the identification of hazards and their control.

Instruction and Signage

- a) It is a condition of employment that employees must wear the protective equipment and clothing issued; when wearing of such equipment and clothing is appropriate (e.g. exposure to health or safety hazards).
- b) Line Managers must ensure that personnel reporting to them consistently comply with PPE&C requirements. In the event of a person failing to comply with these requirements, Line Managers must take all necessary steps to ensure compliance, including following disciplinary procedures if necessary.
- c) Council worksites (i.e. depots, road works sites, parks and recreation areas) where PPE &C must be worn, shall be designated as such by the use of appropriate signage if possible. Worksites not controlled by Council may not always have PPE&C signage available.

Prescriptive Spectacles

There are a number of Council staff who require prescriptive spectacles to carry out their day to day duties. These duties are often carried out in a range of potentially harsh environments including dust, ultra violet glare and other events that may occur from time to time. Council will not provide or reimburse employees for prescription glasses, except in the instance where spectacles have been accidentally damaged during work as a result of their duties.

Compensation up to a maximum of \$750 may be made by Council for damage to or loss of spectacles provided that such loss or damage is not in any way caused by an intentional act or by the employee's own act of negligence.

To minimise damage to prescriptive spectacles, Council requires staff to wear appropriate protective apparatus such as tinted overspecs (cover for prescriptive spectacles) or tinted clip-ons which Council will supply.

It is the responsibility of the individual staff member to ensure that they organise (with their Line Manager) protective apparatus for their spectacles appropriate to the specific environment that they carry out their duties.

Wearing of Hi-vis Safety Clothing

Suitable hi-vis clothing, or safety vests, must be worn under the following conditions:

- a) When employees are working within any public place, including road reserves. This includes laying or repairing roadways, checking stormwater drains and the like.
- b) When employees are operating machinery or working in an area in which machinery is present and the presence of the machinery constitutes a danger, such as in the vicinity of backhoes.
- c) When employees are engaged in any operation that is likely to expose them to risk, whether or not the activity is outdoors or in doors.

Safety Helmets

Safety Helmets must be worn:

- a) When staff are undertaking any activity within 1½ times the working radius of any item(s) of plant and equipment engaged in excavating, lifting, loading/unloading, or back-filling.
- b) When working in trenches as defined by the regulations.
- c) When timber is being trimmed or felled.
- d) Where work is being carried out above head height.
- e) Where there is a risk of falling objects.
- f) Projectiles.
- g) Helmets are to worn by all staff engaging in and assisting with the loading and unloading of any items where mechanical assistance is being used (eg. gantry cranes, forklifts etc).
- h) The general practice must be to wear safety helmets at all times where there is a risk of head injury.

All components of the helmet should be visually inspected at least weekly for signs of dents, cracks, penetration or other damage due to impact, rough treatment or unauthorised alterations.

Helmets showing damage, deterioration or have been subject to significant impact to the shell should be immediately withdrawn from service and discarded (completely destroyed). No helmet shall be re-issued to another person.

Excessive discolouration of the shell colour or weathering of the surface may indicate a loss of strength, as do shells with splitting or cracking of the material. Such helmets should be discarded.

At the time of issue to the wearer, the helmet should be marked with the issue date. Helmet shells have a life of at least 3 years but not more than 5 years from the time of issue. Components of harnesses may deteriorate more rapidly in service and harnesses should, therefore, be replaced at intervals not longer than 2 years.

For helmets that are used infrequently and stored away from sunlight, dirt and temperature extremes, the recommended replacement timeframe may not be applicable. Conversely, helmets that are used in extreme conditions of temperature or poorly stored may need to be replaced more frequently.

Drink Bottles

Two litre foam drink containers will be supplied to all outdoor works employees on commencement. This is to ensure staff stay hydrated at all times.

Vehicles - Seat Belts

Seat belts are to be worn at all times in plant and vehicles when they are fitted with them. This includes but is not limited too; cars, trucks, mobile plant.

Guideline – Protection of Workers from Ultraviolet Radiation

Objective

The purpose of this guideline is to implement procedures for minimising the risk associated with exposure to ultraviolet radiation (UVR).

Responsibility

Line Managers are responsible for:

- a) Ensuring that staff adhere to the ultraviolet radiation guideline.

Supervisors

Supervisors are to:

- a) Manage work programs in order to limit UVR exposure during the months of October through March.
- b) Supervise outdoor workers to ensure compliance with the requirements of the instruction.
- c) Regularly monitor employee compliance with UVR control strategies and report difficulties experienced.
- d) Ensure injury reporting procedures are followed when an incident of sunburn or excessive sun exposure occurs in the workplace.
- e) Practice UVR control measures when working outdoors.

Employees/Contractors

Employees and contractors undertaking outdoor work are to co-operate with all measures introduced to minimise the risk associated with exposure to UVR, including wearing personal protective equipment as supplied.

Method

Introduction

Exposure to the sun poses a significant risk to all workers whom work outdoors.

The sun causes immediate and lasting health problems, including sunburn, heat exhaustion, blindness and dehydration. Too much ultraviolet radiation from the sun can also lead to skin cancer.

Skin cancer is by far the most prevalent form of cancer in Australia and the incidence rates are the highest in the world. Two out of every three Australians will develop some form of skin cancer in their lifetime. In Victoria skin cancer accounts for more than half of all cancers diagnosed.

Outdoor workers may have a higher risk of developing a non-melanocytic skin cancer than people that work indoors.

Yarriambiack Shire Council has an obligation to provide a safe and healthy work environment. This obligation includes providing adequate protection from the hazards that Council staff may be subject to when working in an outdoor environment. Ultraviolet radiation is one such hazard.

Control Measures

The following control measures will be implemented at a worksite according to the conditions and works involved. The risk posed by UVR at the site should be assessed prior to works commencing.

Engineering Controls

Employees working outdoors are encouraged to maximise the use of shade provided by trees, buildings and other structures. Where there is limited access to natural shade, the use of fixed or portable shade structures will be considered and implemented where practicable.

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Version: 0.1	Issue Date: 18 August 2020	Next Review: 18 August 2023	Page 8/ 68

Administrative Controls

Works Supervisors are to give consideration to the reorganisation of planned outdoor work programs to reduce UVR exposure including:

- a) Rescheduling work hours to enable workers to start earlier during October – March.
- b) Providing opportunities for workers to undertake alternative shaded tasks when UVR is most intense (11am – 3pm).
- c) Rotating workers regularly between shaded areas and outdoor/exposed locations.

Personal Protective Equipment and Clothing

Personal protective equipment is sometimes the easiest and most practical way to rectify a problem with UVR exposure.

Managers or their delegates will be responsible for determining which staff are regarded as outdoor workers and, therefore, entitled to be issued with hats, sunscreen, protective clothing and eye wear for work purposes, and in what circumstances particular equipment will be supplied.

Yarriambiack Shire Council will provide:

- a) suitable light clothing for use in summer / warmer months and suitable set for the colder months.
- b) eye protection.
- c) sunscreen/lip balm.
- d) Hats.

Sun Protective Clothing

The selection of protective clothing will take into account both the need to block out the sun and the need to reduce the effects of heat. Employees will have, as a minimum, full length sleeves and full length pants that will be light and breathable. Shirts will be lightweight, loose fitting and have a collar. All uniform items are required to feature close weave fabric and a UPF factor of at least 30 (refer AS/NZS 4399:2017). Other hazards such as fire resistance will be considered, shall be assessed and, if necessary, take priority over the UV hazard providing that UVR minimum standards are met.

Eye Protection

UV radiation from the sun also affects the eyes and therefore there is a need to provide eye protection in the form of sunglasses.

Yarriambiack Shire workers who work outdoors shall be provided with close fitting eye protection against the sun and dust as applicable for the employee tasks. The eye protection shall meet Australian Standard AS1067 and where safety glasses are required, these will also comply with AS1337.

Sunscreen

Sunscreen will be provided by the Council for additional protection. Sunscreen is not a substitute for appropriate sun protective clothing, as sunscreens do not offer complete protection against the sun.

Broad spectrum and water resistant sunscreen with a sun protection factor (SPF) of 50+ and rated UVA and UVB will be provided. Use-by dates are to be regularly checked to ensure sunscreen in use is not out of date. Sunscreen will be provided to all employees and be placed in accessible locations within the workplace. Employee will be instructed on correct application and use. For optimum effect, sunscreen is to be generously applied to all areas of exposed skin at least twenty minutes before going outside and reapplied at least every two hours. Lip balm containing SPF50+ will also be provided.

Hats

Hats are to be worn during daylight savings hours. Hats will be made of close weave material and have a brim of at least 8cm or be a legionnaire style cap. Brim attachments and neck

flaps will be provided where hard hats are worn. In circumstances where the wearing of a broad brimmed hat causes difficulties due to their size, sunscreen and other protective measures should be used instead.

Note: Peaked caps with a legionnaires style velcro attachment may be worn as part of the outdoor uniform. These items although complying with AS 4399, in terms of fabric weave and UPF, do **NOT** offer full body protection and therefore through daylight savings time (October through March) it is expected that the legionnaires style velcro attachment is worn with the peaked hat and that sunscreen would be applied as required.

Hats are not required to be worn once inside a vehicle. Sunscreen should be applied to limit exposure to UV rays.

Akubra hats may be worn if the brim is of at least 8cm. Council will not supply Akubra hats. If a staff member chooses to wear an Akubra, this would be at the staff members own expense.

Beanies

Beanies cannot be worn as a substitute to a hat.

Under no circumstances are beanies to be worn under hard hats. This will make the frame of the hard hat ineffective.

Education and Training

Employees, including managers and other persons responsible for organising outdoor work will receive training. All new employees will be made aware of the UVR protection program as part of their induction. The objectives of the training include:

- a) Provision of these notes at induction.
- b) Increasing the awareness of the harmful health effects of UV.
- c) The promotion and correct use of control measures.
- d) The provision of information for self-screening for skin cancer.

Medical Examination

Outdoor staff will be checked for possible skin cancer and other UVR exposure related skin conditions during the two yearly skin check medical examinations, to allow for early detection and treatment.

Guideline - Incident and Accident Reporting and Investigation

Objective

To ensure that all incidents, accidents and near misses are reported and investigated and that appropriate corrective action is taken to minimise the recurrence of such events. This is a requirement of the *Occupational Health and Safety Act 2004*.

Responsibility

This guideline applies whenever an incident, accident or near miss is experienced. Whether it is an injury to a person, damage to property, an environmental impact or a potential for a combination of these, all will require an incident to be reported.

The CEO and Council is responsible for:

- a) Reviewing OHS, risk and performance reports at quarterly Council meetings.

The Director Business Strategy and Performance is responsible for:

- (a) Reporting the occurrence of incidents and progress on the conduct of the investigations to the leadership team.
- (b) Maintaining a register of incidents and hazards.

The Immediate Director is responsible for:

- (a) Reporting the incident to the applicable governing body, as required.
- (b) Immediately reporting the incident to the CEO on becoming aware that a notifiable incident has occurred.
- (c) Appointing an Incident Manager (can be themselves), whom is qualified and skilled to conduct root cause analysis investigations.
- (d) Conducting and/or participating in the incident/accident investigation.
- (e) Identifying appropriate corrective actions.
- (f) Implementing appropriate corrective action.

Line Managers are responsible for:

- a) Ensuring all employees are aware and familiar with the Incident Reporting and Investigation Guideline.
- b) Reviewing all incidents that occur within their area of responsibility. Includes reviewing the appropriateness and effectiveness of proposed outcomes, contributing factors and corrective actions.
- c) Immediately reporting to the Director by telephone if an incident/accident involves lost time or is notifiable.

Incident Manager (refer definitions) is responsible for:

- (a) Arrange for an incident report to be completed within 24 hrs of an incident occurring.
- (b) Recommending whether an investigation is required.
- (c) Conduct investigations, as required or requested.
- (d) Immediately notifying WorkSafe of a notifiable incident and following up with a written report within 48 hours of this call. Ensuring that an incident/accident investigation is completed as required and a report is registered within 48 hours of the incident being reported.

The Occupational Health and Safety Officer is responsible for:

- a) Providing assistance with the completion of an Incident/Accident report.
- b) Participating in an incident/accident investigation as required.
- c) Notifying the employee in writing that the Incident/Accident report of injury/illness has been received.

- d) Co-ordinating the completion of a monthly summary, including trends of all OH&S related incidents for the Leadership team.

Employees and Health and Safety Representative's are responsible for:

- a) Immediately reporting to their Line Manager that an incident has occurred.
- b) Completing an incident/accident report within 24 hours of the incident occurring.
- c) Participating in an incident/accident investigation as required.

All employees are responsible for reporting incidents in line with this guideline.

Method

Incidents

An incident is any unplanned event where:

- a) A person is injured or suffers an illness.
- b) Property is damaged.
- c) There are environmental impacts.
- d) There was potential for the above to occur (near miss/near hit).

Incident/Accident Reporting

All employee incidents/accidents, regardless of severity, must be reported to the relevant Line Manager as soon as possible and recorded in the Incident/Accident Report in the incident register.

Where this is not possible a delegate (work colleague, friend or relative) may complete the details, however this person must not be the person's immediate Line Manager.

The incident/accident report includes details of the:

- a) Who, When, What, Where, How
- b) Type of incident (Near Miss, Injury/Illness, Property Damage, Environmental).
- c) Any short term preventative measures put in place and any proposed/recommended corrective actions.

The Line Manager is to review and finalise the incident report in consultation with the injured employee.

Serious Incidents (OH&S)

The Line Manager must report all serious incidents and dangerous occurrences to their Director immediately, who will then report through to the CEO as soon as possible.

The Director must advise Worksafe immediately of any serious incident by telephone and other relevant Regulators as required, such as EPA and Energysafe Victoria.

Other relevant Regulators can be notified:

- a) Of the serious incident/accident in the prescribed format.
- b) Within the required timeframes.

What is a Serious Incident?

Victorian Occupational Health and Safety Legislation (*OH&S Act 2004* – section 38) requires verbal and written notification to WorkSafe of incidents resulting in injury to employees, consultants and contractors, if the accident is deemed to be of a serious nature.

Serious incidents that require notification are:

- a) Death of a person.
- b) Medical treatment required within 48 hours of being exposed to a substance.
- c) A person requiring immediate treatment as an in-patient in a hospital.

- d) A person requiring immediate medical treatment for:
- the amputation of any part of his or her body
 - a serious head injury
 - a serious eye injury
 - the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
 - electric shock
 - a spinal injury
 - the loss of a bodily function
 - serious lacerations.

What is a Dangerous Occurrence?

Notification of dangerous occurrences is also required for employees, consultants and contractors under OHS Legislation.

A dangerous occurrence is an incident that exposes a person in the immediate vicinity to an immediate risk to the person's health or safety through:

- a) The collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered.
- b) The collapse or failure of an excavation or of any shoring supporting an excavation.
- c) The collapse or partial collapse of all or part of a building or structure.
- d) An implosion, explosion or fire.
- e) The escape, spillage or leakage of any substance including dangerous goods (within the meaning of the *Dangerous Goods Act 1985*).
- f) The fall or release from a height of any plant, substance or object.

WorkSafe Notification

The Incident Manager must report all incident details, upon becoming aware that an incident has occurred at a workplace under the management and control of the Council, immediately to WorkSafe by phone.

The Incident Manager must complete an Incident Notification Form in consultation with the employee reporting the incident and forward a copy of the Incident Notification Form to WorkSafe within 48 hours of notifying WorkSafe by phone. Refer to WorkSafe Incident Notification Form (<https://www.worksafe.vic.gov.au/resources/incident-notification-form>)

A copy of the Incident Notification Form must be kept in the document storage system for five years and a copy must be available for inspection as stipulated in section 38(4) of the *Occupational Health and Safety Act 2004*.

Do not disturb the site

Unless otherwise directed by the WorkSafe Field Officer at the time of notification the scene of a fatality must not be disturbed before a WorkSafe Field Officer arrives. However, the site may be disturbed to:

- a) Help someone who is injured.
- b) Protect someone's health and safety.
- c) Take any essential action to make the site safe or prevent a further accident.

WorkSafe Contact Details

- For Serious Incident Notification call 132 360 (24 hours a day, 7 days a week)
- WorkSafe Advisory Service 1800 136 089
- WorkSafe website – www.worksafe.vic.gov.au

Death or Serious Injury – next of Kin contacts

In the case of death or serious injury to an employee, contacting the next of kin must be a priority.

The immediate Director, the Manager Organisational Performance and the CEO will consult and determine who is the most appropriate person to contact the next of kin.

The Organisational Performance division will maintain the next of kin contact details.

Investigating Incidents

It is desirable to investigate all incidents and accidents no matter how minor. However, the Director will appoint an Incident Manager to investigate an incident within 24 hours if the incident has caused:

- or could have caused a serious injury;
- an employee to be absent from work (Lost Time Injury);
- an employee to seek medical treatment.

In the case of a significant or serious injury, the Occupational Health and Safety Officer can be requested to assist the Incident Manager to conduct and document a comprehensive investigation report.

Incidents and accidents that had the potential to cause injury or property loss, known as 'near misses', should also be investigated, for example a load falling from a forklift just missing an employee.

Incidents and accidents are investigated to prevent costly future accidents. By predicting deficiencies, malfunctions and unsound practices, a good incident and accident investigation has the ability to:

- a) Save the Council from potential future loss.
- b) Protect our employees from injury.

Conducting the Investigation

When conducting the investigation, the Incident Manager must:

- a) Seek the assistance of the injured employee, a Health and Safety Representative and if possible any witnesses.
- b) Identify contributing factors that are related, such as:
 - i) plant and equipment, for example a power drill
 - ii) environment, for example confined space or slippery floor
 - iii) behaviour, for example employee failure to follow standard procedure
 - iv) process or procedure, for example inadequacy of procedure
- c) Use the [Incident/Accident Investigation Report](#) as a guide.

The Incident Manager must ask open questions to ensure information about the incident or accident is clear. The Incident Manager must take detailed statements from the injured employee and all witnesses of the incident. Examples of questions to ask include:

- a) Where did the incident happen?
- b) Could you describe what happened?
- c) Who was involved?
- d) What equipment was involved?

- e) What events led to the incident occurring?
- f) What could be done to prevent a reoccurrence of this incident?

Incident Investigation Report

The Incident Investigation Report provides guidelines for conducting an investigation. The report details the investigation of the incident or accident and the actions planned to prevent the incident from reoccurring.

If possible photos should be taken of the incident/accident site.

Refer to the [Incident Investigation Report Form](#).

Corrective Actions

The Incident/Accident Report includes a corrective action plan section. One section for immediate action taken and the other for proposed/recommended preventative actions. For more information on deciding preventative action, refer to the Council's Risk Management Framework.

When completing the corrective action plan section, the Incident Manager must:

- a) Identify the hazard, the cause of the incident.
- b) Document and approve the controls required to reduce the risks of future injury.
- c) Document the people responsible for the action and the expected completion date.

Incidents recorded must be highlighted and discussed at the next relevant OH&S Committee Meeting. Actions that cannot be resolved immediately must be directed to the immediate Director.

Filing and Forwarding Reports

The Incident/Accident Report is completed and copies are submitted into incident register and a copy is kept in the electronic document records management system for seven years.

Register of Injuries

Incident/Accident Reports involving injury or illness must be entered in the Incident/Accident register as this provides the required Register of Injuries.

Upon entering the incident in the register of injuries a letter must be completed by the RTW coordinator and sent to the injured employee notifying them that an incident/accident report has been received.

The Council must keep the Register of Injuries for seven years.

Making a WorkCover Claim

Employees that suffer from an injury or illness and is work related are entitled to make WorkCover claim for compensation. Employees are advised to speak to the Manager Organisational Performance regarding WorkCover claims.

Guideline – Occupational Health and Safety Issue Resolution

Objective

On occasion during conducting the business of the Council, issues may arise that will potentially impact upon the health and wellbeing of employees, contractors, customers or the public. It is important that these occupational health and safety issues are managed and resolved as quickly as possible and that the safety of all concerned are preserved.

This guideline aims to achieve the timely and effective resolution of all health and safety issues, as and when they arise.

Responsibility

It is the responsibility of all management levels and employees to work together to resolve issues in their workplace. This guideline is applicable to all employees in the Council.

Method

The following process will be undertaken when issues are identified with potential to affect the health, safety and/or wellbeing of employees, contractors, volunteers or members of the community:

- a) The person shall notify their Line Manager or customer service representative who shall notify the Health and Safety Officer.
- b) The Line Manager, Health and Safety Officer and other representatives as required (ie. Director, Human Resources, Health and Safety Representative) shall discuss the issue and attempt to reach agreement on its resolution.
- c) If the issue cannot be resolved through discussions with the parties, the Health and Safety Officer or the Health and Safety Representative shall issue a Corrective Action Request (CAR).
- d) If the issue is not resolved following the issue of a CAR, the Health and Safety Officer may issue a provisional improvement notice (PIN) and/or request a WorkSafe Inspector to review the issue. The WorkSafe Inspector may then assist to resolve the issue, issue a PIN or a prohibition notice.

NB: An employer representative can also request a WorkSafe Inspector to review the issue.

- e) If in the opinion of the Line Manager or the Health and Safety Officer there is a clear and immediate risk to the health and safety of staff, contractors or others the associated work shall cease immediately.

Guideline – Noise Control

Objective

The purpose of this guideline is to ensure that workplace noise levels are identified, assessed and controlled.

Responsibility

The Occupational Health and Safety Officer, Directors and Line Managers are all required to ensure this guideline is implemented effectively.

Method

Code of Practice for Noise and Risk Identification Checklist

An assessment shall be made of noise levels at all workplaces, including plant under the management of the Council. Assessments must be conducted:

- a) At least every five years; and
- b) As soon as practicable after a change to the workplace including:
 - i) Installation or removal of plant or equipment.
 - ii) Changed workload or machine speed likely to lead to a significant change in noise level.
 - iii) Change in building structure likely to lead to a significant change in noise level.
 - iv) Modification of work arrangements which increase the length of time employees spend in noisy places.

Data for Personal and Area Noise Exposure

If after completion of the risk identification checklist, there is potential for employees to be exposed to noise levels over the exposure standards described in the Code, a detailed assessment shall be completed. It may be necessary to seek expert advice to correctly assess the level of risk present in the workplace.

Hazard Identification and Risk Management

If the noise level at a worksite presents a risk to the health and safety of employees or persons on site, control measures must be implemented, and documented with reference to the hierarchy of controls. Health and Safety Representatives shall be consulted during development of control measures.

Health Monitoring and the Occupational Health and Safety Regulations 2017

- a) Employees provided with hearing protection equipment shall undergo an audiometric testing program bi-annually.
- b) Employees provided with hearing protection equipment must be provided with appropriate training in:
 - i) The need for such equipment.
 - ii) The fit, use, care and maintenance of the equipment.
 - iii) Explanation that employees must use equipment provided.

Generally, such training would occur at staff meetings or if necessary structured training sessions.

- c) At workplaces where hearing protection equipment must be worn, signage must be erected clearly indicating the need to wear hearing protection.

Guideline – First Aid

Objective

The purpose of this guideline is to ensure the provision of suitable first aid facilities and the training of first aid personnel to comply with workplace health and safety obligations.

Responsibility

Directors, Line Managers, Occupational Health and Safety Officer and Designated First Aid staff are required to implement this guideline.

This guideline applies to all employees, contractors and volunteers at YSC.

Method

OHS Risk Assessments to determine first aid requirements

YSC in consultation with Health and Safety Representatives will carry out first aid risk assessments in order to:

- Identify hazards that could result in work related injury or illness.
- Assess the type, severity and likelihood of injuries and illness.
- Provide the appropriate first aid equipment, facilities and training.
- Review the Council's first aid requirements on a regular basis or as circumstances change.

In order to determine first aid requirements for individual workplace locations the OHS risk assessments will take into consideration:

- Incident and near miss reports and data together with the findings and recommendations of incident investigations.
- Following a physical inspection of the workplace, the distance between different work areas and response times for emergency services.
- Review of information on Safety Data Sheets (SDS's).
- The maximum workforce numbers including contractors at the workplace at any one time.
- The level of risk in the workplace.

A First Aid Risk Assessment Form is to be completed for each workplace under the management or control of YSC.

If determined that a First Aid Officer is not required for an individual workplace based on the completed risk assessment, the individual at the scene of the incident will respond applying the first aid response plan. Any assistance provided must be undertaken within their level of competency.

First Aid Officer Numbers

YSC following the completion of the First Aid Risk Assessment in consultation with the relevant Director or Manager, will determine the number of first aid officers based on the following ratios:

- Low risk workplaces – one first aid officer for every 50 workers.
- High risk workplaces – one first aid officer for every 25 workers.

First Aid Officer Training

Yarriambiack Shire Council first aid officers shall hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency.

Provide First Aid - provides competencies required to recognise and respond to common life threatening injuries or illnesses, including life-support using cardiopulmonary resuscitation (CPR), and to manage the casualty and incident until the arrival of medical or other assistance.

It is recommended that Council First Aid Officers undertake refresher training in CPR annually.

First Aid qualifications are to be renewed at least every three years.

Managers in consultation with staff and Health and Safety Representatives will discuss the most appropriate person to undertake first aid training. Consideration is to be given to availability and presence within the workplace for those assigned as the First Aid Officer.

First Aid Information, Instructions and Signage

YSC will provide first aid information to all members of the workforce including contractors so that individuals know what to do and who to contact if they or others in the workplace location are sick or injured.

First aid information, instruction and signage will include:

- The location of first aid equipment and facilities.
- The names, location and contact phone numbers (if applicable) of persons trained to administer first aid.
- The procedures to be followed when first aid is required.
- Location of nearby medical practices and hospitals.
- The address of the workplace and nearest cross street.
- Advice to always call **000** in case of a life threatening emergency.

The first aid information, instruction and signage will be provided to all Council employees and contractors as part of OHS induction training, and following:

- Any changes in the location of first aid facilities.
- Names of first aid officers.
- Location or contact details of first aid officers.
- Location of nearby medical practices or hospitals.

If there is no trained first aid officer on site when required, please contact your Line Manager, or attend a nearby medical practice or hospital. The location of the nearest medical practice or hospital is located on the poster next to the first aid kit. In case of emergency, call 000 (ambulance) for assistance.

Records of First Aid Treatment

Whenever first aid treatment is provided in a Council workplace, details of the injured person, the injury, and any treatment provided is to be recorded on Council's [First Aid Treatment Form](#). A copy of the completed form is to be forwarded to the OHS team for their record. Completed forms are to be retained in line with Council's schedule for record retention and disposal.

First Aid Kits

The Council will provide access to a first aid kit. The contents of first aid kits at a workplace location will be based on the first aid risk assessment. The recommended content of a typical first aid kit and information on additional equipment is provided in the [WorkSafe Victoria First Aid in the Workplace Compliance Code](#). All vehicles and plant will be fitted with a first aid kit.

The first aid kit will provide basic equipment for injuries including:

- Cuts, scratches, punctures, grazes and splinters;
- Muscular sprains and strains;
- Minor burns;

- Amputations and / or major bleeding wounds;
- Broken bones;
- Eye injuries;
- Shock.

First aid kits supplied by Council will:

- Be large enough to contain all the necessary items;
- Be immediately identifiable with a white cross on green background that is prominently displayed on the outside;
- Contain a list of the contents for that kit;
- Be regularly reviewed by the Line Managers (via workplace inspections) to ensure contents remains within its use by dates;
- Be made of material that will protect the contents from dust, moisture and contamination.
- Checking that all contents are in date and undamaged.

Unless otherwise determined by a risk assessment, first aid kits will contain at a minimum:

- Basic first aid guides
- Disposable gloves
- Resuscitation mask
- Individually wrapped sterile adhesive dressings
- Sterile eye pads (packet)
- Sterile coverings for serious wounds
- Triangular bandages
- Safety pins
- Small sterile un-medicated wound dressings
- Medium sterile un-medicated wound dressings
- Large sterile un-medicated wound dressings
- Non-allergenic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first aid provided
- Sterile saline solution
- Infectious yellow plastic bags for disposal.

First Aid Kits Restocking

Following completion of the OHS Workplace Inspection Checklist, it is the responsibility of the Line Manager to ensure the contents of the First Aid Kit is updated and stocked. Support from administration staff is recommended to assist with restocking.

Guideline – Prevention of Falls

Objective

The purpose of this guideline is to provide a process for identifying hazards and controlling the risk of falls when working at height.

Responsibility

It is the responsibility of all employees, volunteers and contractors to administer this guideline.

Fall protection must be provided for any person who could potentially fall at any height.

Generally, this includes work conducted in or on plant or a structure, that is at or used to access an elevated level, work conducted near an opening, edge or surface through which a person could fall from, and near a slippery, sloping or unstable surface.

Please note, that wherever possible, the need to work at heights should be eliminated or the risk of a fall reduced so far as is reasonably practicable.

Method

STEPS IN THE PROCEDURE		REFERENCES	RESPONSIBILITY	RECORDS
1	Identification of Significant Fall Hazards	<ul style="list-style-type: none"> Occupational Health & Safety Regulations 2017 (Prevention of Falls) WorkSafe Codes of Practice – Prevention of Falls Series 	<ul style="list-style-type: none"> Management / Supervisors All employees 	<ul style="list-style-type: none"> Hazard Report / Concern Alert Workplace Inspections OH&S Committee Minutes
2	Notify OH&S Officer of potential fall hazard		<ul style="list-style-type: none"> Management / Supervisors Health and Safety Representative All employees 	<ul style="list-style-type: none"> Hazard Report / Concern Alert Workplace Inspections Incident/Accident Report
3	Complete a Prevention of Fall Risk Assessment or include in a Job Safety Assessment Note: a risk assessment must be completed when there is a potential to fall two metres or more.	<ul style="list-style-type: none"> Occupational Health & Safety Regulations 2017 (Prevention of Falls) WorkSafe Codes of Practice – Prevention of Falls Series 	<ul style="list-style-type: none"> Management / Supervisors OH&S Officer / Health and Safety Rep Employee 	<ul style="list-style-type: none"> Prevention of Fall Risk Assessment Job Risk Assessment
4	Introduce appropriate control of the risks through the use of the hierarchy of controls specified in the regulations. eg elimination, guard railing, scaffolding, fall restraint system, fall arrest systems, ladders, administrative systems etc Note: A combination of controls may be required	<ul style="list-style-type: none"> Occupational Health & Safety Regulations 2017 (Prevention of Falls) WorkSafe Codes of Practice – Prevention of Falls Series 	<ul style="list-style-type: none"> Management / Supervisors OH&S Officer / Health and Safety Rep Employee 	<ul style="list-style-type: none"> Prevention of Fall Risk Assessment Job Risk Assessment

STEPS IN THE PROCEDURE		REFERENCES	RESPONSIBILITY	RECORDS
5	Develop Emergency and First Aid Procedures/Guidelines Note: An emergency/first aid procedure must be developed for all controls implemented other than elimination.	<ul style="list-style-type: none"> • Occupational Health & Safety Regulations 2017 (Prevention of Falls) • WorkSafe Compliance code – Prevention of Falls 	<ul style="list-style-type: none"> • Management / Supervisors • OH&S Officer / Health and Safety Rep • Employee 	<ul style="list-style-type: none"> • Prevention of Fall Risk Assessment • Job Risk Assessment
6	A copy of the risk assessment is to be sent to the Manager, OH&S Officer or OH&S Representative		<ul style="list-style-type: none"> • Management / Supervisors • Health and Safety Rep 	
7	Monitor and evaluate introduced controls		<ul style="list-style-type: none"> • Management / Supervisors 	<ul style="list-style-type: none"> • OH&S Committee Minutes • Workplace Inspections
8	A Fall Hazard register is to be maintained of all identified fall hazards and is to be available to all employees	<ul style="list-style-type: none"> • Occupational Health & Safety Regulations 2017 (Prevention of Falls) • WorkSafe Compliance code – Prevention of Falls 	<ul style="list-style-type: none"> • OH&S Officer • Management / Supervisors 	<ul style="list-style-type: none"> • Prevention of Falls Risk Assessment
9	Training is to be provided to all relevant personnel in height safety and this procedure	<ul style="list-style-type: none"> • Occupational Health & Safety Regulations 2017 (Prevention of Falls) 	<ul style="list-style-type: none"> • Management / Supervisors • OH&S Officer 	<ul style="list-style-type: none"> • Training Database

Guideline – Lock Out / Tag Out

Objective

A lock out/tag out (LOTO) system is designed to:

- a) prevent injury and/or property damage resulting from plant and equipment being activated while maintenance procedures are in progress; or
- b) faulty plant and equipment being used by staff members who are not aware that it is faulty.

Responsibility

This guideline is applicable to all Council plant and equipment.

Supervisor is responsible for:

- a) Ensuring that the LOTO guideline is implemented and adhered to.
- b) Reviewing the LOTO log to ensure follow-up work is completed.

Occupational Health and Safety Officer is responsible for:

- c) Ensuring that the LOTO guideline is implemented and adhered to.
- d) Reviewing the LOTO log to ensure follow-up work is completed.

Manager Operations is responsible for:

- a) Reviewing the LOTO log on a monthly basis at Supervisors meeting to ensure that any required work is being followed up.

All Employees are responsible for:

- a) Identifying the plant and equipment that is potentially faulty or defective and needs to be locked out or tagged out for maintenance purposes and ensuring that appropriate measures are taken.
- b) Ensuring that any item of plant or equipment they know to be faulty or defective is either locked out or tagged out, as appropriate.

Where plant or equipment is taken out of service because it is defective, the person applying the lock or tag is responsible for ensuring that the problem is followed up and rectified.

Method

Taking Equipment out of Service

An approved tag, lock or isolation measure ('tag') is to be placed on plant or equipment when it is known to be faulty or if it is necessary to take it out of service for maintenance works.

An appropriately qualified person must determine which equipment needs to be locked out or tagged out. Application of LOTO measures should be observed and supervised by the person having immediate control of the equipment.

As soon as practicable after applying the tag, affected employees must be notified that the equipment is to be removed from service.

A tag must be placed in a prominent position and must include the following details:

- a) Date of application.
- b) Nature of problem, hazard or malfunction.
- c) Name of person applying tag.
- d) Expiry date, if any.

The Occupational Health and Safety Officer is to be notified of an application of a tag. If out of hours, send an email to the Occupational Health and Safety Officer and the Manager Operations. The Occupational Health and Safety Officer will register the tag in the LOTO log.

The log will include the information recorded on the tag, plus:

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- a) Description of plant or equipment being secured.
- b) Date that tag removed.
- c) Comments (if any).
- d) Name of person making log entry.

Returning Equipment to Service

An appropriately qualified person must verify that all work is complete. Prior to removing the tag, affected employees must be notified that work has been completed and that the equipment is to be returned to service.

The tag is to be removed either by the person who placed the tag or with his/her express permission.

The Occupational Health and Safety Officer is to be notified when a tag is removed. If out of hours, send an email to the Occupational Health and Safety Officer and the Manager Operations. The LOTO log will be updated by the Occupational Health and Safety Officer and reviewed monthly at Supervisors meeting.

Removal of a Lock and Tag by someone other than the named party on the Tag

If the person(s) authorised to remove a lock and tag is unavailable the plant/equipment must remain isolated until the person is able to return to site and remove the lock and tag.

Where the person is unable to return to site a verification and approval process must be followed.

The Designated Person shall contact the person whom attached the lock and tag to obtain their agreement that the lock and tag can be safely removed.

Once this has been agreed, the Designated Person shall then authorise the removal of the lock and tag by another person.

Email OH&S Officer to allow someone other than the person who applied the tag to remove the tag. To be logged on LOTO register by OH&S Officer.

The incident shall have evidence of investigation detailing:

- Investigation outcomes.
- Designated Person authorising the removal of the lock/tag and
- Person authorised to remove lock/tag.

The Designated Person(s) from Council are;

- a) Mechanic
- b) Supervisor
- c) Manager Operations

The Designated Person can remove the tag or delegate someone to remove the tag when repaired. The Designated Person must then email the OH&S Officer detailing the order in which the tag was removed and by whom.

Guideline – Plant Management and Safety

Objective

The purpose of this guideline is to provide guidance on the Occupational Health and Safety management of plant and equipment items used by YSC workers.

Responsibility

Director Assets and Operations along with the Manager Operations are responsible for ensuring all plant is purchased and maintained in accordance with the WorkSafe Plant Compliance Code <https://www.worksafe.vic.gov.au/resources/compliance-code-plant>.

Employees are responsible for ensuring they perform their daily plant checks and that the plant is operating safely and in accordance with manufacturer directions and specifications.

Method

Heavy Mobile Plant

- a) Plant checklists are completed daily, prior to the commencement of works.
- b) Once the checklist is complete, if there is no further works required the operator can commence works, utilising the plant.
- c) If the plant requires urgent attention the Operator is to notify their Supervisor immediately. The operator may need to enact the [Guideline - Lock Out/Tag Out](#). The plant is not to be operated until the Council Mechanic has inspected and/or repaired the plant and deemed it in safe working order to operate.
- d) Once plant checklists are complete they are to be submitted to the Council Mechanic in a timely manner.
- e) The Council Mechanic will review all Checklists as they are submitted. Where defects or issues are identified on the Checklist, the Mechanic will schedule the plant in to be inspected and/or repaired, as soon as practical.
- f) If the Plant items are not repaired or inspected in a timely manner, the Supervisor will elevate the urgency of the matter to ensure the plant is assessed.
- g) All checklists are retained in accordance with Council record management requirements.

Small Plant (Ride on Mowers, Whippers Snipper etc)

- a) Plant operators are to visually check small plant prior to the commencement of use.
- b) Once a visual inspection has occurred and plant is deemed safe to operate, it may be utilised.
- c) If a plant item is deemed unsafe the operator is to enact the [Guideline – Lock Out / Tag Out](#).
- d) If the plant requires a non-urgent repair or inspection, the Operator is to notify the Supervisor and Council Mechanic as soon as practical.

Guideline – Hazard Management and Risk Assessment

Objective

The purpose of this guideline is to provide a systematic and objective approach to assessing hazards and their associated risks that will provide an objective measure of an identified hazard.

This guideline has been developed to detail the legal requirements associated with the management of workplace hazards and risks, including hazard identification, risk assessment, the criteria for hazard/risk control measures and the implementation of such measures and their evaluation.

Responsibility

CEO, Directors, Line Managers shall ensure that:

- a) Hazards are identified and assessed in consultation with employees.
- b) Suitable control measures are implemented where appropriate based on the hierarchy of control.
- c) Records are maintained of all risk assessments.
- d) The documented hazard identification and risk assessments, or JSA have been prepared or reviewed by the work crew prior to commencement of work.
- e) All employees and contractors under direct control comply with the outcomes of the risk assessment process and the requirements of this guideline.
- f) Ensure all employees have received appropriate training in the hazard management process.
- g) Tool Box meetings are conducted at the commencement of a job to ensure risks are identified.

Employees shall ensure that:

- a) All hazards are reported to their Line Manager, Health and Safety Representative or OH&S Officer.
- b) SWMS / JSA's which have been reviewed and agreed on prior to works commencement are complied with.
- c) All risk control measures implemented for the task are maintained.
- d) Personal protective equipment and clothing is worn where required.
- e) Participate in Tool Box meetings at the commencement of each job to ensure risks are identified.

Method

Introduction

The Council's Occupational Health and Safety (OHS) Policy statement requires the provision and maintenance of a safe and healthy working environment and safe systems of work. To do this, Line Managers, employees and contractors must co-operatively ensure that hazardous conditions and practices are detected, reported and corrected and that adequate preventative measures are taken to safeguard people, property and materials.

The process of identifying hazards, assessing risks and then applying appropriate, cost effective control measures is the basis of all requirements of the *Occupational Health and Safety Act 2004* and its subordinate regulations.

Hazard Identification

Hazard Identification is the process of identifying all situations or events that could give rise to the potential of injury or illness or damage to property, plant or equipment. The Council is committed to proactively identifying hazards as an essential part of the OHS program.

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Hazards in the workplace can be identified by:

- a) Workplace inspections
- b) Written or verbal hazard reports
- c) Incident reports or investigations
- d) Conducting a job risk assessment (JSA)
- e) Consultant reports
- f) Safety data sheets
- g) Statistical analysis
- h) Industry information
- i) Tool box meetings
- j) OHS committee meetings
- k) Team meetings

When identifying hazards the different types below should be considered:

- a) **Physical Hazards**, e.g. noise, plant related hazards, working at height, manual handling, ergonomic, falling objects, collapse, confined space entry, working on water.
- b) **Mechanical Hazards**, e.g. impact injuries, structural or mechanical failure, vibration, moving parts, gravity.
- c) **Chemical Hazards**, e.g. burns, inhalation, absorption through skin, ingestion, reaction with other substances, storage issues, poisoning, corrosion, fire/explosion.
- d) **Pressure Hazards**, e.g. over-pressure, explosions, relief valves, leaks, hydraulics.
- e) **Electrical Hazards**, e.g. electrocution, contact with overhead and underground services.
- f) **Radiation Hazards**, e.g. UV radiation, lasers.
- g) **Biological Hazards**, infection, needle stick injuries, handling of wastes.
- h) **Psychological**, workplace conditions leading to stress.

Workplace Inspections

Workplace inspection is the process where management and employees work together to identify hazards and take action to prevent injuries and illnesses in the workplace.

The process involves inspection, communication, evaluation and review. A key feature of the process is to ensure management accountability and the commitment of all personnel to hazard elimination and control. This is a formal process and must be complemented by informal inspections on a more regular basis, e.g. plant checklist.

OH&S Officer with the assistance of the health and safety representatives will undertake formal hazard inspections of Council facilities such as depots, yards, offices and worksites at minimum every six months.

A Workplace Hazard Inspection Checklist (WHIC) has been developed to support workplace inspections. The checklist is designed to assist in the maintenance of appropriate OHS standards which comply with relevant OHS legislation.

The Line Managers may also use the WHIC, or part of, to check for hazards on sites and in the workplace.

Informal hazard inspections should be conducted by all employees daily.

An inspection calendar will be prepared each year by the OH&S Officer, in conjunction with the Manager Organisational Performance. The calendar will be submitted to the Health and Safety Committee for review and comment. Inspection results will be recorded by the OH&S

Officer. A copy of the inspection results will be presented to the Leadership Team and OH&S Committee bi-monthly. The results will be presented to the Audit and Risk Committee and Council quarterly as part of the Risk reporting regime.

Field Work Hazard Identification and Control Checklist

Hazards associated with operations and field work may be identified using the [Incident and Hazard Identification Form](#) in conjunction with a JSA/SWMS.

Hazard Reporting

Hazard reporting is a critical incident/accident prevention strategy. Hazards that are identified during the course of work and must be reported to the Line Manager or a health and safety representative as soon as possible. Within 48 hours, an Incident and [Hazard Identification Report Form](#) must be completed and provided to the relevant Line Manager and a copy passed to the Occupational Health and Safety Officer for review and inclusion in the hazard reporting database.

If an identified hazard can be rectified easily and immediately (e.g. obstacles observed in front of the workshop doors will be removed), then a formal hazard report is not required.

Incident and Hazard Register

The Incident and Hazard Register informs the Council's risk register and provides a central reference point for the effective management of incidents and hazards. The register:

- a) Provides a place to store documents relating to OHS Committee Minutes, Workplace Hazard Inspection Checklists, Hazard Reports, Hazard Alerts, OHS Audit and Action Plans, JSA, SWMS, other miscellaneous information relating to hazard management.
- b) Contains information relating to identified hazards, risk ratings and suggested ways of controlling these hazards.

The Incident and Hazard Register is to be maintained by the OH&S Officer and is to be brought to the occupational health and safety committee meetings for review.

Hazard Identification Matrix (Near Miss or Incident)

A hazard identification matrix has been developed that assesses the likelihood of a range of occupational health and safety issues being present at a particular type of site/workplace.

The likelihood rating is based on a 5 scale classification system to enable design variations within asset types to be accommodated in the hazard identification process:

Almost Certain

Likely

Possible

Unlikely

Very Unlikely

A range of procedures and reference documents have been developed to provide control measure for the hazards identified in the matrix.

This matrix provides an indicative measure of the likelihood of the presence of various OHS hazards only. Verification of the OHS status of a particular asset should be carried out by means of a site inspections using the Workplace Hazard Inspection Checklist or equivalent assessment tool or assessment by a qualified person(s).

The hazard ratings are based on the assumption that the asset is operating normally. Construction or major maintenance procedures on those assets (particularly if the asset is out of service) should be assessed on the basis of the actual work undertaken.

Risk Assessment

When a hazard has been identified/reported or if modifications are made to plant, equipment, assets or processes, a risk assessment must be undertaken. The risk assessment process determines the degree of risk or danger of an injury or illness occurring or recurring.

The degree of risk also helps to determine the appropriate response to the hazard. Hazards with a high risk rating must be addressed as a priority.

When assessing the risk associated with any hazard, it is necessary to ask the following questions:

- a) Who is exposed to the hazard?
- b) How often are people near the hazard (exposure)?
- c) Has the hazard already caused any problems?
- d) How easily can someone be injured?
- e) Which factors in relation to the hazard need to be taken into account, according to health and safety legislation?
- f) Which factors or specific aspects of the work are increasing the likelihood of injury or illness?
- g) If a person was injured how serious the injury would be?

Risk Assessment Process

Risk is defined as the Likelihood or probability that a hazard may cause harm, and is a combination of the duration of exposure to the hazard, the likelihood of the hazard being realized and the consequences.

The risk assessment process requires a systematic approach to assessing hazards and provides an objective measure of the hazard and allows hazards to be prioritised and compared.

The process of hazard identification and risk assessment should be carried out "if practicable", in consultation with Health and Safety representatives and committees (where established) and with employees involved with the process/operation at the workplace level.

Risk Assessment Matrix

The risk assessment matrix is a tool used to help determine the level of risk of a particular hazard.

Start by considering the most likely outcome (Consequence) of the hazard by asking 'How severely could it hurt or how ill could it make someone?'

Then consider, 'How likely it is to hurt someone?' (Likelihood)

Refer to Council [Risk Management Framework](#) to review Council's Risk Assessment Matrix.

In some situations, risks can be reduced without a formal risk analysis i.e. a hazard or risk is identified, the nature of the risk and the control required is self-evident. For example, obstacles observed in front of the workshop doors will be removed. Achieving that outcome will rarely involve paperwork or undertaking a detailed analysis. The action is undertaken simply as part of 'normal operations'.

Generic Risk Assessments

Where multiple items of plant, substances or materials are used in activities which for all practical purposes are the same, or similar processes exist, a single (generic) hazard identification and risk assessment process in respect of one or a representative sample may be sufficient provided the risk to a person is no different than if the processes were applied to each item individually. This will avoid the need to unnecessarily duplicate the same hazard management process.

Safe Work Method Statements (SWMS)

Before commencing high risk construction work (HRCW), a safe work method statement must be complete. The *Occupational Health and Safety Regulations 2017*, identify nineteen (19) specific activities as HRCW, due to the significant potential for serious harm that is often associated with those activities. The activities and requirements of how to complete a SWMS are available by clicking on the link: <https://www.worksafe.vic.gov.au/resources/safe-work-method-statements-swms>

A SWMS is a written document that informs staff of identified hazards, standard operating procedures and control methods in place.

The four basic stages in preparing SWMS are:

- Selecting the task to be analysed.
- Breaking the task down into a sequence of steps.
- Identifying potential hazards.
- Determining control measures to eliminate or reduce the risk of the hazards.

Completed SWMS must be available to all employees performing the activities and tasks described in the SWMS. The availability of a SWMS or Work Instruction allows workers to review or seek instruction on a required way of performing a job.

Job Safety Analysis (JSA)

A Job Safety Analysis, is a tool that has been developed to provide an easily understood method to become pro-active in managing hazards (risks) as part of an everyday management strategy. It is designed to analyse individual work tasks, opposed to a type of task.

A JSA must be completed for all individual high-risk tasks, and then all other tasks thereafter.

The benefits of doing a JSA include:

- a) Less health and safety incidents.
- b) Better on-site communication between all parties.
- c) A transportable planning tool which only requires site specific updating.
- d) Assistance in meeting health and safety responsibilities.

The JSA process does not require enormous amounts of time or endless reams of paper. The approach requires only a few minutes of time prior to each significant task.

The five steps to an effective JSA are:

a) Document the activity

Assemble those involved in the activity and then, using the JSA worksheet, write down in step-by-step form the tasks that make up the activity.

b) Identify the hazards (risks)

Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity. In the JSA you can also include other risks such as environmental, economic, etc.

c) Document the control measures

For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.

d) Identify who is responsible

Document the name of the person responsible for implementing the control measure.

e) Monitor and review

Make sure the activity is supervised to ensure the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.

The completed JSA provides a written record of the process to be used to proceed on a task. It must be signed off by all personnel on site and ideally should be completed by all employees involved in the activity, not just the supervisor or principal contractor.

Hazard (Risk) Control

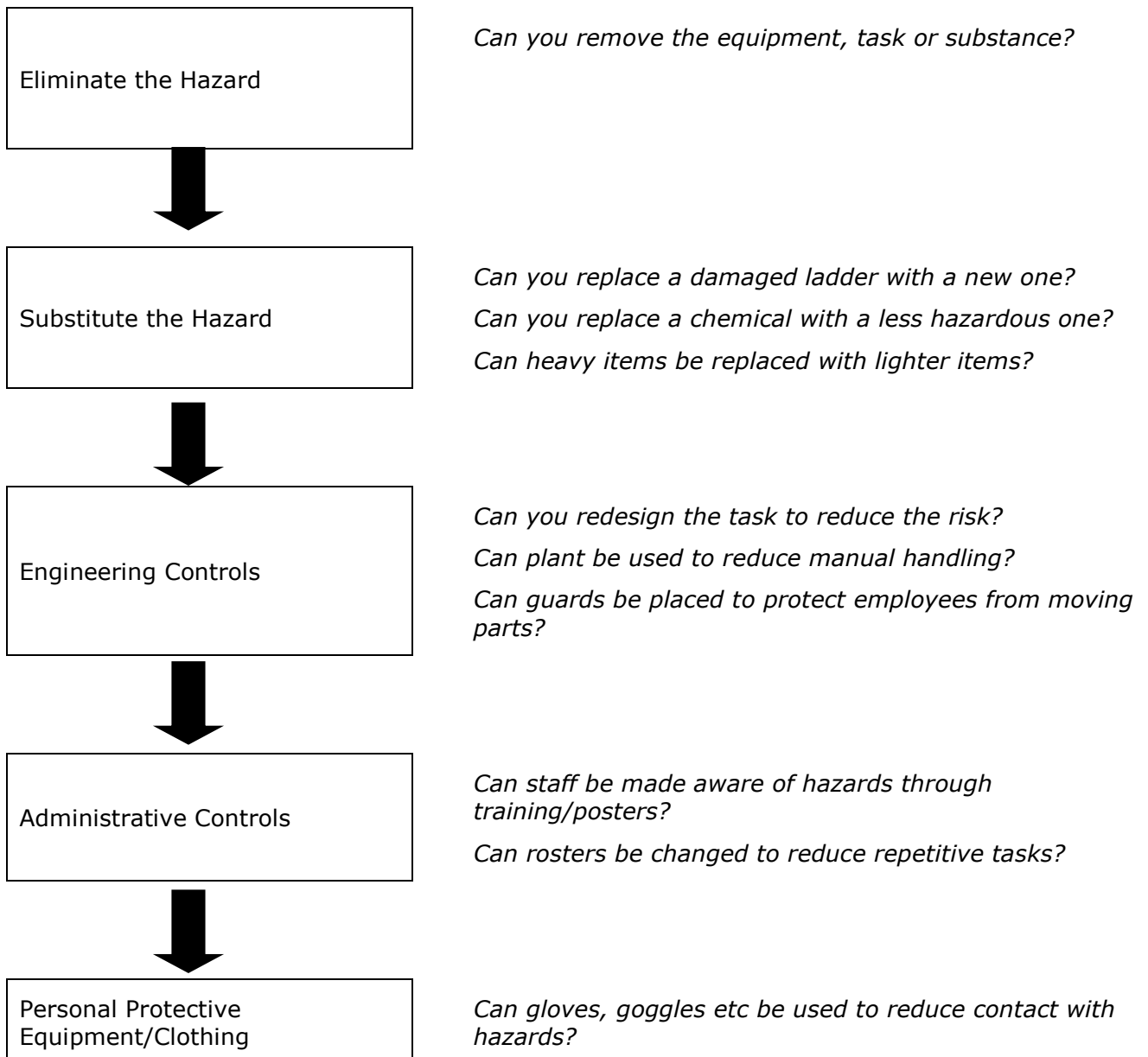
If a hazard is identified and the associated risk assessed, all steps must be taken to ensure that hazard is controlled or minimised in a manner that is reasonably 'practicable'.

'Practicable' refers to OHS hazard controls that can be reasonably implemented. To be practicable there must be regard for the:

- a) Likelihood of the hazard or risk concerned eventuating.
- b) Severity of the hazard or risk in question.
- c) State of knowledge about the hazard or risk and any ways of removing or minimising that hazard or risk.
- d) Availability and suitability of ways to remove or minimise that hazard or risk.
- e) Cost of removing or minimising that hazard or risk.

Hierarchy of Control

The 'Hierarchy of Control' is used to prioritise the types of controls that may be used to eliminate or minimise a hazard or risk. Consider the appropriateness of each level of control in order. The higher the control in the hierarchy, the more successful it usually is at reducing the hazard or risk.



The aim should be to eliminate all high risks, then eliminate or minimise as far as practicable moderate risks by either one or a combination of control measures.

Control Evaluation

When a control option has been selected and implemented a review must take place to ensure that the control option is doing what it was intending to do. If the control option is not eliminating or reducing the risk to an acceptable level then further controls must be considered and actioned.

The hazard report form has a section which can be used for review of the implement control(s). The safety committee can review implemented controls and any comments, feedback or suggestions can be documented in the minutes of the meeting and this can be the record that an evaluation has taken place.

Guideline – Job Safety Analysis

Objective

The purpose of this guideline is to ensure that employees and contractors conduct a Job Safety Analysis (JSA) of the health, safety and environmental risks likely to be encountered whilst undertaking work tasks and take appropriate steps to eliminate, mitigate and minimise those risks prior to commencing work.

Responsibility

This guideline applies to all employees and contractors engaged in work on Council assets or sites.

Line Managers are responsible for:

Periodically reviewing completed JSA's to ensure adequacy.

Supervisors, Managers and Occupational Health and Safety Officer is responsible for:

Monitoring completion of JSA's by periodically reviewing documentation to ensure that it is being lodged, completed correctly and that there are no systemic problems related to the implementation of procedure.

Line Managers are responsible for:

Ensuring that a JSA is conducted prior to commencing works.

All employees (including contractors) are responsible for:

Completing a JSA prior to commencing works.

Method

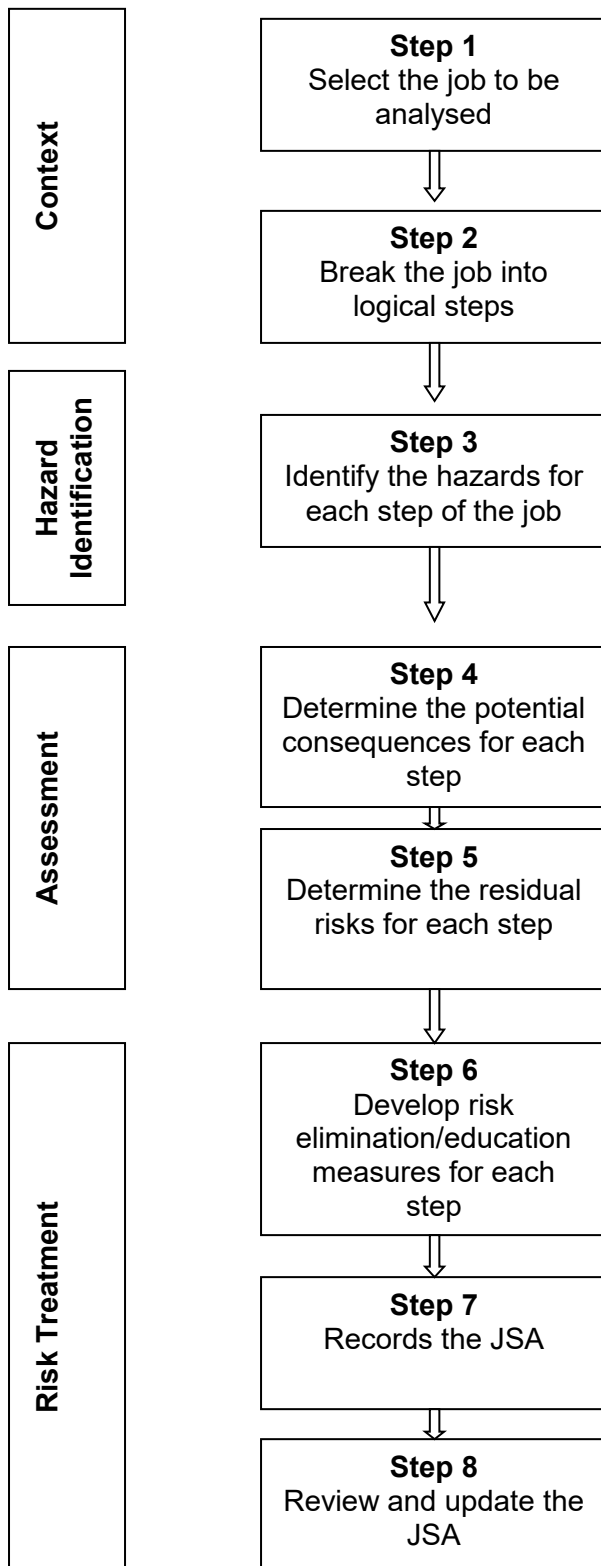
A JSA identifies the hazards and states the risks to health, safety or environment of works to be carried out. A JSA describes measures to control those risks and describes the manner in which the risk control measures are to be implemented.

JSA Requirements

A JSA must be carried out prior to commencing any works. The assessment should consider the likelihood of a hazard being realised and the consequences if it is. A JSA should list all those employees engaged in the task.

Completed JSA's should be lodged with the OH&S Officer at a minimum once per month.

The sequence to be followed in preparing a JSA is illustrated in the following diagram:



Methods of Conducting a JSA – Group Discussion

The group discussion allows full exploration of the tasks required for a job. The supervisor, or lead hand (grader operator) coordinator or manager will generally facilitate the process. It is essential that direct observation is used to review the JSA while the task is performed.

Guideline – Safety Inspection and Testing of Electrical Equipment

Objective

The purpose of this guideline is to ensure the integrity of electrical appliances and the safety of personnel who use it. This process is also known as Portable Electric Tools and Equipment testing (PETE Testing).

Responsibility

This guideline applies to all electrical equipment fitted with a 240 volt lead and plug used by YSC employees and volunteers at office, depots or worksites.

All Line Managers are to ensure that this guideline is implemented and adhered to.

Manager Assets: Shall arrange testing of all portable residual current devices in accordance with this guideline.

The Asset Manager (or delegate) is required to:

- a) Undertake an assessment of all electrical appliances which have a flexible cord including cord extension and electric portable outlet device (EPOD/Power Board) to identify the need and/or frequency of testing.
- b) Ensure that the inspection process and recording is undertaken in line with agreed principals and practices.
- c) Ensure Register is updated when any new equipment is purchased and a list is provided to the certified/qualified electrical tester prior to commencing testing.
- d) Instruct the certified/qualified electrical tester to identify assets that have not been included on the list, and tag out items that are not approved to be used by Council in accordance with this guideline.

All Staff:

- a) Use only approved and tested equipment.
- b) Notify their Line Manager if equipment is substandard or damaged.
- c) The inspection and testing tasks shall be carried out by a qualified and competent person.

Method

Electrical Testing

All Electrical equipment requiring testing will be tested in accordance with the AS/NZS 3760 and this guideline.

Frequency of Testing

The Australian New Zealand Standard AS/NZS3760 In-Service Safety Inspection and Testing of Electrical Equipment is nationally accepted as the minimum safety protocol for the workplace, and applies to plug-in or non-fixed equipment. This Standard specifies procedures for the safety inspection and testing of low voltage single phase and polyphase electrical equipment, connected to the electrical supply by a flexible cord or connecting device, and that:

- a) Is new equipment placed into service for the first time.
- b) Is already in-service.
- c) Has been serviced or repaired.
- d) Is returning to service from a second-hand sale.
- e) Is available for hire.

How often should equipment be 'tested and tagged'?

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 that has been carried out in accordance with an appropriate risk assessment checklist or program. 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).

Tagging Requirements

After the inspection and testing of portable electrical equipment the item must be fitted with an approved tag, the tagging must be done by a qualified and competent person and in accordance with the standards. The name of the competent person who performed the test must be clearly and legibly marked on the tag.

Damaged or Non-Compliant Equipment

Where general inspection or testing identifies equipment that is damaged or non-complying, it must be withdrawn from service immediately and records updated.

Purchased/Hired/Loaned Electrical Equipment

All electrical equipment hired/loaned by (or brought onto) the site must be inspected prior to hire/use and tested and tagged within 3 months prior to hiring/loaning. An inspection consists of a visual and tactile examination of the cord, plug and equipment to ensure their integrity, i.e. no cuts, breaks, burns or exposed wires.

Use of Private Appliances

- a) For new equipment (privately owned) the manufacturer is deemed to be responsible for the initial electrical safety of the appliance. Employees bringing an appliance onto any Council facility are responsible for ensuring the item is tested and tagged prior to being used in a Council facility.
- b) Electrical items must be Australian standard (Usually marked on item).
- c) Second-hand portable or moveable electrical equipment must be tested and tagged prior to use within Council facilities.

Record keeping

Copies of the results of all inspections, tests and maintenance should be retained by the relevant tester and YSC.

Guideline – Smoke Free Workplace

Objective

Tobacco smoking is one of the leading causes of preventable death and illness and leads to the death of more than 4,400 Victorians per year.

Yarriambiack shire Council recognises the harmful effects of tobacco smoke. Smoking and passive smoking can cause or contribute to many diseases, including lung cancer, ischemic heart disease, respiratory disease (including asthma) and emphysema.

Research has also found that tobacco smoking contributes to reduced workplace productivity and increases absenteeism.

Smoking anywhere inside a building significantly increases concentrations of tobacco smoke throughout the building, even if the windows are open, fans or filters are installed and doors to the smoking area are closed. Second-hand tobacco smoke contains toxins and carcinogens, and exposure can increase the risk of diseases in non-smokers.

In order to ensure the health of staff, contractors and visitors, and to provide a healthy and pleasant working environment YSC has developed the following smoke-free workplace guideline.

The objectives of the smoke-free workplace guideline are:

- To protect staff, contractors and visitors from exposure to environmental tobacco smoke and provide a healthy workplace environment.
- To provide smoking cessation support to staff members.

Responsibility

It is the responsibility of the extended management group to:

- a) Ensure YSC remains a smoke free work environment.
- b) Encourage employees who smoke to participate in programs offered by Council to aid in quitting.
- c) Participate in the disciplinary process if and when required.

Employees and Contractors are to ensure they co-operate with a smoke free workplace requirements.

Method

No Smoking

Smoking of tobacco products including e-cigarettes is prohibited in:

- ALL enclosed buildings located within the boundary of YSC workplaces.
- ALL vehicles owned or leased by YSC.

Smoking is not permitted within 4 metres of:

- A Council building entrance.
- An open window of a Council building.
- A Council Air conditioning / heating system.

Smoking is NOT PERMITTED in a playground or at the premises or on the land of a Children's Service Centre (includes Kindergartens, playgroup etc.)

The following rules also apply:

- Indoor Staff are permitted to smoke during authorised breaks only. Authorised breaks are in accordance with the Enterprise Agreement. "Popping out" to have a quick cigarette break is NOT PERMITTED.

- Outdoor Works Staff are to ensure their smoking activities do not hinder or delay their ability to perform their duties. If smoking outdoors on a road works site, you must complete a visual Risk Assessment to ensure the area is safe to smoke. (E.g. take into consideration long grass, flammable materials etc.).
- You are to ensure you are more than 4 meters from a person/s whom are not smoking. Council has a responsibility to ensure staff are not exposed to passive smoking risks.
- All tobacco products must be disposed of properly in the cigarette bins provided. Cigarette bins are not to be attached to buildings as this poses a fire risk.
- Staff are not to roll cigarettes, or have their cigarette's displayed on their desk or in an open area in view of customers or other staff members. They are to keep them in their personal bags at all times.
- Staff members are not permitted to smoke when they are acting in an official capacity off-site.
- Staff whom smoke are to apply handwashing and hygiene practices when re-entering the workplace.
- All staff will be provided with a copy of this smoke-free workplace guideline.

Compliance

Line Managers are responsible for ensuring compliance with this smoke-free workplace guideline for areas under their personal responsibility.

Staff compliance with this guideline is a condition of employment.

All staff have a responsibility to ensure visitors are informed of, and comply with this guideline.

Smoking Cessation Support for Staff

Council will support and encourage staff to quit smoking.

The following support is available:

- Access to a range of information about tobacco smoke, including the benefits of quitting, passive smoking and products to help you quit smoking.

Negotiated leave during working hours to discuss smoking cessation with a General Practitioner.

Guideline – Seasonal Heat

Objective

“Seasonal Heat” (high temperatures which occur mainly during the summer months) can affect all workers. Seasonal heat has the potential to cause heat stress and other health and safety related problems.

Responsibility

This guideline applies to employees who perform outdoor work only. The guideline does not apply to Operations Supervisors or Positive Ageing staff.

It is the responsibility of Operations Supervisors to administer and ensure adherence to this guideline.

Method

Works Supervisors will have the discretion to decide if plant and equipment will be operated on a total fire ban day. Equipment should be assessed for suitability of use in such weather conditions.

For Total Fire Ban days, staff will work from 6am to midday. Supervisors will nominate which plant is used and tasks undertaken; and will determine any alternative duties. After midday staff should remain at home through to 3:00pm in case they are required for an emergency.

On days of Total Fire Ban staff may be advised that they will be required to undertake online training from home or in an alternative indoor, air conditioned venue.

At all times during seasonal heat all employees are responsible for ensuring adequate rest periods are taken, suitable clothing (including hats) and sunscreen are worn and sufficient water is provided. Further to this and as a guide only, work breaks may be taken of 20 minutes per hour for employees undertaking labouring tasks when the temperature is 35 degrees celsius or above. At temperatures less than 35 degrees celsius rest breaks for labourers will be taken as necessary to ensure the health and safety of employees.

Code Red Days

On days when the Fire Danger Index is high enough for a Code Red fire danger warning to be issued, the following shall apply:

- Staff will commence duties at 6:00am.
- Off-road plant are **not to be used**, while plant and equipment may be used up until 11:00am at the discretion of the Supervisor and subject to weather conditions.
- Jetpatchers are to be utilised in urban areas only.
- After 11.00 am, the Supervisor has the discretion to send staff home if weather conditions warrant. Staff will be paid as if they had continued working in this instance, but will remain at home and be on call until 3:00pm.
- Staff may be instructed to undertake online training from home or be requested to attend an alternative indoor, air conditioned venue to undertake training.

Guideline – Safe Disposal of Sharps

Objective

Sharps are defined in the "National Guidelines for the Management of Clinical and Related Wastes" published by the National Health and Medical Research Council as "objects or devices having acute rigid corners, edges, points or protuberances that are capable of cutting or penetrating the skin". Hypodermic needles, pipettes, scalpel blades and broken glass all fit this definition.

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps are contaminated with blood or body fluids, microbiological materials and toxic chemicals posing a risk of infection or illness if they penetrate the skin.

It is therefore mandatory to follow correct procedures when disposing of sharps in order to protect staff and the community from sharps injuries.

Responsibility

Supervisors must ensure all staff under their direction:

- Are familiar with the requirements for sharps and hazardous waste disposal.
- Workers must ensure that they abide by the following procedures.

Note: Vaccination against Hepatitis A is strongly recommended for Child Care, Pre-school and sewage workers as per National Health and Medical Research Council Guidelines. Hepatitis B immunisation is also available to Shire Staff. Please contact the Manager Community Health for more information.

Method

For vehicles fitted with Sharps Containment kits:

- Avoid touching the sharps. Never use bare hands. Disposable rubber gloves as supplied in all vehicle first aid kits are to be worn.
- The employee must use the picker supplied with the vehicle Sharps Containment Kit, otherwise a brush and pan etc. can be used.
- Employees must not attempt to remove the needle from the syringe or to replace the protective cover on the needle.
- The sharp is to be placed immediately in the sharps container.
- When the container is full (as per **indicator line**) it is to be handed to the Council's Environmental Health Officer for disposal by incineration at a licensed premises.

For all other staff without access to vehicle Sharps Containment Kits:

In all of these instances the Manager Community Health must be notified and will organise the safe retrieval of the sharp.

However, if the Manager Community Health is unavailable and if the sharp poses an immediate risk to the community, e.g. on the footpath outside a school, then it should be retrieved providing the following procedure is strictly followed:

- Avoid touching the sharps. Never use bare hands. Disposable rubber gloves as supplied in all vehicle first aid kits are to be worn.
- Pick up the sharp with a brush and pan or some other suitable means to ensure bare hand contact does not occur.
- To transport the sharp, use a container such as a plastic ice cream container or labelled bottle or similar.
- Employees must not attempt to remove the needle from the syringe or to replace the protective cover on the needle.

- Employees should deliver the sharp to Council's Manager Community Health for disposal by incineration at licensed premises.

Sharps Injuries

Employees should note that there is a very remote risk of a person who is pricked or scratched by a discarded sharp being infected with HIV.

However, there is always the possibility of contracting a hepatitis infection from a blood borne virus or a tetanus infection located in the soil or on the ground.

What to do if you suffer a sharps injury:

- Wash the area gently with running tap water and soap immediately.
- Contact your local Doctor or Hospital Emergency Department as soon as possible. The Medical Practitioner may arrange for tests and appropriate vaccinations as considered necessary in the circumstances.
- Notify your Line Manager.
- Fill in an incident report and hand to your Line Manager.
- Ensure the safe disposal of the sharp as outlined above.
- Please talk to your Manager for (Employer support policy?) if the incident is troubling you
- If consistent episodes of sharps found outside of supplied sharps bin ie in playgrounds – report to line manager to follow-up with further action eg. Consulting police.

Guideline – Manual Handling

Objective

YSC is committed to preventing manual handling injuries in the workplace using the WorkSafe Manual Handling guidelines as best practice. This guideline is to protect employees from musculoskeletal disorders (MSD) such as sprains or soft tissue injuries caused by manual handling. The YSC will provide bi-annual manual handling training for all employees.

Responsibility

- Directors are responsible for ensuring compliance with this guideline.
- All Line Managers who have control over workplaces and activities are responsible for ensuring the health and safety of employees, contractors and volunteers.
- The Organisational Performance Department is responsible for providing advice and training on Manual Handling.
- The employee is responsible for ensuring they abide by safe work practices as developed by YSC.

Method

Risk Assessment

YSC requires a risk assessment to be complete for any manual tasks that have the potential of being hazardous or have been identified as being hazardous.

A risk assessment of manual tasks will help you identify:

- Postures, movements and forces that pose a risk and at what point they may become dangerous.
- Why they are happening and what needs to be done for it to be fixed.
- The psychosocial risks that can increase the risk of musculoskeletal disorders.

Failure to appropriately manage hazardous manual tasks may result in a breach of OHS laws.

YSC employees, contractors and volunteers are to consult with the Council's OH&S Officer if:

- Assistance is required to complete the risk assessment (Job Safety Analysis).
- Require an ergonomic assessment to be undertaken.
- Require advice, consultation or assistance regarding manual handling activities.
- Additional tools, aides, or workplace alterations are required to ensure the task is undertaken safely.

YSC aims to ensure all work practices are designed to minimise risk and be consistent with the safe handling of objects.

The council requires that management, employees, volunteers and contractors:

- Always attempt to eliminate the risk completely.
- Change the workplace or the work where required.
- Continuously monitor and review activities to reduce the risk of manual handling injuries.

Reference Documents

- <https://www.worksafe.vic.gov.au/hazardous-manual-handling>
- <https://www.worksafe.vic.gov.au/resources/hazardous-manual-handling-your-health-and-safety-guide>

Guideline – Working Alone

Objective

The YSC is committed to ensuring the health and safety of all employees, contractors and volunteers when working alone or in isolation.

YSC aims to eliminate any exposure to risk from remote or isolated work. Where the risk cannot be eliminated, controls must be implemented to minimise the risks.

YSC considers a person is alone at work when:

- a) They are on their own.
- b) They cannot be seen or heard by another person.
- c) They cannot expect a visit from another staff member or member of the public for some time.

Responsibility

This guideline applies to all employees, contractors or volunteers who work alone or in isolation.

It is the responsibility of the Extended Leadership Team, Supervisors and Coordinators to implement and ensure compliance with this guideline.

Method

Hazards

Worksafe Victoria acknowledges that exposure to violence and poor access to emergency assistance are the main two hazards to working alone.

YSC deems the following activities high risk and employees, contractors and volunteers are not permitted to work alone in the following instances:

- a) Where current and previous threats/or acts of violence have been reported.
- b) Where there is no readily accessible means of communication.
- c) Where work is deemed too hazardous for a person to perform alone.
- d) Where there is the operation or maintenance of hazardous equipment.
- e) Where the handling of hazardous substances or use of large volumes of flammable solvents is required.

Working Alone

YSC has implemented the following guidelines to reduce the risk to employees, contractors and volunteers:

High Risk

- a) Where working alone or in isolation is deemed high risk, every attempt should be made to reschedule the appointment / meeting / works to a place that is considered highly visible and not in a remote location.
- b) Where rescheduling the appointment / meeting / works is not possible, a buddy system is to be implemented.
- c) If rescheduling or implementing a buddy system does not reduce the appointment / meeting or works to a low or medium risk, the appointment / meeting or works should be abandoned.

Low and Medium Risk

Where the activity is deemed low or medium risk, the following guidelines are to be implemented:

- a) Employees, contractors and volunteers working alone must carry a Yarriambiack Shire mobile phone on them at all times; or
- b) Have access to a UHF radio in which they can communicate with Yarriambiack Shire staff.
- c) The mobile phone must have the "Emergency Plus" (or equivalent) application installed on it.
- d) The employee, contractor or volunteer must provide to their Line Manager with the following:
 - A Schedule of their movements.
 - Schedule to include estimated departure and arrival times.
- e) The employee, contractor or volunteer must report to their Line Manager when they depart and arrive at each point on the schedule, via phone call, text message or email.

Management Responsibility

It is the Line Managers responsibility to monitor when employees, volunteers or staff are working alone. When employees, contractors or volunteers fail to report their movements to their Line Manager the following guidelines are to be implemented:

The Line Manager will:

- a) Call the employee, contractor or volunteer to find out their location and verify their health and safety status.
- b) If they fail to respond the Line Manager will:
 - call the land line of the location that they are visiting; or
 - call a co-worker in the near vicinity; or
 - call another person that may be present and request to speak to the employee, contractor or volunteer.
- c) If no contact can be established and if deemed safe to do so, the Line Manager will request that two employees (which can include the Line Manager) who are closest to the last known location of the person working alone, visit the site to check on the status of that person.
- d) If not considered safe to send employees, contractors or volunteers to the last known location, the Line Manager is to report the situation to the Police and request they visit the site.

Training

- a) All employees, applicable contractors and applicable volunteers are to be trained to deal with potentially violent clients.
- b) Employees and volunteers whom work alone in remote locations are to be trained in First Aid.
- c) Employees, applicable contractors and applicable volunteers are to be trained to use the "Emergency Plus" application (or equivalent application).

Communication

- a) Persons working alone will ensure that the mobile phone, laptop and other electrical devices are fully charged and operational prior to leaving their first departure point.
- b) It is the responsibility of the person working alone to check the Telstra and/or Optus mobile coverage of their destination point/s.

<https://www.telstra.com.au/coverage-networks/our-coverage>

<https://www.optus.com.au/shop/mobile/network/coverage>

Out of Office Notification

The Out of Office Simple In / Out application will be checked by the Line Manager at the end of each day to ensure staff have returned safely.

Definition

The term 'working alone' is also interchangeable with 'working in isolation'.

The term 'Buddy System' refers to another employee or contractor being present at all times so the employee, contractor or volunteer is not working alone.

The term 'Line Manager' refers to anyone who supervises staff. Includes Directors, Managers, Supervisors, Coordinators.

Reference Documents

- a) <https://www.worksafe.vic.gov.au/resources/working-alone-information-sheet>

Guideline – Hot Work Permit System

Objective

The objective of this guideline is to establish the circumstances under which Council would agree, to issue a permit to carry out Hot Work within the YSC boundaries. Hot work permit shall only be applied where the proposed hot work process presents risk to the asset and / or environment that cannot be effectively eliminated by other means. Due to the elevated risk associated with hot work, every opportunity should be taken to eliminate the requirement of hot work.

Responsibility

This guideline applies to all Council employees, contractors and subcontractors who are engaged in contractual works under the management and supervision of the Council. This guideline also applies to volunteers working on Council funded projects under the management or supervision of Council.

Method

Hot Work – Definition

Hot Work is defined as, but not restricted to; welding, thermal or oxygen gas cutting and /or heating, including fire and spark producing operations that may increase the risk of fire or explosion. Examples include; cutting steel reinforced concrete footpaths and pipes, welding, heat gun paint stripping, grinding steel, operating hot plant and equipment in long grass (e.g. slashing) etc. In some work environments Authorised Officers should identify and test for combustible atmospheres such as petrochemical fumes, flammable gases, grain dust etc. before considering issuing a permit.

Hot Work Permit – Not Required

Permits are not required:

- In specific constructed areas protected and arranged to accommodate safe hot work processes such as open cleared sites set aside for fabrication works.
- In ongoing work process / environments that are adequately risk assessed and controlled such as fabrication workshops.
- In the open during wetter months where the possibility of a fire outbreak is minimal.

No GO Zones for Hot Work Permits – Days and Locations

Total Fire Ban Days: Hot work permits will not be issued by the Authorised Officer on Total Fire Ban Days.

Locations: Identified locations where fire or explosive hazards cannot be removed e.g. liquid petroleum gas storage areas, charged gas or fuel lines, near above fuel tanks and over underground fuel or septic tanks.

Flammable Liquids or Gases: should not be taken into No Go Zones.

Authorised Officer – Hot Work Role of Responsibility

Responsibility under s 21, s22, s23, s 26 s32, OHS Act 2004

An Authorised Officer within Council is responsible to inspect and assess the site, fill out the permit form and sign off on the permit on the day of the works.

He has the right to not issue a permit if he feels the site safety conditions are not up to the standard required on the permit.

Authorised Officers will be nominated within council and comprise of;

- Managers within Council that have the role of managing council projects, council employees, contractors or volunteers on any council property and/ or asset including where council is the committee of management.

- Supervisors responsible to supervise projects, contractors, Council employees or volunteers on a project on any council property and / or asset including where council is the committee of management.

Responsible Officer – Hot Work Role of Responsibility

Responsibility; s 25, s 26 s 32, OHS Act 2004

A Responsible Officer is the person who will oversee the use of the hot work permit on site while hot work is underway. This could be a works supervisor, assistant works supervisor, employee left in charge, contractor or a volunteer left to supervise/oversee the works on the site.

Fire Watcher – Hot Work Role of Responsibility

Responsibility; s 25 s32, OHS Act 2004

The Fire Watcher is appointed by the Responsible Person to maintain fire watch surveillance of the immediate area during hot work activities and for a minimum of 60 minutes after (depending on the site and weather circumstances) the cessation of hot work activities. The Fire Watcher should stay close to the operator when hot work is in progress and as well have a good knowledge and be competent in the use of fire fighting equipment.

Operator – Role of Responsibility

Responsibility; s 25 s32, OHS Act 2004

The person/s performing the work on site: e.g. Welder, grinder, cutter and plant operator etc. This person could be a council employee, contractor, sub contractor to the contractor or volunteer.

Safe Fire Exclusion Zone

The Responsible Officer and Fire Watcher are responsible to set up a Safe Fire Exclusion Zone (SFEZ) of 11 meters around the site of the proposed work. Where it is impracticable to establish an 11 meter SFEZ a smaller SFEZ is considered acceptable. Combustible materials should be removed from the zone. If this is impracticable, such materials should be protected by a fire blanket or welding pads. Air conditioner intakes should be sealed within the SFEZ and grassed areas cut or hosed down.

Fire Fighting Equipment

The Responsible Fire Watcher should have, prior to works commencing use appropriate fire suppression equipment to suit the hot work task. Appropriate fire suppression equipment will depend on the type of work performed on the day. E.g. suitable fire extinguishers, welding blankets, welding curtains, welding pads, fire hoses and a dependable water supply should be on site before hot work commences.

Communication

The Responsible Fire Watcher must maintain clear communications between the hot work zone and outside assistance in case emergencies such as fire or explosion occur. This can be in the form of a mobile phone, two way radio, voice or hand signal to someone close by. Clear communication must be maintained between the work site and emergency services.

Permit Time Frame – Start and Finish Times

- Works should not start until the site has been fully inspected by the Authorised Officer and the Authorised Officer has approved the hot work and signed the Hot Work Permit Form.
- Hot Work Permits are for a 12 hour continuous period in one day. Permits will need to be renewed each day or after the 12 hour period. The issuing of a new permit will depend on site and weather conditions at the time.
- Hot Work Permits for 'slashing in long grass' are issued for a 7 day period and with the expiry date to be specified on the permit. Permits will need to be renewed every 7 days if work is continuous. This 7 day permit system will also apply to contractors carrying out fire hazard removal on behalf of Council.

The issuing of a 7 day permit for 'slashing' will depend on the site and weather conditions at the time of the request.

- d) Multiple hot work sites and multiple work teams will require individual permits for each site.
- e) The Authorised Officer and Responsible Officer have the authority to terminate a permit if extreme weather conditions or unforeseen circumstances occur during the 12 hour permit period or during the 7 day period in the case of a permit for 'slashing' e.g. cyclonic winds on a hot day, breakdown in communications to emergency services, threatening incident close by.
- f) Permits will not be signed off by the Responsible Officer until after the Fire Watcher surveillance period is complete. The designated time after hot work has finished (e.g. 60 minutes).

Recording Permit Applications

There are two copies in the Hot Work Permit Form book. The Hot Work Permit Form can only be filled out by an Authorised Officer during a visual inspection of the site.

1. White Copy: Stays on site with the Responsible Officer. (Site manager/ site supervisor). Once the hot work has been completed and the Responsible Officer has signed off on the permit, the white copy must be attached to the worksites daily JSA Form and returned to the Safety Officer/s in the Tec Services Building at Warracknabeal for checking and filing.
2. Pink Copy: Stays in the book with the Authorised Officer. The Authorised Officer should keep a book in his vehicle when not left on site for the Responsible Officer. Once the book is used up the book should be filed away in the Authorised Officers office.
3. Hot Work Permit Book: Can be left on site during the hot work permit and surveillance period and both copies signed off by the Responsible Officer when the surveillance period has ended.

Confined Spaces – Reference Code of Practice for Confined Spaces 2011

In the event hot work has to be performed in a confined space, only authorised or trained employees, contractors or volunteers may enter the confined space. The confined space should be tested for combustible atmospheric gases, vapours and mist by the Authorised Officer prior to a hot work permit being issued to the Responsible Officer.

Evacuation Point

In the event of a fire or explosion, an evacuation point must be determined prior to works starting and the location recorded in the Hot Work Permit Form. All persons on the work site must be informed of the evacuation point prior to work commencing.

In the Event of Fire or Explosion on Site

In the event a fire starts the Fire Watcher must immediately douse the fire and keep the operator (welder, cutter, grinder etc) informed that a fire had started and has been put out.

If the Fire Watcher loses control of the fire, the Fire Watcher should inform the Operator to immediately cease work, turn off all gas lines, turn off all plant and power (if required) and all persons on site (include the Responsible Officer) should assist in dousing the fire as quickly as possible.

In the event the fire becomes out of control the Responsible Officer or Fire Watcher should immediately call 000 and ask for the fire brigade to attend the site. Persons calling 000 should state their name, phone number, site location, type and extent of the fire.

If it is safe to do so continue to douse the fire until the fire brigade arrive. If the fire zone is unsafe (combustible/explosive materials) evacuate immediately to the designated Evacuation Point and wait for the fire brigade to arrive.

Contact the Occupational Health and Safety Officer immediately when a fire is out of control and the 000 number has been called.

The Council Contact number for the OH&S Officer is 5398 0100.

Incident Reporting

An Incident Report will be required for fires/explosions that requiring a 000 call.

A full Risk Assessment Report is required where larger fire/explosions have caused structural damage and injury to persons.

Worksafe must be informed immediately of any implosion, explosion or fire on the worksite, as well injury to persons requiring medical or hospital treatment (as per the OHS Act 2004).

Guideline - Occupational Health and Safety Training

Objective

The purpose of this guideline is to ensure all employees and contractors have the appropriate skills, knowledge and competencies to implement their Occupational Health & Safety (OHS) responsibilities.

This guideline covers:

- a) Training of all employees and contractors working for YSC in the OHS responsibilities relevant to their position.
- b) Assessment of staff competency and performance in relation to their OHS responsibilities.

Responsibilities

The Organisational Performance Department will ensure that all employees complete the YSC employee online induction program.

The responsible Project Manager will ensure that all contractors complete the YSC Contractor induction.

Employees acquired skills will be assessed against those aligned to the position to identify any gaps. This training needs analysis will be undertaken by their Line Manager and the Organisational Performance Department.

Method

Training programs will be delivered using internal and/or external resources where appropriate.

Employees will undertake OHS training relevant to their work area and as identified within the Position Description (PD), Individual Performance Plan (IPP) and recorded in the Human Resource management system.

Induction

The Organisational Performance Department will enroll staff in mandatory corporate induction online training prior to commence and bi-annually thereafter. Specific worksite, role and responsibilities induction will be undertaken by the Line Manager.

All contractors are required to sign they will comply with the conditions and guidelines of the Contractor Worksite Induction Manual.

Performance Review

All staff performance reviews will include an objective relating to compliance with Occupational Health and Safety and Risk Management systems.

Guideline – Health and Wellbeing

Objective

The YSC aims to create a workplace culture that is supportive of healthy lifestyle choices where the health and wellbeing of employees is highly valued.

Council:

- Is committed to providing employees with a safe, productive and supportive environment in which to work.
- Recognises that physical activity can be a strong protector against a range of conditions including cardiovascular disease, mental health and type 2 diabetes.
- Will support and encourage a workplace culture where healthy lifestyle choices are adopted, valued and encouraged.

Council recognises the importance of all employees being aware of the benefits of being physically active and encourages the voluntary involvement of employees in programs aimed at improving their overall health, fitness and wellbeing.

- To raise awareness within the workplace about issues that impact on health and wellbeing, including the health benefits of physical activity and healthy eating.
- To promote a positive and equitable workplace environment where mental health and wellbeing is supported.
- To promote and encourage participation in workplace health and wellbeing initiatives within and outside the workplace. To educate employees about negative issues relating to health and wellbeing such as drugs and alcohol consumption, smoking, obesity, etc.
- Reduce behaviours in the workplace that can be harmful to the health of workers.
- Promote awareness of key health issues through the display of posters and health information in communal areas.
- To abolish smoking inside any workplace building, vehicle or enclosed areas of the workplace at any time. This is in accordance with the *Tobacco Act 1987*.
- To support employees to resolve personal issues that may affect their work performance (maternal, legal, drug, alcohol, financial, emotional) through providing an Employee Assistance Program (EAP) to all employees.

Responsibility

It is the responsibility of management and employees to adopt and implement the guideline.

Method

The YSC will develop in consultation with employees and their representatives, workplace specific programs and procedures to address lifestyle, health, fitness and safety issues.

Council will provide targeted health and wellbeing programs such as:

- The Sunsmart Program.
- Healthy eating sessions and healthy cooking demonstrations.
- Conducting a workplace pedometer challenge amongst employees.
- Running mental wellbeing sessions for employees and any other programs identified by employees e.g. Men's and women's health sessions.
- Supporting drug and alcohol awareness programs and support to those affected.
- Providing all employees with information on how to support and maintain positive mental health in the workplace.
- Quit smoking – counselling and support.
- Skin Checks.

- Enable all employees access to confidential counselling and support for workplace and personal issues through the Employee Assistance Program (EAP).

Council will continuously investigate and implement programs that will enhance the health and wellbeing of its employees.

Guideline – Health Monitoring

Objective

Establish Health monitoring programs to monitoring employees' health to determine if it is being affected by a work-related exposure to hazardous substances or practices. It can also be used to confirm the adequacy of control measures.

YSC's Health monitoring process involves:

- recording an employee's occupational and medical history
- recording the nature and frequency of an employee's exposure to any hazards, including the name and type of hazardous chemical / substance
- conducting a medical interview and recording an employee's medical history, and
- conducting a physical examination and appropriate medical tests as determined by a medical practitioner.

Responsibility

The Council is required to monitor the health of its employees through appropriate testing if:

- a) They are exposed to certain designated processes (e.g. high noise environments, radiation).
- b) They are exposed to hazardous substances (e.g. asbestos, lead, dust etc).
- c) It is reasonably likely that exposure to a hazardous substance or process may result in adverse health effects.

Pre-Employment Monitoring

Prior to commencing with YSC, a pre-medical test will be conducted to identify pre-existing medical risks, acute and chronic conditions.

This pre-medical test will be organised by the Organisational Performance Department prior to the candidate being offered the position.

Post-Employment Monitoring

Post-Employment medical tests will be conducted as per the Health Monitoring Schedule and will be organised by the Organisational Performance Department.

Confidentiality and Record Keeping

All medical tests and reports will remain strictly confidential and will only be accessed by the Manager Organisational Performance and when deemed necessary the OH&S Officer. Medical tests and reports shall be restricted on the personnel file.

Method

Who Performs the Tests?

Health monitoring will be performed under the supervision of a legally qualified and experienced medical practitioner who is adequately trained in the necessary tests or procedures.

Health Test Results

If the Council is advised by a medical practitioner that a disease, health effect, or unsafe exposure to a hazardous chemical has been identified during health monitoring, then the Council will take action to adequately control that exposure.

The employees will be notified of the results of their health monitoring by the medical practitioner who carried out the tests. The employee will also be provided with an explanation of the results and will be offered counselling, if required.

Health Monitoring Schedule

Procedure	Reason	Who Has It?	Frequency	Next Update
Spirometry	Test lung function due to potential exposure to hazardous dust	<ul style="list-style-type: none"> Outdoor Works Staff 	<ul style="list-style-type: none"> Every 2 years Upon termination of employment unless the employee has had an appropriate examination within the preceding year. 	Biennial
Chest X-Ray	Spirometry reveals breathing abnormality	<ul style="list-style-type: none"> Staff identified with breathing abnormality 	<ul style="list-style-type: none"> As required after 2 yearly spirometry 	Biennial if required
Audiometric Screening	To assess hearing function	<ul style="list-style-type: none"> Outdoor Works Staff Staff exposed to loud noises 	<ul style="list-style-type: none"> Every 2 years 	Biennial
Eye Sight / Vision Screening	To assess vision function	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Every 2 years 	Biennial
Serology (Blood Test)	To test immunity to Hepatitis A & B	<ul style="list-style-type: none"> Outdoor Works Staff Childcare and Kindergarten Teachers & Assistants MCHN HACC Workers 	<ul style="list-style-type: none"> Upon commencement at Employment Medical Upon completion of immunisation 	Not required
Hepatitis A	Potential exposure to Hepatitis A (2 vaccinations 6 to 12 months apart)	<ul style="list-style-type: none"> Outdoor Works Staff Childcare and Kindergarten Teachers & Assistants MCHN HACC Workers 	<ul style="list-style-type: none"> Upon commencement of employment 	Not required once immunity confirmed
Hepatitis A & B Immunisation	Potential exposure to Hepatitis A& B (Three vaccinations. 2 nd vaccination after 1 month, 3 rd vaccination 6 to 12 months later)	<ul style="list-style-type: none"> Outdoor Works Staff Childcare and Kindergarten Teachers & Assistants MCHN HACC Workers 	<ul style="list-style-type: none"> Upon commencement of employment 	Not required once immunity confirmed
Tetanus Immunisation	Potential personal injury by contaminated materials	<ul style="list-style-type: none"> Outdoor Works Staff Childcare and Kindergarten Teachers & Assistants MCHN HACC Workers 	<ul style="list-style-type: none"> Every 10 years 	Decennial

Procedure	Reason	Who Has It?	Frequency	Next Update
Q Fever Skin Test	Ascertain immunity to Q Fever	<ul style="list-style-type: none"> Staff engaging in works at or near abattoirs or sale yards 	<ul style="list-style-type: none"> Once only 	Not required once immunity confirmed
Q Fever Vaccination	Potential exposure to Q Fever	<ul style="list-style-type: none"> Staff engaging in works at/near abattoirs/sale yards 	<ul style="list-style-type: none"> Once Only 	Not required once immunity confirmed
Ergonomic Assessment	Correct setup of work stations	<ul style="list-style-type: none"> Corporate Staff 	<ul style="list-style-type: none"> Upon commencement 	As required
Influenza Vaccinations	Decrease the incidences of viral influenza	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> March/April Annually 	March/April Annually
H1N1 Influenza Vaccinations	Decrease chances of potential pandemic	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> As directed by World Health Organisation or Department of Health 	As required

Guideline – Mental Health for the Workplace

Objectives

YSC recognises that stress can be brought about by excess pressure at work or from domestic situations, and can result in an employee's poor work performance and deteriorating physical and mental condition. Council is committed to working towards a healthy organisation, which places high values on both physical and mental health and a supportive workplace environment.

Responsibility

All managers, employees, volunteers and contractors have a shared responsibility to support YSC's Mental Health for the Workplace guideline.

Employees, Volunteers and Contractors have a responsibility to:

- Inform a Line Manager or human resource representative if they believe the workplace is contributing to their deteriorating mental health and wellbeing.

Line Managers have a responsibility to:

- Enable and support the creation of a workplace culture that is supportive of positive mental wellbeing.
- Monitor the implementation of the guideline.

Method

Council will seek to eliminate or minimise stress where and when possible by:

- Ensuring that Line Managers where possible monitor employee's workloads, job descriptions etc. to ensure that pressure is at a level that stimulates and challenges rather than overloads and demoralises the employee. This could be achieved in the employee's review process.
- Training staff to recognise indicators of occupational stress in both themselves and their colleagues.
- Allowing all staff easy access to available staff support services.
- Communicating clearly with staff, particularly on issues such as organisational change.
- Recognising that a healthy, safe and supportive working environment can positively affect the mental wellbeing of workers.
- Creating and maintaining a positive work culture and work environment that promotes teamwork participation, shared responsibility and management support.
- Treating all employees, contractors and volunteers equally and with respect.
- Reducing or removing economic or social barriers to worker's participation in personal and organisational development and training opportunities.
- Encouraging a work-life balance, and support for flexible work arrangements.
- Proactively discouraging and addressing instances of bad practices, bullying, discrimination and violence and proactively reward instances of good practice, respect, equality and openness.
- Recognising and valuing employee qualifications, skills and knowledge through recognition, reward and promotional opportunities.
- Engaging employees in discussion regarding how work is done and how decisions are made.
- Encouraging and supporting employees to set professional development goals.
- Providing effective leadership and support that helps employees know what they need to do and how their work contributes to the organisation.

- Allow all employees access to confidential counselling and support for workplace and personal issues through the Employee Assistance Program (EAP).

Guideline – Pregnancy and Breastfeeding at Work

Objective

The YSC will treat pregnant employees and employees with parental responsibilities, in a fair and equitable manner. Council will not reduce an employee's terms and conditions or deny other benefits on the basis of pregnancy or parental responsibilities.

The YSC is committed to ensuring the safety of pregnant and breastfeeding employees and considers harassment, bullying and discrimination to be unacceptable behaviour.

Responsibility

It is the responsibility of the Directors to ensure that this guideline is implemented and adhered to.

Method

Advising of Pregnancy

- a) Employees are to inform their Line Manager of their pregnancy as soon as practical. However, we respect that an employee may not wish to advise Council of her pregnancy earlier than the minimum notice period as stipulated in the Yarriambiack Shire Council Enterprise Agreement Number 8 – 2018, Clause 32.9.1.
- b) Employees are to notify their applicable Line Manager in writing in accordance Yarriambiack Shire Council Enterprise Agreement Number 8 – 2018, Clause 32.9.

Pregnancy at Work

Council understands pregnancy to be a healthy and normal process and recognises that women have different experiences. When an employee notifies her manager that she is pregnant, the manager will ask the employee to let them know if they experience any changes to their work capacity during the pregnancy. The employee and her manager will then discuss what is needed to keep the employee safe at work and adjustments will be made accordingly where possible.

Options to reduce hours, change of duties, light duties, rotated tasks, provision of a chair and provision of additional breaks are common ways to ensure safety at work, and will be considered on a case-by-case basis.

Transfer to a Safe Job

If it's not safe (due to illness, risks or hazards) for a pregnant employee who is entitled to parental leave to continue in her usual position, she can be transferred to a 'safe job' with no change to terms and conditions.

The employee needs to provide the YSC with reasonable evidence that she is fit for work, but it would be inadvisable to continue in her present position. Council may insist on a medical certificate.

Working until the Birth

A pregnant employee may work until the expected date of birth of her child. If she wishes to continue working in the last six weeks of her pregnancy she may be requested to provide a medical certificate within seven days confirming she is fit to work.

If the medical certificate indicates the employee is not fit for work, she may be required to start parental leave or take a period of unpaid leave as soon as practicable. (*Refer to Human Resource Policy and Guidelines – Guidelines – Leave*).

Return to Work

If the employee has agreed to contact during leave, then towards the end of the leave period, the Line Manager should confirm the employee's intention to return on the agreed date. The employee also may want to discuss any requests for flexible work arrangements at this time.

An employee must provide a minimum of four weeks notice if they want to extend their leave beyond the return date that was initially advised.

The employee on parental leave has the right to return to the job they held prior to going on leave, including any promotion. If that position no longer exists, the employee will be given whichever other available position is equivalent in status and remuneration to the position they held prior to going on leave.

If an employee was placed in a safe work position prior to leave, the employee is entitled to return to the position they held immediately before the safe work position.

Breastfeeding at Work

YSC recognises the rights of employees who are breast feeding women to a work environment which is clean and safe from hazardous chemicals and materials.

YSC supports mothers who wish to breast feed or express milk after returning to work and offers mothers the opportunity to take time off (up to 1 hour per day) to feed their child at work or away from work. (Should the mother choose to feed or express at work a room or storage facilities for expressed milk will be set aside for this purpose.)

Guideline – Health Records

Overview

Yarriambiack Shire Council is committed to complying with the *Health Records Act (Vic)*.

The Act specifies 11 Health Privacy Principles (HPPs). This document outlines the policies of Council regarding its management of health information under these principles.

Definition of Health Information

The Act defines health information as information or an opinion about:

- a) The physical, mental or psychological health of an individual; or
- b) A disability of an individual; or
- c) An individual's expressed wishes about the future provision of health services to him or her; or
- d) A health service provided, or to be provided, to an individual that is also personal information; or
 - Other personal information collected to provide, or in providing, a health service, or
 - Other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances, or
 - Other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of his or her descendants.

Definition of Health Service Provider

The Act defines health service provider as an organisation that provides a health service in Victoria to the extent that it provides such a service but does not include those providers specifically exempted for the purposes of the Act.

Definition of Health Service

The Act defines health service as an activity performed in relation to an individual that is intended or claimed (expressly or otherwise) by the individual or the organisation performing it:

- to assess, maintain or improve the individual's health; or
- to diagnose the individual's illness, injury or disability; or
- to treat the individual's illness, injury or disability or suspected illness, injury or disability; or
- a disability service, palliative care service or aged care service; or
- the dispensing of prescription of a drug or medicinal preparation by a pharmacist; or
- a service, or class of service, provided in conjunction with an activity or service referred to in the above dot points that is prescribed as a health service,

but does not include a health service, or class of health service, that is prescribed as exempt for the purposes of the Act.

HPP 1 – Collection

What Council Collects

Council only collects health information that is necessary for the performance of a function or activity and

- has the individual's consent, or
- is required or permitted by law, or
- for any other reason permitted in the Act.

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Currently, the health information that Council holds, includes Client and employee information which includes;

- community care client records
- immunisation details
- maternal / child health client records
- preschool child records
- pre-employment medical forms
- return to work / certificate of capacity information
- employees' hearing test results.

How Council Collects Information

Council will only collect health information by lawful and fair means and not in an unreasonably intrusive way. If it is reasonable to do so, Council will only collect health information about an individual from that individual.

Upon collection Council will inform the individual:

- how to contact the Council
- the fact that he or she is able to gain access to the information
- the purposes for which the information is collected
- to whom Council usually discloses information of that kind
- of any law that requires Council to collect the information
- the main consequences (if any) for the individual if all or part of the information is not provided.

All forms that collect health information will include the following notification:

Notification

The YSC is committed to meeting the requirements set out in the Privacy and Data Protection Act and Health Records Act in regards to management and handling of personal information. Therefore, we will only use personal information for that primary purpose or directly related purposes. Council may disclose this information to other institutions and authorities outside Council if required or authorised by law. The provider of this personal information understands that he or she may apply to Council for access to and/or amendment of information. Requests for access and or correction should be made to 'The Privacy Officer' Yarriambiack Shire Council, PO Box 243, Warracknabeal, Vic 3393.

HPP 2 – Use and Disclosure

Council only uses and discloses health information for the primary purpose for which it was collected or a directly related secondary purpose the person would reasonably expect. In any other circumstance Council will contact the individual in order to obtain consent (unless the use or disclosure is required by law or permitted by the Act).

HPP 3 – Data Quality

Council will take reasonable steps to ensure the health information it holds is accurate, complete, up-to-date and relevant to the functions it performs.

HPP4 – Data Security and Retention

Council will take steps to safeguard the health information it holds against misuse, loss, unauthorised access and modification. Where lawful, Council will take reasonable steps to destroy or permanently de-identify health information if it is no longer needed.

HPP5 – Openness

Council will provide a copy of this policy to any person who requests it.

HPP6 – Access and Correction

Generally, individuals can seek access and correction to health information held by Council about themselves by making an application, and following the procedures, of the Freedom of Information Act (Vic). In some circumstances, where the FOI Act does not apply, HPP6 will be applied. Please contact Council’s FOI Officer on 53980 104.

HPP7 – Identifiers

Council will only assign a number to identify a person if the assignment is reasonably necessary to carry out its functions efficiently.

HPP8 – Anonymity

Council will give individuals the option of not identifying themselves when entering transactions with Council where this is lawful and practicable.

HPP9 – Transborder Data Flows

Council will only transfer health information outside Victoria if the organisation receiving it is subject to laws substantially similar to the HPPs.

HPP10 – Closure of the practice of a health service provider

If Council discontinues its health services it will give notice of the closure to past service users directly and by way of notice in the local media. Whether Council elects to transfer or hold onto health information collected as part of its health service depends on Council’s obligations under the Public Records Act (Vic).

HPP11 – Making information available to another health service provider

When Council acts as a health service provider, Council will make health information relating to an individual available to another health service provider if requested to do so by the individual.

Complaints

Individuals may make a complaint under the Health Records Act to the Health Services Commissioner by phone, in writing or online.

Ph: 1300 582 113

Online through Website www.yarriambiack.vic.gov.au

Health Services Commissioner

Complaints

570 Bourke Street

Melbourne Vic 3000

Please be aware, however, that the Health Services Commissioner can decline to entertain a complaint if the individual has not first complained to the Council. All client health record complaints should be directed to Council’s Community Services and Development Manager and employee health record complaints should be directed to the Governance & Customer Service Coordinator. A Health Privacy Complaint Form is available for completion.

External Contractors

Council may outsource some of its functions to third parties. This may require the contractor to collect, use or disclose certain health information.

It is Council’s policy to require all its contractors to comply with the Act and contractors will not be re-engaged for further work if they do not commit to do so.

Guideline – Fatigue Management

Overview

As part of YSC’s commitment to Health and Safety of all employees, contractors and volunteers, we are actively working together to prevent and manage risk associated with fatigue in the workplace.

The purpose of this guideline is to establish the requirements for managing fatigue.

Responsibility

Management and employees of YSC have a responsibility to ensure that fatigue does not impact the safety, health and well-being of themselves and others.

Line Managers are responsible for:

- Applying risk management in consultation with staff and in accordance with fatigue risk management principles.
- Ensuring systems of work that minimise the risk of fatigue; for example, reasonable rosters, reasonable overtime practices and adequate recuperation between shifts and work related travel.
- Providing opportunities for workers to obtain adequate rest from work.
- Monitoring workloads, work patterns and rostering arrangements to ensure workers are not placed at risk from fatigue.
- Consulting with workers when introducing shift work or new rostering systems.
- Providing information, instruction and training about risks to health, safety or welfare of workers involved with shift work, extended hours and on-call arrangements.
- Ensuring workers performing shift work are properly supervised and that tasks are undertaken safely.
- Referring workers with non-work fatigue related issues to the EAP.

Workers are responsible for:

- Participating in risk management processes.
- Using time off from work to recuperate to be fit and able for the next shift.
- Participating in education and training to gain an understanding of fatigue.
- Avoiding behaviours and practices that contribute to fatigue and which could place themselves and others at risk; for example, secondary employment or not using time off work to recuperate.
- Recognising signs of fatigue that could place the health, safety and well-being of themselves or others at risk and reporting this to their Line Manager.

Method

Training / Professional Development

When travel is required to attend professional development activities, employees are to ensure that the combined activities do not exceed 12 hours in a day. Where the combined activities exceed 12 hours, the employee is to stay in accommodation at YSC’s expense. Accommodation bookings and purchases must be pre-approved by the applicable Manager.

Where travel and professional development is less than 12 hours, the employee is to discuss with their Manager how they will manage their fatigue risk. It may be best to stay in accommodation to manage fatigue or utilise public transport.

Where employees have exceeded their maximum daily work hours to attend professional development activities, the additional hours worked can be taken as time in lieu the next working day, to ensure they are not placed at risk of fatigue.

Other Work Related Travel

When other work related travel is required, as per the Training/Professional Development clause, the combined activities are not to exceed 12 hours in a day.

Rest Breaks for Travelling

Employees must ensure when travelling in a vehicle, as a minimum, they stop and rest every two hours for 15 minutes. This will assist to manage fatigue.

Other Work Conditions

The Council will adopt the following measures to manage fatigue in the workplace:

- Where possible, reduce the need to work extended hours or overtime.
- Design working hours to allow for good quality sleep and enough recovery time between work days or shifts for travelling, eating, washing and sleeping.
- Eliminate or reduce the need to work long shifts for more than three consecutive days.
- Schedule work for hours when the risks may be lower; for example, complex and safety-critical tasks are best undertaken during normal day shifts when workers are less likely to be fatigued.
- Avoid working during periods of extreme temperature.
- Install heating devices in cold work environments.
- Install cooling devices and/or provide access to cooled areas in hot work environments
- Provide shelter in hot work environments.
- Install ventilation and mechanical cooling devices in hot, confined work environments such as truck cabins.
- Provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate) and other essential requirements, such as bathroom facilities.
- Install adjustable, vibration-free seats in appropriate machinery and vehicles.
- Ensure the workplace and surroundings are well lit, safe and secure.

Training

All staff will be provided with Fatigue Management training as part of their Induction when commencing with YSC. Refresher training will be provided biennial.

Definitions

Occupational Protective Helmet	A helmet including all component parts necessary for proper functioning, primarily intended to protect the upper part of the wearers head against impact
Harness	The complete assembly by means of which the helmet is maintained in position on the head which may provide a means of absorbing energy
Shell	The material that provided the general outer form of the helmet
Ultraviolet (UVR) Radiation	Is a component of the electromagnetic radiation (EMR) spectrum emitted by the sun. It is composed of wavelengths from 200-400nm.
Outdoor Worker	Is any employee who in the course of their duties is required to work outdoors.
SPF	Means Sun Protection Factor.
Sunscreen	Is any sun protection factor (SPF) rated chemical product designed for the process of skin protection.
Eye Protection	Is any screen or glasses type device which meets Australian Standard AS/NZS 1067 specific purpose type (b), and AS/NZS 1337 if necessary.
Sun Protective Clothing	Is any clothing that provides entire covering of the upper and lower body including limbs and whose fabric complies with AS/NZS 4399:2017.
UVA	Is UVR of wavelengths between 315 to 400nm – more recently recognised as a factor in causing skin cancer, but not readily recognisable via sunburn.
UVB	Is UVR of wavelengths between 280 – 315nm – most readily recognised as a factor as causing reddening (sunburn) and skin damage leading to skin cancer.
Incident	Is any unplanned, unexpected, uncontrolled or undesirable event which results in injury/illness, property damage, environmental impacts or a near miss.
Incident Manager	A staff member trained in root cause analysis who is to complete the incident report form.
Near Miss	Events that have the clear potential to cause injury / illness, property damage or environmental impacts, even though none occurred on this occasion.
Notifiable Incident	Any incident where notification to a statutory authority, or other agency, is required by applicable legislation. (E.g. notification of trench collapses to WorkSafe).

Inspectors	<p>An Inspector is a person appointed by Worksafe for the purposes of the Act with the following powers: -</p> <ul style="list-style-type: none"> a) Enter inspect and examine at all reasonable times by day or night any workplace which the inspector considers necessary b) Enter any workplace at any time when the inspector is requested or required to attend the workplace c) Take such equipment or materials as may be required d) Make such examination and inquiry as may be necessary to ascertain whether or not this Act or the regulations have been complied with e) Examine any plant substance or other thing whatsoever at the workplace f) Take or remove without payment such samples of any such substance or thing as may be required for analysis g) Take photographs or measurements or make sketches or recordings h) Require the production of examine and take copies of any document or any part of any document i) Direct that the workplace or any part of the workplace be left undisturbed for as long as the inspector considers necessary j) Exercise such other powers as may be necessary or as conferred upon the inspector by this Act or the regulations.
Corrective Action Request (CAR)	<p>A Health and Safety Representative may issue a CAR if he or she is of the opinion that there is a contravention of the Act or its Regulations and that such contravention is likely to continue or be repeated.</p> <ul style="list-style-type: none"> a) The CAR requires the Corporation to remedy the contravention or the activities and circumstances leading to the contravention within the time specified. The CAR must allow the Corporation at least seven days to remedy the contravention. b) A Health and Safety Representative shall issue a CAR providing notice to the person to whom the notice is to be issued.
Employee	Includes a Yarriambiack Shire Council employee, independent contractor, volunteer or visitor.
Incident	Is any unplanned, unexpected, uncontrolled or undesirable event which results in injury/illness, property damage, environmental impacts and a near miss. Incidents may also be referred to as accidents, dangerous occurrences or hazardous incidents.
Near Miss (Near Hit)	Events that have the potential to cause injury/illness, property damage and environmental impacts.
Lock Out	The practice of using keyed locks to prevent the unwanted activation of mechanical or electrical equipment.
Tag Out	The practice of using tags, with or without locks, to increase the visibility and awareness that plant and equipment is not to be energised or activated until such devices are removed. Tags will

	be non-reusable, attachable by hand, self-locking, and not easily removed.
Affected employee	An employee whose job requires him/her to operate or use the plant or equipment on which servicing or maintenance is being performed under the lock out or tag out.
Designated Work Group	Refers to a group of employees at a workplace determined pursuant to Section 43 of the <i>Occupational Health and Safety Act 2004</i> .
Health and Safety Representatives	Refers to an employee elected by members of the designated work group to represent them on matters relating to Occupational Health and Safety.
Hazard	Is anything that has the potential to cause injury or illness (to employees, contractors, visitors or the neighbouring public) or damage to plant or property. A hazard can be related to a physical state or a work practice or procedure. A hazard can be introduced when implementing changes to existing arrangements.
Hazard Identification	Is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.
Risk	Means the likelihood of injury, illness or damage to plant or property arising from exposure to any hazard.
Risk Assessment	Is the process of determining the likelihood of an injury, illness or damage to plant or property happening.
Risk Score	Is a measurement of risk on a common score so that risks can be compared and prioritised for control.
Hazard Control	Is the process of implementing measures to reduce the risk associated with a hazard. It is always important that any control measure does not introduce new hazards, and that on going effectiveness of the control is monitored.
Hierarchy of Control	Is the established priority order for the types of measures to be used to control risks.
Formal hazard inspection	Is a written checklist of hazards inspected that are identified by a hazard/risk assessment.
Line Manager	Is a supervisor, coordinator, team leader, manager or director.